



**This checklist condenses information on minor subdivision regulations in the Orange County Unified Development Ordinance (UDO). For more detailed information, please refer to UDO Section 2.14 *Minor Subdivisions* and UDO Article 7 *Subdivisions*.**

**There are two basic types of subdivisions: major and minor. UDO Section 7.2.2 (A) defines minor subdivisions as those that do not do the following:**

1. Create more than
  - Five (5) lots, including the residual acreage, following the Conventional subdivision design model (*i.e.*, not Flexible Development); or
  - Twelve (12) lots, including the residual acreage, following the Flexible Development subdivision design model (UDO Sec. 7.12), from any one tract of land in any ten year period;
2. Dedicate or improve any new public street other than widening an existing public street;
3. Extend public water and/or sanitary sewer systems, other than laterals to serve individual lots; and/or
4. Necessitate the installation of drainage improvements that would require easements through one or more lots to serve other lots.

**If your subdivision is minor, there are two types of staff review: traditional (*i.e.*, fully regulated) and expedited. UDO Sec. 7.2.2 (B) states that an expedited subdivision meets the following criteria:**

1. The tract or parcel to be divided is not exempt under the provisions of the UDO;
2. No part of the tract or parcel to be divided has been divided within the past 10 years from the date of application submittal;
3. The entire area of the tract or parcel to be divided is greater than five acres;
4. No more than 3 lots result from the division;
5. All resultant lots comply with the following:
  - Lot dimension and size requirements of applicable land use regulations;
  - The use of the lot(s) is in conformity with applicable zoning requirements; and
  - A permanent means of ingress and egress is recorded for each lot.

**If your subdivision qualifies for expedited review, please review the process checklist starting on the next page. If your subdivision does *not* qualify for expedited review, please refer to the Minor Subdivision Checklist for Traditional Reviews.**

**Recommended Pre-submittal Steps**

Step	Step Detail	Complete	N/A
<p><b>1. Contact Current Planning (919-245-2575)</b></p>	<p>Discuss your subdivision idea with a planner before submitting an application. A planner can tell you if your plan will meet County subdivision regulations or if you need to make changes.</p>		
<p><b>2. Contact Fire Marshal (919) 245-6153</b></p>	<p>Discuss your subdivision with the Fire Marshal to make sure it will meet Fire Code standards for emergency access.</p>		
<p><b>3. Get a Site Assessment from Current Planning</b></p>	<p>A Site Assessment is a reference document that Current Planning prepares for you. It combines data from GIS, the Register of Deeds, and the Unified Development Ordinance (UDO). It helps you understand your property, and it helps staff process applications faster.</p>		
<p><b>4. Prepare a Concept Plan</b></p>	<p>A Concept Plan, also called a Sketch Plan, is a rough draft of your subdivision plat. As the name suggests, you can sketch the Concept Plan by hand. The plan should be drawn to scale (<i>e.g.</i>, 1" = 100'). It should also show the approximate acreages, property lines, and road access points for each lot.</p>		
<p><b>5. Contact Environmental Health (919-245-2360)</b></p>	<p>Environmental Health will need to verify that your proposed lots have septic capacity. You will likely need to apply for Improvement Permits for your proposed lots. Environmental Health will need a Concept Plan with any permit applications.</p> <p>Technically, you do not need Environmental Health approval before recording an expedited minor subdivision plat. However, it is wise to do so. Environmental Health can verify that a) your proposed lots have suitable soils and b) that the septic areas will meet Environmental Health's setback requirements.</p> <p>Note: You do not need to contact Environmental Health if your lots will have sewer service. Please forward proof of sewer service to Current Planning staff.</p>		

**Recommended Pre-submittal Steps**

Step	Step Detail	Complete	N/A

**Phase 1: Plat Application and Submittal**

Step	Step Detail	Complete	N/A
<p><b>1. Hire a surveyor to prepare your Preliminary Plat</b></p>	<p>The Preliminary Plat is a draft subdivision map. It is a draft of the Final Plat, which is the map you record with the Register of Deeds. It needs to</p> <ul style="list-style-type: none"> <li>• Be prepared by a professional land surveyor;</li> <li>• Be drawn to meet recording requirements; and</li> <li>• Show means of access for each of the proposed lots.</li> </ul>		
<p><b>2. Submit your Expedited Minor Subdivision application package to Current Planning</b></p>	<p>The package needs to include the following:</p> <ul style="list-style-type: none"> <li>• An Expedited Minor Subdivision application signed by the property owner(s);</li> <li>• \$140 review fee; and</li> <li>• The Preliminary Plat as described above.</li> </ul> <p>You can pay the review fee with cash, check, or credit card. Please make checks payable to Orange County.</p>		
<p><b>3. Development Advisory Committee (DAC) Review and Approval</b></p>	<p>Planning staff will present your application to the Development Advisory Committee (DAC). The DAC is a group of representatives from County departments, such as Environmental Health, the Fire Marshal, and Solid Waste.</p> <p>The DAC meets twice a month. Meetings are internal, so you will not need to attend. After the meeting, Planning staff will prepare a letter for you. It will include the committee's comments and explain final steps.</p>		

**Phase 1: Plat Application and Submittal**

<b>Step</b>	<b>Step Detail</b>	<b>Complete</b>	<b>N/A</b>

**Phase 3: Certifications and Recordation**

Step	Step Detail	Complete	N/A
<p><b>1. Print the Final Plat and circulate it for signatures</b></p>	<p>Planning and Land Records will need to sign the Final Plat before you record it with the Register of Deeds. Deliver the Final Plat to Planning, and we will gather the signatures on your behalf. The property owner will also need to sign the plat before a notary.</p>		
<p><b>2. Pay final fees</b></p>	<p>You will need to pay the following fees before you can record your subdivision:</p> <ul style="list-style-type: none"> <li>• <b>Recording Fee:</b> \$21 for the plat and \$26 for each supplemental document (<i>e.g.</i>, a grant deed). These fees are paid to the Register of Deeds at the time of recordation.</li> </ul>		
<p><b>3. Record the Final Plat and any necessary supporting documents</b></p>	<p>Once we have the signatures listed above, we can record the Final Plat along with any supporting documents with the Register of Deeds. Planning staff will accompany you to the Register of Deeds Office to assist you in recording.</p>		