

Chatham County Planning Department

PO Box 54

Pittsboro, NC 27312

SUMMARY OF MAJOR SUBDIVISION REVIEW PROCEDURE

A major subdivision is one with more than five (5) lots, one with new roads, or one with five (5) lots or less but which requires a variance from the regulations to be approved.

Major subdivisions require three general reviews: sketch design, preliminary, and final. The sketch design review is to properly identify the property being subdivided to insure the adherence to required design standards, to determine improvement proposals, and to get the initial input of the Planning Board, Board of County Commissioners, and adjacent property owners. The preliminary review by the Planning Board and Board of County Commissioners and other appropriate agencies (i.e. soil scientist, Department of Transportation, and etc.) is to insure that all plans meet the regulations. The final review by appropriate reviewing agencies, the Planning Board, and the Board of County Commissioners is to insure that all required improvements (i.e. roads, water lines, survey monuments, and etc.) have been installed as required according to plans and regulations.

The Planning Board meets the first Tuesday of each month at 6:00 p.m. The Board of County Commissioners meets the first Monday of each month at 9:00 a.m. and the third Monday of each month at 6:00 p.m.

A detailed review procedure for major subdivisions is described in the Chatham County Subdivision Regulations; however, a summary is shown below:

Sketch Design Review Procedure:

1. The developer shall submit to the Planning Department a completed subdivision application, administrative review fee, other related information as required (see major subdivision checklist) and twenty-five (25) copies of the sketch plan showing topo of property and 2 copies of the preliminary soils map and report from a certified soil scientist along with one (1) electronic copy (PDF format) of all items submitted at least twenty-three [23] days prior to the Planning Board meeting. See department calendar for submittal dates and major subdivision review checklist for list of items to be submitted and digital document submission guidelines. Topo and soils information may be included on sketch plan map.
2. Names and addresses of the adjacent property owners are required along with the application. The subdivision cannot be placed on the monthly agenda without notice of the meeting being mailed to the adjacent property owner's fourteen [14] days prior to the meeting.
3. The Planning Board will review the information described and agenda notes, which are mailed prior to the meeting. During the monthly meeting the Board will make a recommendation to approve the subdivision, disapprove the subdivision for specified reasons, or approve the subdivision with specified conditions or modifications.
4. The Planning Board's recommendation and the required number of plans are submitted to the Board of County Commissioners for their review and action. If the sketch design is

approved by the Board of County Commissioners then more detailed preliminary plans are prepared for review by various agencies.

5. The sketch design approval is valid for twelve [12] months from the date of approval by the Board of County Commissioners. If the required preliminary plans are submitted while the sketch design approval is valid then the plans will be reviewed according to regulations in effect at the time of sketch design approval. If preliminary plans are submitted following expiration of the sketch design approval then the developer shall also resubmit for sketch design approval and plans submitted must conform to regulations in effect at the time of submittal.

Preliminary Plat Review Procedure:

1. The developer should submit the following plans to the agencies listed at least 30 days prior to the Planning Board submittal date to allow adequate time for review and approval. The review process cannot continue without preliminary approval by *a – e* listed below:
 - a) Soil scientist to prepare soils map showing location of suitable soils and a letter of explanation. See Soil Scientist Requirements for Preliminary Review.
 - b) Department of Transportation – road plans and profiles and drainage plans (public roads).
 - c) Department of Transportation – Commercial Driveway Permit
 - d) Chatham County Health Department, Environmental Health Section, erosion and sedimentation plans for public and private roads.
 - e) Other agencies as required, (i.e. Chatham County Public Works, NCDWQ, Corps of Engineers,)
2. The developer shall submit to the Planning Department the names and addresses of the adjacent property owners at least twenty-three [23] days prior to the Planning Board meeting. The subdivision cannot be placed on the monthly agenda without notice of the meeting being mailed to the adjacent property owner's fourteen [14] days prior to the meeting.
3. The developer shall submit to the Planning Department twenty-five (25) copies of the subdivision plans and other related items as well as permits from other agencies along with one (1) electronic copy (PDF format) of all items submitted at least twenty-three [23] days prior to the Planning Board meeting. See department calendar, review checklist and digital document requirements. The subdivision will not be placed on the Board's monthly agenda unless this information is submitted to the Planning Department at least twenty-three [23] days prior to the meeting.
4. The Planning Board will review the information described and agenda notes, which are mailed prior to the meeting. During the monthly meeting the Board will make a recommendation to approve the subdivision, disapprove the subdivision for specified reasons, or approve the subdivision with specified conditions or modifications.
5. The Planning Board's recommendation and the required number of plans are submitted to the Board of County Commissioners for their review. **Only when approval is given by the Commissioners can the developer begin construction.** After preliminary approval

