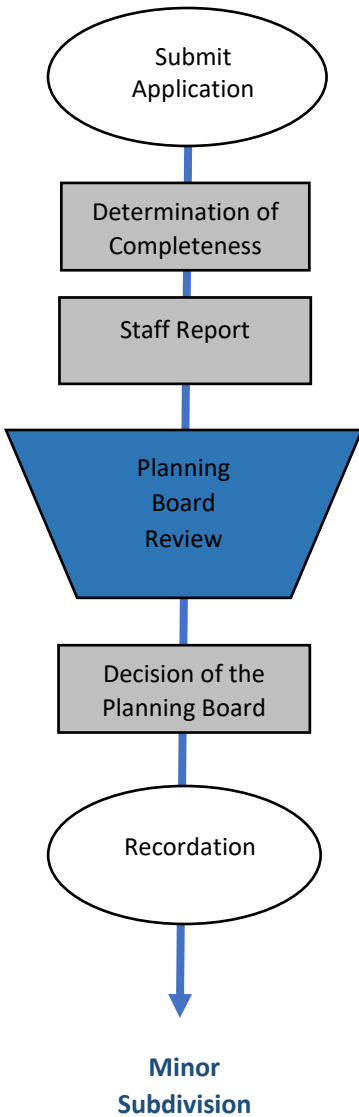


Minor Subdivision

Review Process

Fee: \$ _____



Contact Information

Town of Oakboro
Planning & Zoning Department
109A N Main Street/PO Box 610
Oakboro, NC 28129

Phone: 704-485-3351
Fax: 704-485-2439
oakboro.com/zoning_department.html

General

Traditional Minor Subdivision – The division of land into three or fewer lots when the subdivision does not constitute a no review subdivision and does not require significant infrastructure improvements. Significant infrastructure improvements include, but is not limited to, a road installed to NCDOT standards, fire hydrant, and/or a fire pond.

Step 1: Application Submittal and Acceptance

The applicant must submit a complete application packet. A complete application packet consists of the following:

- Completed Town of Oakboro Minor Subdivision Application
- Application Fee (\$____/lot)
- One copy of the final plat drawn to scale. The plat shall include the items listed in the design standards checklist.
- For a complete list of submittal requirements see the Minor Subdivision submittal checklist.

On receiving an application, staff shall, within ten business days, determine whether the application is complete or incomplete. A complete application contains all the information and materials listed above, and is in sufficient detail to evaluate and determine whether it complies with appropriate review standards. If an application is determined to be incomplete, the applicant may correct the deficiencies and resubmit the application for completeness determination. Failure to resubmit a complete application within 45 calendar days after being determined incomplete will result in the application being considered withdrawn.

Step 2: Staff Review Decision Making Standards

Once an application is determined complete, staff may prepare a staff report and shall provide a decision on the application. The staff report may identify and recommend conditions of approval conditions of approval addressing how compliance deficiencies might be corrected and adverse effects of the application might be mitigated. A minor subdivision shall be approved on a finding that:

- It complies with the UDO
- It will result in three or fewer lots created from the parent parcel or tract (including the residual parcel or tract of less than ten acres in area), as it existed on April 2, 1989.
- It does not create a private access street serving more than two lots.
- Any private access street complies with Private Access Street Standards in the UDO.
- It does not require significant infrastructure improvements; and
- It does not front an existing NCDOT maintained public street unless it is a family subdivision or nonresidential minor subdivision.

Step 3: Final Plat Signature and Recordation

Once the final plat is reviewed and corrections, if any, are made, the following must be submitted:

- 2 paper copies of the final plat
- 1 hard copy of ALL documents
- 1 – 8.5” x 11” copy of the final plat
- 1 reproducible copy for signature and recording
- 1 PDF digital copy all of all plans and documents (Ex: Thumb Drive; Email not acceptable)

Staff will sign the reproducible copy and return it to the applicant for recordation with the Stanly County Register of Deeds within 90 days of its approval or it shall be null and void.



Minor Subdivision

Application

<i>office use only</i>	
Fee: \$ _____	Fee Paid Date _____
Zoning Permit No. _____	
Approved Date _____	

Contact Information**APPLICANT:**

Name: _____

Address: _____

Telephone: _____

Email Address: _____

PROPERTY OWNER:

Name: _____

Address: _____

Telephone: _____

Email Address: _____

APPLICANT:

Name: _____

Address: _____

Telephone: _____

Email Address: _____

LEGAL RELATIONSHIP OF APPLICANT TO PROPERTY OWNER:

Request

Street Address: _____

Parcel Identification Number: _____ Number of Lots _____

TYPE OF MINOR SUBDIVISION

- TRADITIONAL
- NONRESIDENTIAL

I hereby authorize county officials to enter my property for purposes of determining compliance with all applicable standards. All information submitted and required as part of this process shall become public record.

