

DATE: _____
REVIEWED BY: _____
REVIEW FEE: _____
DATE REVIEW FEE PAID: _____

Minor Subdivisions

*** ALL SUBDIVISION SUBMITTALS, EXEMPT OR NON-EXEMPT, SHALL BE ACCOMPANIED BY A LEGIBLY COMPLETED LENOIR COUNTY SUBDIVISION APPLICATION. IF THE APPLICATION IS NOT LEGIBLE, THE PLAT WILL NOT BE REVIEWED UNTIL A NEW, LEGIBLE APPLICATION IS SUBMITTED!**

A minor subdivision is a subdivision involving not more than three (3) lots, all of which front on an existing approved street and not involving any new streets or prospectively requiring any new street for access to interior property. Minor subdivisions may be approved or disapproved by the Lenoir County Planning Department. Within three (3) working days of its receipt of the plat, a completed application, and the review fee, the Planning Department shall either approve or disapprove the minor subdivision, or notify the subdivider that the plat fails to conform to the definition of a minor subdivision.

- The subdivider shall submit a completed application
- The subdivider shall submit the review fee
- The subdivider shall submit one (1) original print (draw in ink on reproducible film at 18 x 24 inches)
- The subdivider shall submit three (3) additional copies of the minor subdivision plat to the Planning Department
- The plat shall be prepared by a professional land surveyor and/or engineer
- The plat shall be drawn at a scale of not more than one hundred (100) feet to one (1) inch
- The exact boundary lines of the tract to be subdivided fully dimensioned by bearings and distances
- The location of boundary lines of adjoining lands
- The adjacent subdivisions identified by official names
- The adjacent subdivisions identified by zoning designations
- The accurate location and descriptions of all monuments, markers, and control points
- Sufficient surveying data to determine readily and reproduce on the ground every straight or curved boundary line, street line, lot line, right-of-way line, easement line, and setback line, including dimensions, bearings or deflection angles, radii, chords, central angles, and tangent distances for the center line of curved streets

and curved property lines, to an appropriate accuracy and in conformance with good surveying practice. The location, purpose, dimensions of areas to be used for purposes other than residential

The name of the subdivision

The zoning designation of the subdivision

The owner of the subdivision

All lots shall abut and have direct access to a publicly maintained street, except as provided for in this section. It is the intention of this section that newly created lots and parcels have access to a public street to ensure

Lots may be served by an access easement as an alternative means of access provided that the following requirements are met:

An access easement shall serve no more than 3 residential parcels;

The minimum easement width shall be 45 feet;

A minimum travelway of 12 feet in width with a minimum height clearance of 14 feet shall be provided;

The travelway shall have an all-weather surface;

The access easement shall intersect with an approved public street;

The creation of lots on an access easement shall be limited to a one-time occurrence for any one parcel or tract existing at the time of the adoption of this Section.

No resubdivision of lots located on an access easement shall be permitted unless access can be upgraded to a private street or public street. A notation shall be placed on the face of the plat that states:

'No additional lots, including the resubdivision of the lots served by the access easement, shall be permitted unless the access easement is upgraded by the property owner(s) to a private street or public street that meets or exceeds the standards of Lenoir County or the NCDOT, whichever is applicable';

A recorded maintenance agreement shall be required in cases where more than one lot is served by the access easement;

The surveyor and/or engineer preparing the plat

The date of the survey and plat preparation

A north arrow

A graphic scale

Any other information considered by either the subdivider or the Planning Department to be pertinent to the review of the final plat

The following certificates, as applicable, shall appear on the final plat:

Certificate of Ownership, Dedication, and Jurisdiction, signed:
MINOR SUBDIVISIONS

I (We) hereby certify that I am (we are) the owner(s) of the property described hereon, which property is within the subdivision regulation jurisdiction of Lenoir County, and that I (we) freely adopt this plan of subdivision.

_____ Date _____ Signature of Owner

Certificate of Accuracy and Mapping, signed:
Certificate of Accuracy and Mapping

I, _____, certify that this plat was drawn under my supervision from an actual survey made under my supervision, description recorded in Book _____, Page _____; that the error of closure as calculated by latitudes and departures is 1: _____; that the boundaries not surveyed are shown as broken lines plotted from information found in Book _____, Page _____; that this map was prepared in accordance with G.S. 47-30 as amended.