the developer has eighteen [18] months to complete the development and submit final plans.

Final Plat Review Procedure:

1. After all improvements are completed or a financial guarantee is in order, the developer shall submit to the Planning Department, twenty-five (25) copies of plans and other related information along with one (1) electronic copy (PDF format) of items submitted. The developer shall submit septic improvement permits for each lot. All required information shall be submitted no less than twenty-three [23] days prior to the Planning Board meeting. Any financial guarantee should also be submitted at this time for review by the county attorney. Septic improvement permits and financial guarantee information are not required to be submitted electronically.
2. The Planning Board will review the subdivision information and agenda notes mailed to it prior to the meeting. A final recommendation on the subdivision plat will be made by the Board during the meeting. The Board may recommend approval of the plat, disapproval of the plat for specified reasons, or approval of the plat with specified conditions.
3. The Planning Board's recommendation and the required number of plans are submitted to the Board of County Commissioners for their review. **Only after approval is given by the Commissioners and all related fees paid can the final plat be recorded and lots sold.**
4. If final approval is given, the plat shall be recorded within 60 days by the developer in the Office of the Chatham County Register of Deeds and lots may be sold. It is illegal to sell lots prior to approval and recordation of the final subdivision plat.

NOTICE
CHATHAM COUNTY PLANNING DEPARTMENT
SUBMITTAL DEADLINE POLICY

This notice is to let you know that the time period of the Planning Department staff review of zoning requests and subdivision requests has changed. The Planning Department will no longer provide input about application revisions following the submission deadline. If the applicant would like the Department to review an application for accuracy and clarification and to give suggestions about possible changes the draft application is to be submitted in advance of the application deadline. Two weeks prior to the application deadline would be helpful. Applications submitted on the deadline will be considered the final applications for review by the Planning Department, the public and the reviewing Boards.

**CHATHAM COUNTY
MAJOR SUBDIVISION
REVIEW CHECKLIST**

Subdivision Name _____

Review For: Sketch Prelim Final

Attach all supporting documentation regarding these approvals. If approvals are still pending, attach applications for approval.

