



Orange County Planning & Inspections Department
131 W. Margaret Lane, Suite 200, Hillsborough, NC 27278
919-245-2575 or planningapps@orangecountync.gov

Regulated Minor Subdivision Review Process Information and Checklist

Phase 1: Concept Plan		
Step	Step Detail	Complete
1. Contact Current Planning (919-245-2575)	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.	
2. Get a Zoning Report from Current Planning	A Zoning Report 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.	
3. Prepare your Concept Plan	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 (e.g., 1" = 100'). It should also show the approximate acreages, property lines, and road access points for each lot.	
4. Contact Environmental Health (919-245-2360)	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 copy of your Concept Plan with any permit applications. Note: You do not need to contact Environmental Health at this stage if your lots will have sewer service. Please forward proof of sewer service to Current Planning staff.	
5. Submit your Concept Plan application package to Current Planning	The package needs to include the following: <ul style="list-style-type: none"> ▪ A Minor Subdivision Concept Plan application signed by the property owner(s) ▪ \$140 review fee (you can pay the review fee with cash, check, or credit card. Please make checks payable to Orange County). ▪ A sketch vicinity map showing the location of the subdivision in relation to the existing street or highway system, which can also be a GIS Map showing the surrounding area. ▪ A scaled copy of the Orange County GIS Map showing Contour Lines, Soils, Water Features, and any known easements. 	

Phase 1: Concept Plan		
Step	Step Detail	Complete
	<ul style="list-style-type: none"> ▪ Two (2) Concept Plan maps (as described in Step 3), drawn to scale, containing the following: <ul style="list-style-type: none"> – The scale of the drawing, a north arrow, date of preparation, and PIN number – The proposed property lines for each lot, including approximate acreage – The location of all streams, floodplains, and the associated buffers – The proposed street layout within the subdivision, including existing and proposed travelways, right-of-way widths, and connections to existing streets – Existing structures, if any – Easements, street rights-of-way, or railroad rights-of-way – Natural areas – Existing well/septic system(s), if any – Stormwater Control Measures (SCM) ▪ Private Road Justification, if required under UDO Sec. 7.8.4. ▪ Additional information and submittal requirements are contained in Section 2.14 of the UDO. 	
6. Development Advisory Committee (DAC) Review and Approval	<p>Planning staff will present your Concept Plan to the Development Advisory Committee (DAC). The DAC is a group of representatives from various County departments, such as Environmental Health, the Fire Marshal, Planning, and Solid Waste. The DAC meets twice a month. The meetings are internal, so you will not need to attend.</p> <p>After the meeting, Planning staff will prepare a letter for you. The letter will say whether the DAC approved or denied the plan. It will also include the committee's comments and explain next steps.</p>	

Phase 2: Final Plat		
Step	Step Detail	Complete
1. Hire a surveyor to prepare your Preliminary Plat	<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"> ▪ Be prepared by a professional land surveyor; ▪ Be drawn to meet recording requirements; and ▪ Address any comments the DAC had on the Concept Plan. 	
2. Submit your Final Plat application package to Current Planning	<p>The package needs to include the following:</p> <ul style="list-style-type: none"> ▪ A Minor Subdivision Final Plat application signed by the property owner(s); ▪ \$140 review fee; ▪ Five (5) folded copies and 1 electronic copy of the Final Plat, drawn to the standards in UDO Sec. 7.13.3 Final Plat Specifications and NC GS § 47-30. ▪ A Landscape Plan consistent with UDO Sec. 6.8. ▪ Additional information and submittal requirements are contained in Section 2.14 of the UDO. ▪ Completed bonding application (if bonding of improvements is proposed) package. ▪ Road maintenance agreement, easements, and documents of restricted development including Subdivision Agreement completed in accordance with Section 7.5 of the UDO (if required). 	
3. Development Advisory Committee (DAC) Review and Approval	<p>The DAC will review the Preliminary Plat and provide comment before your surveyor prints the Final (Mylar) Plat. The DAC meets twice a month. The meetings are internal, so you will not need to attend.</p> <p>After the meeting, Planning staff will prepare a letter for you. It will include the committee's comments and explain final steps. It will also indicate if you need to record any supplemental documents with your Final Plat, such as a Road Maintenance Agreement for a private road.</p>	
4. Obtain permits from Environmental Health (919-245-2360)	<p>If your lots will have septic systems, Environmental Health will need to sign your Final Plat before you can record it with the Register of Deeds. Please finish your permitting with Environmental Health <i>before</i> your surveyor prints the Final Plat.</p>	

Phase 3: Certifications and Recordation

Step	Step Detail	Complete
<p>1. Prepare and submit any required supporting documents (if applicable)</p>	<p>If your subdivision proposes a private road, you will need to record a Road Maintenance Agreement (RMA) with your subdivision. A land use attorney can prepare this document for you.</p> <p>Also, staff will prepare a set of Declarations of Development Restrictions and Requirements for your subdivision. The Declarations will detail any limitations on the lots, such as impervious surface maximums and access restrictions.</p>	
<p>2. Print the Final Plat and circulate it for signatures</p>	<p>Planning, Environmental Health, the School Board, and Land Records will all 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>3. Pay final fees</p>	<p>You will need to pay the following fees before you can record your subdivision:</p> <ul style="list-style-type: none"> ▪ Parkland Payment-in-Lieu Fee: \$422 or \$455 for each new lot depending on your park district. This money is remitted to the Parks and Recreation Department for maintenance of existing parks and development of new parks in the district; this fee is not due until the day of recordation. ▪ Recording Fee: \$21 for the plat and \$26 for each supplemental document. These fees are paid to the Register of Deeds at the time of recordation. 	
<p>4. Record the Final Plat and any necessary supporting documents</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>	