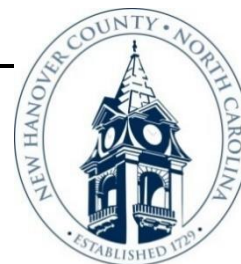


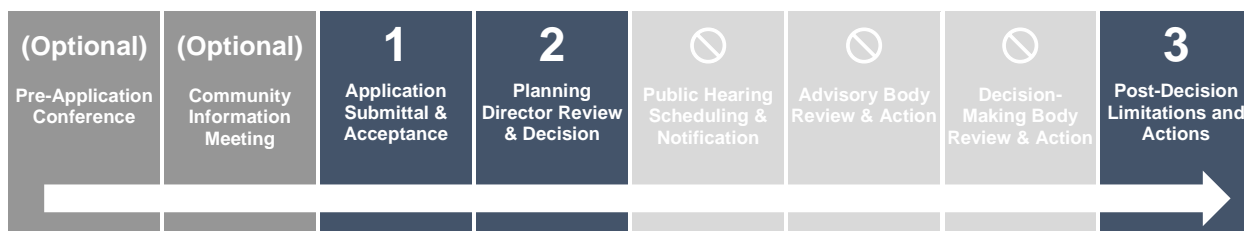
# NEW HANOVER COUNTY

DEPARTMENT OF PLANNING & LAND USE  
 230 Government Center Drive, Suite 110  
 Wilmington, North Carolina 28403  
 Telephone (910) 798-7165  
 FAX (910) 798-7053  
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## MINOR SUBDIVISION APPLICATION

This application form must be completed as part of a minor subdivision application submitted through the county's online COAST portal. The main procedural steps in the submittal and review of applications are outlined in the flowchart below. More specific submittal and review requirements, as well as the standards to be applied in reviewing the application, are set out in Section 10.2 of the Unified Development Ordinance.



### 1. Applicant and Property Owner Information

<b>Applicant/Agent Name</b>	<b>Owner Name</b> (if different from Applicant/Agent)
<b>Company</b>	<b>Company/Owner Name 2</b>
<b>Address</b>	<b>Address</b>
<b>City, State, Zip</b>	<b>City, State, Zip</b>
<b>Phone</b>	<b>Phone</b>
<b>Email</b>	<b>Email</b>

### 2. Subject Property Information

<b>Address/Location</b>	<b>Parcel Identification Number(s)</b>
<b>Total Parcel(s) Acreage</b>	<b>Existing Zoning and Use(s)</b>

#### *Application Tracking Information (This section completed by staff)*

<b>Case Number:</b>	<b>Date/Time received:</b>	<b>Received by:</b>
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A minor subdivision is defined as having no more than five lots. A proposed division of up to five lots can be a combination of no more than three lots on a 30' access easement with two lots fronting on an existing platted and recorded public road. For emergency service delivery, an unduplicated street name may be required.

Minor subdivisions are reviewed by Planning & Land Use, Engineering, and the Cape Fear Public Utility Authority (CFPUA).

If a proposed plan requires either a well or septic system, the County Environmental Health Department is afforded the opportunity to comment on the plan.

Stormwater facilities may be required by Engineering depending on the amount of buildable surface proposed.

Public water and sewer facilities may be required by CFPUA depending on the location of the proposed division with public services.

<b>Application Checklist</b>	<b>Applicant Initial</b>	<b>Staff Initial</b>
This application form, completed and signed	_____	_____
Application fee: \$20 per lot/unit	_____	_____
Site Plan including the elements on the applicable attached checklist	_____	_____
One (1) hard copy of ALL documents AND 5 hard copies of the site plan. Additional hard copies may be required by staff depending on the size of the document/site plan.	_____	_____
One (1) digital PDF copy of ALL documents AND plans	_____	_____

### 3. Acknowledgement and Signatures

I certify that this application is complete and that all information presented in this application is accurate to the best of my knowledge, information, and belief.

If applicable, I also appoint the applicant/agent as listed on this application to represent me and make decisions on my behalf regarding this application during the review process. The applicant/agent is hereby authorized on my behalf to:

1. Submit an application including all required supplemental information and materials;
2. Appear at public hearings to give representation and comments; and
3. Act on my behalf without limitations with regard to any and all things directly or indirectly connected with or arising out of this application.

<b>Signature of Property Owner(s)</b>	<b>Print Name(s)</b>
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<b>Signature of Applicant/Agent</b>	<b>Print Name</b>
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Note: This form must be signed by the owner(s) of record. If there are multiple property owners, a signature is required for each owner of record.

# Minor Subdivision Plat Checklist (check each item to confirm it is included on the site plan)

## Required Plat Certificates

- Ownership, dedication and jurisdiction disclosure (dated and signed) \_\_\_\_\_
- Certificate of Registration (unsigned) \_\_\_\_\_
- Water/Sewer Disclaimer statement \_\_\_\_\_
- Sewer Construction Certificate (if applicable) \_\_\_\_\_
- CAMA Disclosure (dated and signed by owner, if applicable) \_\_\_\_\_
- Floodplain Management Disclosure (signed and dated by owner, if applicable) \_\_\_\_\_
- Thoroughfare Statement (if applicable) \_\_\_\_\_
- County Engineering Certificate (signed by County Engineer) \_\_\_\_\_

## General State Statute Requirements

- Size of plat must have a minimum border of 1.5" on the left side and minimum 1/2" border on all other sides \_\_\_\_\_
- Plat size **not** more than 18" x 24", 21" x 30", or 24" x 36" and drawn in ink on reproducible Mylar \_\_\_\_\_
- Title block to include: Owner(s) name, property designation, township, county, state, dates of actual survey, scale or scale ration, name & address of surveyor preparing plat (project name bottom of plat) \_\_\_\_\_
- Type north point (True, Grid, or Magnetic), deed book & page reference, detailed vicinity map, adjoining landowners and streets \_\_\_\_\_
- Surveyor's Certificate NCGS 47-30(D) & (11) \_\_\_\_\_
- Surveyor's original signature, seal & registration number (no stick backs, computer generated okay) \_\_\_\_\_
- Roads designated public or private \_\_\_\_\_
- USGS Grid Tie (if monument established & within 2,000 ft.) \_\_\_\_\_

## Minor Subdivision Checklist

- Owners name and street address on plat \_\_\_\_\_
- Names and location of adjoining subdivisions \_\_\_\_\_
- Boundaries properly drawn with all bearings & distances, scale not less than 1" = 100' \_\_\_\_\_
- Standard curve data (if applicable) \_\_\_\_\_
- Location, purpose, & dimensions of areas used for other than residential (if applicable) \_\_\_\_\_
- Type of water and sewer displayed on plat \_\_\_\_\_
- Floodplain (100-year) displayed (note if **not** applicable) \_\_\_\_\_
- 404 Wetlands accurately delineated (if applicable, note if applicable) \_\_\_\_\_
- "Dry" sewer installation (if applicable) \_\_\_\_\_
- Recreation fee (if exempt from land area requirement) \_\_\_\_\_
- All visible and apparent right-of-way, watercourses, utilities, roadways, and other improvements plotted \_\_\_\_\_
- County Engineering Department letter submitted (if applicable) \_\_\_\_\_
- County Environmental Health Department letter submitted (if applicable) \_\_\_\_\_
- Cape Fear Public Utility Authority Comments \_\_\_\_\_