SKETCH DESIGN REVIEW	APPROVAL DATE
<input type="checkbox"/> 25 Copies of Plat with topo along with one (1) 8-1/2 x 11 copy	-----
<input type="checkbox"/> Application w/Complete Adjacent Owner Addresses	-----
<input type="checkbox"/> Soil Scientist Report and soil map	-----
<input type="checkbox"/> Confirmation from Chatham County Historical Association/Jane Pyle/542-3603	
<input type="checkbox"/> 1 electronic copy of all items above (see Digital Document Requirements)	
PRELIMINARY PLAT REVIEW	
<input type="checkbox"/> 25 Copies of Plat along with one (1) 8-1/2 x 11 copy
<input type="checkbox"/> Application w/ Complete Adjacent Owner Addresses
<input type="checkbox"/> Detailed Soils Map and Letter of explanation or D.E.M. approval	____/____/____
{see Requirements for soil scientist report}	
<input type="checkbox"/> NCDOT Approval (if public roads)	____/____/____
<input type="checkbox"/> DOT Comm. Driveway Permit	____/____/____
<input type="checkbox"/> Erosion Control Plan Approval (if new roads or one acre disturbed)	____/____/____
<input type="checkbox"/> U.S. Army Corps of Engineers Permit (if appl)	____/____/____
<input type="checkbox"/> Road Name Request Form	____/____/____
<input type="checkbox"/> County Public Water Approval (if applicable)	____/____/____
<input type="checkbox"/> State Public Water Approval (if applicable)	____/____/____
<input type="checkbox"/> Chatham Co. Schools' Road Comments (if new roads)	____/____/____
<input type="checkbox"/> Stormwater Management Plan Approval (if appl)	____/____/____
<input type="checkbox"/> Economic & Environmental Impact Study (if appl)	____/____/____
<input type="checkbox"/> Water / Sewer Impact Statement (if appl)	____/____/____
<input type="checkbox"/> 1 electronic copy of all items above (see Digital Document Requirements)	
FINAL PLAT REVIEW	
<input type="checkbox"/> 25 Copies of Plat	-----
<input type="checkbox"/> Application
<input type="checkbox"/> 1 electronic copy of all items above (see Digital Document Requirements)	____/____/____
<input type="checkbox"/> Chatham County Environmental Health Division septic improvement permits or NCDWQ septic permits for each lot.	____/____/____
<input type="checkbox"/> Road Completion Certificate or Financial Guarantee	____/____/____
<input type="checkbox"/> Utilities Completion Cert. or Financial Guarantee	____/____/____

Comment _____

Date Complete Application Rec'd: _____ / _____ / _____ By: _____

Chatham County Planning Department

P.O. Box 54
Pittsboro, NC 27312
Tel: (919) 542-8204
Fax: (919) 542-2698

Type of Review

- Sketch
- Preliminary
- Final

MAJOR SUBDIVISION APPLICATION

Name of Subdivision: _____

Subdivision Applicant: _____ **Subdivision Owner:** _____

Name: _____

Name: _____

Address: _____

Address: _____

Phone:(W) _____

Phone:(W) _____

Phone:(H) _____ Fax: _____

Phone:(H) _____ Fax: _____

E-Mail _____

E-Mail _____

Township: _____ **Zoning:** _____

P. I. N. # _____

Flood Map # _____ **Zone:** _____

Parcel # _____

Watershed: _____

Existing Access Road: S.R. # _____

S.R. road name _____

Total Acreage: _____

Total # of Lots: _____

Min. Lot Size: _____

Ph. I Acreage _____

Ph. I # of lots _____

Max. Lot Size: _____

Ph. II Acreage. _____

Ph. II # of lots _____

Avg. Lot Size: _____

Ph. III Acreage _____

Ph. III # of lots _____

Name and date of contact with Chatham County Historical Association: _____

Type of new road: Private/ Length _____ Public/ Length _____

Road Surface:

- paved
- gravel

Water System:

- individual wells
 - community wells
 - public system
- name _____

Sewer System:

- septic systems
 - community system
 - public system
- name _____

List other facilities: commercial, recreation, etc., and the approximate acreage or square footage:

Signature of Applicant Date _____ *Signature of Owner* Date _____

For Office Use Only:

Notes: _____

Approved by County Commissioners: Sketch _____
Preliminary _____
Final _____

Payment: Date _____ / _____ / _____ Amount: \$ _____

ADJACENT LAND OWNERS (Property owners across a road, easement, or waterway are considered adjacent land owners):

Legal notices are mailed to these owners, please **type or write neatly**, and include zip codes.

1.	11.
2.	12.
3.	13.
4.	14.
5.	15.
6.	16.
7.	17.
8.	18.
9.	19.
10.	20.

