

## **Minor Subdivision Process - Residential**

The minor subdivision process is an administrative review for subdivisions of five (5) or fewer residential lots that do not require any new street (a perpetual easement is not considered a new street), the creation of any public improvements, or a request for a variance. Please note that the minimum useable lot area shall not contain areas determined to be unsuitable for development as specified in Section 7.1, i.e. state road ROFW, riparian buffers, floodable area. Other regulations that may also impact the site design and layout include, but are not limited to, the Chatham County Chatham Zoning Ordinance, Chatham County Watershed Protection Ordinance, Chatham County Flood Damage Prevention Ordinance, Chatham County Soil Erosion and Sedimentation Control Ordinance and Chatham County Stormwater Ordinance. **Please note that lots labeled as non-building are not approved for building development.**

If the applicant is considering timbering the property, the Subdivision Regulations contain a provision (Section 1.14 Prohibited Acts, Enforcement, and Penalties) stating that timbering in violation of development regulations may result in the County withholding development approvals from three to five years.

**Step 1 - Consultation** with Planning Department staff. Contact Paula Phillips, Land Use Administrator, 919-542-8276, e-mail [paula.phillips@chathamnc.org](mailto:paula.phillips@chathamnc.org)

**Step 2 - On-site riparian buffer review** (pursuant to Section 304 of the Watershed Protection Ordinance). This is the first review conducted on the property and is performed prior to soil suitability or surveying work. Riparian buffers shall not be counted towards the minimum useable lot area. The Riparian Buffer Service Packet can be found on the Planning Department website at [www.chathamnc.org/planning](http://www.chathamnc.org/planning) , Applications and Checklists, or copies may be obtained from the Planning Department. Applications are submitted to the Planning Department. A fee of \$50.00 plus \$50.00 per lot is required. Checks should be made payable to Chatham County.

- a) If the subdivision is five (5) lots or less and is 10 acres or less, contact Chatham County Watershed Protection department staff to perform the review.
- b) If the total subdivision area is greater than 10 acres, the applicant is required to hire a qualified consultant to perform the review and submit the required information for staff approval. A list of qualified consultants can be obtained from the Environmental Quality Department. Call 919-545-8394.

Maps showing the findings of the on-site buffer review will be provided to the applicant. The applicant should provide the surveyor with a copy of the report. Riparian buffers must be accurately shown on the final plat along with required language and must be approved by Environmental Quality staff prior to approval of the

plat. Staff will provide Environmental Health with a copy of the riparian buffer report. For more information or questions about riparian buffers, contact the Watershed Protection Department at 919-545-8394 or 919-542-8268.

Floodplain Determination. The applicant applies for a floodplain determination from the Planning Department. The floodplain determination and riparian buffer review report are submitted to Environmental Health in the next step. For more information contact Paula Phillips at (919) 542-8276.

**Step 3 - Wastewater Permits**. Permit(s) or documentation shall be provided from one of the following:

- a) Environmental Health Section of the Chatham County Health Department. For more information contact (919) 545-8460.
- b) North Carolina Department of Environment and Natural Resources, Division of Water Quality, Aquifer Protection Section, Land Application Unit, (919) 733-3221
- c) A water or wastewater treatment company regulated by the North Carolina Utilities Commission.

**Step 4 - Stormwater**: Please provide your surveyor with a copy of Riparian Buffer Report. Language will be provided to the surveyor to be placed on the plat.

**Step 5 - Erosion Control**: An erosion control permit may be required if there will be more than 20,000 square feet of disturbance (cumulative) on the property. For questions, contact the Erosion Control Officer at 919-545-8343.

**Step 6 - Public Water Availability review**. The applicant must contact the Public Works Water Utilities Staff to determine if public water is available to the subdivision. In the event that public water is required to be extended to the site (***other than a service line***) the subdivision must follow the major subdivision process. A determination from the Public Works Water Utilities Staff shall be provided with the plat. For more information contact (919) 542-8239.

**Step 7** - If more than two (2) lots are to be accessed by a perpetual easement, the easement must be named. Contact 911 Addressing to obtain forms and/or procedure information. The Board of Commissioners must officially approve the road name prior to the plat being signed. For more information call (919) 545-8163 or (919) 545-8161. Easements shall be constructed to meet the standards as specified in Section 7.4 B (3) of the Chatham County Subdivision Regulations.

**Step 8** - A Commercial Driveway Permit may be required. Contact Frank Hodges, NCDOT, at (336) 318-4000.

**Step 9** - Contact a surveyor to have the final plat prepared. The surveyor should provide staff with a paper copy or a pdf copy of the plat for review prior to submitting the mylar for approval.

**Step 10**- Submit the original (mylar) copy and one (1) paper copy of the plat with the required minor subdivision review fee and recreation exaction fee (if required) to the Planning Department for approval and signature. The paper copy is retained by the Planning Department.

- a) A disapproval of a minor subdivision by staff may be appealed to the Board of Commissioners if filed within ten (10) days of the decision.

**Step 11**- Take the original, signed copy of the plat to the Tax Mapping Department for the Review Officer's signature.

**Step 12** - Record the plat in the Office of the Register of Deeds within sixty (60) days of approval by the Planning Department.

**Additional Steps after Recording Plat:**

**Step 13** – After recording the plat at the Office of the Register of Deeds, ask a Register of Deeds staff for a copy of the plat.

**Step 14** – Carry the copy of the recorded plat to your attorney and have him or her to create a new deed.

For questions regarding the minor subdivision process please call Paula Phillips at (919) 542-8276 or email [paula.phillips@chathamcountync.gov](mailto:paula.phillips@chathamcountync.gov)