



Chatham County Planning Department  
 80-A East Street  
 P.O. Box 54, Pittsboro, NC 27312-0054  
 Phone: 919-542-8204  
**Map Review Fee: \$250.00**

**MINOR SUBDIVISION APPLICATION—RESIDENTIAL**

Name of Subdivision or Plat Title: \_\_\_\_\_

**Property Owner/Applicant:**

**Representative (Surveyor, Engineer, Etc.):**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Company Name: \_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

Phone: (W) \_\_\_\_\_

\_\_\_\_\_

(H) \_\_\_\_\_

Phone: (W) \_\_\_\_\_

(C) \_\_\_\_\_

(C) \_\_\_\_\_

Fax: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Who should staff contact (circle one)?      **Property Owner/Applicant**                      **Consultant**

**PROPOSAL**

Parcel # (AKPAR): \_\_\_\_\_ P.I.N. # \_\_\_\_\_ Zoning District: \_\_\_\_\_

Flood Map # and Date \_\_\_\_\_ Zone: \_\_\_\_\_ Watershed District: \_\_\_\_\_

Existing Access Road (S. R. # and name): \_\_\_\_\_

Total Acreage \_\_\_\_\_ Total # of Lots \_\_\_\_\_

Min. Lot Size (Acres) \_\_\_\_\_ Max. Lot Size \_\_\_\_\_ Avg. Lot Size \_\_\_\_\_

# Exempt Lots (over 10 ac.) \_\_\_\_\_ # Non-Building Lots \_\_\_\_\_

**County water:** Contact Chatham County Water and Utilities Department at 919-542-8270 regarding water and provide a copy of the preliminary plat for their review of the proposed new lots. Once the Utilities Director/Staff has reviewed the preliminary plat, provide an email from the Utility Department or a County Water Availability form from the Utilities Director/Staff to the Land Use Administrator

YES       NO       If yes, Approval Date: \_\_\_\_\_

YES  NO  If yes, Approval Date: \_\_\_\_\_

If yes, provide **Water Availability Form** from Chatham County Public Works Water Utility Staff.

**Septic Permit(s):** Provide a copy of the required wastewater permit for each new or revised lot. Date of permit:

\_\_\_\_\_ By: \_\_\_\_\_

**On-site Riparian Buffer required:** YES  NO

Date completed: \_\_\_\_\_ By: \_\_\_\_\_

Findings: \_\_\_\_\_

Water features and riparian buffers must be shown on the final plat and approved by Environmental Quality staff. Riparian buffers shall not be counted towards the minimum useable lot area.

**Commercial Driveway Permit required:** Per NCDOT if a residential site is being subdivided into two (2) or more lots, a commercial driveway permit may be required. NO  YES  If yes, date of approval: \_\_\_\_\_ and provide a copy of the permit to staff.

**Erosion Control:** If you are disturbing 20,000 sq ft or more call 919-545-8343

**Access:** Will new lot(s) be served by a perpetual easement? YES  NO

If the property is accessed by a perpetual easement, the applicant must have their attorney complete a Perpetual Easement Form and provide to staff. If the easement is serving more than two (2) subdivision lots, the easement must be named. Contact the Emergency Operations Office at 919-545-8163 or 545-8161 for road name procedure and application form. The Board of County Commissioners must officially approve the road name prior to the minor subdivision plat being signed. Easements shall be constructed to meet the standards as specified in Section 7.4 B (3) of the Chatham County Subdivision Regulations.

**Family Subdivision:** If this subdivision qualifies as a Family Subdivision, applicant must sign and have notarized the **Family Subdivision Affidavit** and provide to staff. *Note: This provision shall apply only where the grantor or decedent already owned the land to be divided before January 1, 1994.*

**Has the property been timbered:** YES  NO  If so, what year \_\_\_\_\_

**The following information must be on the plat prior to Approval by Planning Department:**

- Stormwater language per the Environmental Quality Director
- Riparian Buffer Language

\_\_\_\_\_  
**Applicant/Agent Signature**

\_\_\_\_\_  
**Date**

*For office use*

Application received by \_\_\_\_\_ Date: \_\_\_\_\_

**Review Fee** \_\_\_\_\_ **Date Paid:** \_\_\_\_\_

**Recreation Fee** \_\_\_\_\_ **Date Paid:** \_\_\_\_\_

Plat approved **YES**  **NO**

By \_\_\_\_\_