FOR OFFICE USE ONLY

Date's Adjacent Owner Letters were mailed out

Sketch	/ /	/ /
Preliminary	/ /	/ /

Dates and Actions of Planning Board Meetings

Sketch	/ /	<input type="checkbox"/> Appv'd	<input type="checkbox"/> Denied	<input type="checkbox"/> Tabled
Preliminary	/ /	<input type="checkbox"/> Appv'd	<input type="checkbox"/> Denied	<input type="checkbox"/> Tabled
Final	/ /	<input type="checkbox"/> Appv'd	<input type="checkbox"/> Denied	<input type="checkbox"/> Tabled

Dates and Actions of Board of Commissioners Meetings

Sketch	/ /	<input type="checkbox"/> Appv'd	<input type="checkbox"/> Denied	<input type="checkbox"/> Tabled
Preliminary	/ /	<input type="checkbox"/> Appv'd	<input type="checkbox"/> Denied	<input type="checkbox"/> Tabled
Final	/ /	<input type="checkbox"/> Appv'd	<input type="checkbox"/> Denied	<input type="checkbox"/> Tabled

Conditions stipulated by Planning Board or Board of Commissioners (label as sketch, preliminary or final):

Financial Guarantee (if applicable):

Submitted by: _____

Guarantee Type: _____

Amount: \$_____

Acceptance Date: ___/___/___

Expiration Date: ___/___/___

Release Date: ___/___/___

Release Payable to: _____

_____ /___/___
Planning Department

Date

REQUIREMENTS FOR SOIL SCIENTIST REPORT
SUBDIVISION PRELIMINARY REVIEW

1. Report must be signed and sealed by a NC licensed soil scientist.
2. Include a soils map drawn to a scale showing initial and repair areas for each lot along with an index of how they are marked in the field. (Include any proposed surface discharge systems.
3. Identify proposed septic systems along with proposed loading rates for each lot.
4. Identify proposed easements for all off site septic areas.
5. Include all special testing results for any proposed pretreatment systems.
6. show proposed or existing set-back restrictions on and adjacent to subject property, ie: water supplies, jurisdictional wetlands, impounded waters, etc.
7. Property lines must be clearly marked and correspond with submitted maps.

CHATHAM COUNTY
PLANNING OFFICE



DIGITAL DOCUMENT SUBMISSION GUIDELINES

Chatham County, in the interest of record automation, requires that all subdivision and re-zoning applications and supporting documents, including plats/maps, be submitted to the Planning Office in digital and hardcopy formats. The primary function of this document is to provide digital submission standards, procedures, and requirements. Failure to comply with these requirements will delay the processing of your application.

ELECTRONIC PLAN AND APPLICATION SUBMITTAL

- ALL DIGITAL FILES MUST BE PC COMPATIBLE. All digital documents must be submitted in Portable Document Format (.pdf). A digital copy of all hardcopy documents must be provided with the application submittal.
- All related digital files should be located in a single directory or folder in the media and named accordingly. Acceptable media will include floppy disks and CD-ROM's. Discs and disc sleeves/cases should be labeled with the contact name, phone number, project name and phase. Revisions to previous submittals should be labeled as such. Digital files may be transmitted via email if approved by the Planning Office.
- Multiple pages of a document shall be combined into a single document when document size permits. Ideally, files should not be larger than 5 megabytes (MB) in size. Files should not be submitted in a compressed format (i.e. WinZip or PkZip).
- PDF documents produced by scanning paper documents should be scanned at resolutions that will ensure pages are legible both on the computer screen and when printed. Therefore, we recommend scanning documents at 300 dots per inch (dpi) to balance legibility and file size. All documents should be properly oriented to the top of the page.
- When submitting numerous digital documents you must provide an ASCII text file named "Submittal.txt" that contains a listing of the documents in the order of the packet submission.

Note: Staff may request digital files compatible with ESRI ArcView GIS software (i.e. AutoCAD .dwg or .dxf files) depending on the size and scope of the project.

If you have any questions regarding the submission of digital documents please contact Jason Sullivan with the Planning Office at 919/542-8233 or jason.sullivan@ncmail.net.