Property Owner(s)/Applicant* _____
Date

***NOTE: Form must be signed by the owner(s) of record, contract purchaser(s), or other person(s) having a recognized property interest. If there are multiple property owners/applicants, a signature is required for each.**

Approved by: _____ Date: _____

Zoning Compliance Permit Design Standards Checklist

The table below depicts the design standards for a final plat for a minor subdivision application. Please make sure to include all applicable listed items to ensure all appropriate standards are reviewed.

Minor Subdivision Design Standards Checklist

Date Received: _____

Project Name: _____

Applicant/Property Owner: _____

Minor Subdivision Design Standards Checklist

General		
1	Name of Subdivision, Township, County, State	
2	Name, signature, license number, seal, address, and phone number of land surveyor, engineer, architect planner, and/or landscape architect involved in preparation of the plat	
3	Property owner name(s), address, phone number, and email address	
4	Site address and parcel identification number	
5	North arrow and scale to be 1" = 100' or larger	
6	Vicinity map showing property's general location in relation to streets, railroads, and waterways	
7	Zoning classification of the property and surrounding properties	
8	All applicable certificates and statements as listed in Division 9 – Plat Certificates of the UDO	
9	A scaled drawing showing the following existing features within the property and within 50' of the existing property lines: boundary lines, total acreage, adjacent use types, sidewalks and pedestrian circulation courses, streets, rights-of-way, easements, structures, septic systems, wells, utility lines (water, sewer, telephone, electric, lighting and cable TV), fire hydrants, culverts, stormwater infrastructure (drainage pipes, ditches, etc.), water bodies, wooded areas, and cemeteries	
10	Lot layout including lot lines locations and dimensions, total number of lots, total lot area, and lot numbers for entire tract (No future development area left undefined)	
11	Location or areas to be used for non-residential and multi-family purposes, if applicable	
12	Location and type of site identification signs, traffic control signs, street name signs, and directional signs, if applicable	
13	Street name and street addresses as approved by GIS	
14	Contour intervals of two feet, with flood elevation data, if required by the administrator	
15	Proposed street design data with profile, if applicable	

16	Monumentation set and control corner established	
17	Proposed street design data with profile, if applicable	
18	Verification of county water connection	
19	Fire flow as required by the fire code	
Additional Information for Nonresidential Minor Subdivisions		
1	General Plan of Development showing existing water, sewer, and stormwater facilities in the vicinity of the property; approximate plan and location of water service, sewer service or site evaluation for each lot; conceptual drainage plan; preliminary locations for building pads and parking areas; preliminary plan for fire protection; access management plan; and a maintenance agreement for private common infrastructure	

Minor Subdivision Submittal Checklist

Staff will use the following checklist to determine the completeness of your application within ten business days of submittal. Please make sure all of the listed items are included. The Planning Director shall not process an application for further review until it is determined to be complete.

Minor Subdivision Submittal Checklist

Date Received: _____ TRC Date: _____

Project Name: _____

Applicant/Property Owner: _____

Minor Subdivision - Submittal Checklist

1	Complete Minor Subdivision Application	
2	Application Fee	
3	Final Plat with surveyor's seal	
4	General Plan of Development, nonresidential minor subdivision	
5	Street Names	
6	Copy of Site Evaluation from Zoning Staff	
7	Letter of commitment from centralized water provider, if applicable	
8	NCDENR, PWS, DWQ stormwater management permit (including application, plan, narrative, and calculations), if disturbing more than one acre or 10,000 square feet or more of built upon area	
9	NCDENR, DLQ, erosion and sedimentation control permit, if one acre or more of total land disturbance	
10	NCDOT, driveway permit and encroachment agreement, if required	
11	General Plan of Development for nonresidential minor subdivisions	
12	Three copies of final plat (1 at application; 2 at final approval)	
13	8.5"x11" copy of final plat	
14	Hard copies of ALL documents	
15	PDF digital copy of all documents	

Minor Subdivision Street/Private Access Name Request

Please complete this form and submit it to the Stanly County Geographical Information Systems (GIS) Coordinator for review prior to the submittal of your minor subdivision application to the Planning Division. The GIS Coordinator can be reached at 704-986-3635.

Request

This section to be completed by the applicant.

Subdivision Name: _____

Subdivision Type: _____

Proposed Street Name	Office Use Only

Alternate Street Name(s): Please provide at least one alternate street name

Proposed Alternate Street Name(s)	Office Use Only

Street Name Review

This section to be completed by GIS Coordinator.

Proposed street name(s) with a check mark are approved. Proposed street names with an X mark are denied.

Reviewed By: _____

Date: _____

Please return copy to lead Planner: _____