Witness my hand and seal this _____ day of A.D., 20__

Seal _____
Surveyor, registration number

Certificate of Disclosure - Lenoir County Flood Plain Management signed by the owner of the property if any portion of the property is located in the 100-year Floodplain:
Certificate of Disclosure - Lenoir County Flood Plain Management

I hereby certify that prior to entering into any agreement or any conveyance with a prospective buyer, I shall prepare and sign, and the buyer of the subject real estate shall receive and sign, a statement which fully and accurately discloses that the subject real estate, or a portion of the subject real estate, is located within a flood hazard area and that the buyer must satisfy the requirements of the Lenoir County Flood Plain Management Regulations prior to the issuance of construction permits.

_____ Date _____ Signature of Owner

- Certificate of Disclosure for Private Developments signed by the owner of the property if there are any privately owned easements, no private roads may be considered for a Minor Subdivision:

Certificate of Disclosure for Private Developments

I acknowledge that neither the State nor the County shall be responsible for maintenance of any streets, drainage, open space or other areas which are designated for private use. I acknowledge that prior to contracting with a prospective buyer, I shall give the buyer a written statement which discloses the existence and location of such private areas and specifies the maintenance responsibilities for same. When applicable, the statement shall disclose that the street(s) will not be constructed to minimum standards sufficient to allow their inclusion on the State highway system for maintenance.

_____ Date _____ Signature of Owner

- Certificate of Disclosure - Home Owner's Association, completed:
Certificate of Disclosure for Homeowner's Association Covenants, Conditions and Restrictions.

North Carolina Lenoir County

Home Owner's Association Covenants, Conditions and Restrictions filed for registration on the _____ day of _____ at _____ (a.m./p.m.) and duly recorded in Deed Book _____, at Page _____.

_____ Register of Deeds

- Environmental Health Septic Tank Suitability Certificate, signed:
Environmental Health Septic Tank Suitability Certificate
The following statement shall be placed on all subdivision plats that include building lots that do not have public sewer service available to them:

Applications for Improvement Permits for septic tank wastewater systems for lots _____ in this subdivision were received by Lenoir County Environmental Health (LCHD) on _____ and prepared by _____. LCHD conducted soil evaluations and issued Improvement Permits pursuant to N.C. General Statutes 130A-336 and 15A NCAC 18A.1900 et seq. An Improvement Permit may be revoked in some circumstances. Issuance of an improvement permit for a lot does not guarantee issuance of a construction authorization and/or

operations permit for the lot. Results of the evaluation are_____.

Environmental Health Officer

Date

Certificate of Approval (for Minor Subdivision), unsigned:
MINOR SUBDIVISION

I hereby certify that the minor subdivision shown on this plat does not involve the creation of new public streets or any change in existing public streets, that the subdivision shown is in all respects in Compliance with the Subdivision Regulations of Lenoir County, and that therefore this plat has been approved by the Subdivision Administrator, subject to its being recorded in the Lenoir County Registry within ninety days of the date below.

Administrator

Date

Certificate of Review Officer, unsigned:
Certificate of Review Officer

North Carolina

Lenoir County

I, _____, Review Officer of Lenoir County, certify that the map or plat to which this certification is affixed meets all statutory requirements for recording.

Review Officer

Certificate of Registration by the Register of Deeds, unsigned:
Certificate of Registration by Resister of Deeds

North Carolina

Lenoir County

Filed for Registration on the _____ day of _____ (a.m./p.m.) and duly recorded in Plat Cabinet _____, Page _____.

Register of Deeds

Flood Statement, completed by a Professional Land Surveyor or Engineer. If the subdivision is located in a Special Flood Hazard Area as defined in this Ordinance, the exact delineation of the floodplain boundary shall be present on the final plat:
Flood Statement

This property is located in zone _____, and is/is not within a Special Flood Hazard Areas, As determined by NIFP Rate Map Dated _____, _____: Community Panel Number _____.

Certificate of Approval for Recording by the Watershed Administrator, if applicable, signed. If the subdivision is located in a Watershed as defined by this Ordinance, the exact delineation of the Watershed Boundary line shall be present on the final plat:

CERTIFICATE OF APPROVAL FOR RECORDING
(For proposals within a designated Watershed Boundary Area)

I certify that the plat shown hereon complies with the Watershed Protection Ordinance and is approved by the Watershed Review Board for recording in the Register of Deeds office.

Date

Watershed Administrator

After the affixing of all required signatures (except the Certificate of Review Officer and the Certificate of Registration by the Register of Deeds) the final plat shall be returned to the subdivider. The subdivider shall file the approved final plat with the Register of Deeds of Lenoir County for recording within ninety (90) days of the date of its approval by the County Planning Department or such approval shall be void unless an extension of time is granted by the County Planning Department Staff. The subdivider shall provide a copy of the recorded plat to the Planning Department within two **(2) working days of recordation**