

## **Minor Subdivision Application Process**

### **3.5.1 Definition**

Subdivision involving no new public street rights-of-way dedication (except widening of existing, platted street rights-of-way).

### **3.5.2 Sketch Plan - Review**

- a. The applicant shall schedule an appointment and meet with the Administrator to discuss their ideas for development and the preparation of a Final Plat. The Administrator shall also advise the applicant, when appropriate, to discuss the proposed subdivision with those officials who must eventually approve aspects of the subdivision plat coming within their jurisdiction.
- b. In the meeting, the applicant shall provide the Administrator with a rough “sketch” of their proposed development. This sketch shall provide a rough geographic representation of current and proposed: lot lines, physical features, buildings, land uses, etc.

### **3.5.3 Sketch Plan - Notice to Proceed**

- a. The Administrator shall issue a Notice to Proceed only if the Sketch Plan complies with all applicable laws governing the subdivision of land.
- b. The approval shall include, as appropriate, recommended changes in the Sketch Plan to be incorporated into the Final Plat.
- c. The applicant shall have 1 year from the date that the Sketch Plat is approved to submit a Final Plat, after which time a new Sketch Plan must be submitted for approval.
- d. Should the Sketch Plan be found to not be in compliance of applicable laws and regulations, these issues shall be noted by the Administrator. The applicant may resubmit the Sketch Plan with the revisions noted by the Administrator.

### **3.5.4 Final Plat - Submission**

The applicant shall submit a copy of a Final Plat to the Administrator.

### **3.5.5 Final Plat - Utility Construction Drawings Submission**

- a. A utility extension shall be defined as the extension of a water or sewer line that falls under the ownership and maintenance of the City of Archdale and shall require permitting by the State of North Carolina (or the City if approved by the State for “Self-permitting”). Such extension shall require a right-of-way or easement.
- b. Should the applicant require a utility extension in conjunction with a minor subdivision application, they shall be required to submit a copy of Utility Construction Drawings alongside a Minor Subdivision application.
- c. Utility Construction Drawings shall:
  - i. Be submitted in accordance with the provisions of this ordinance.
  - ii. All lines/improvements shall be constructed in accordance with the provisions of this ordinance and the City of Archdale Construction and Development Guidelines.

- iii. A Final Plat shall not be approved until all utility extension improvements have been inspected and accepted in accordance with the provisions of this ordinance.

### **3.5.6 Final Plat - Determination**

Upon review of the Final Plat, the Administrator - following consultation with the Public Works Director - shall render a determination within a period of no greater than 15 days as to whether the plat is:

- a. *“Approved”*
  - i. The Final Plat complies with all applicable laws governing the subdivision of land.
  - ii. If a plat is approved, the Administrator and the Public Works Director shall certify such approval by signing the plat
- b. *“Approved with conditions”*
  - i. The Administrator shall include recommended changes to the Final Plat required for approval.
  - ii. The applicant shall have 1 year from the date of the determination of approval with conditions, to resubmit an altered Final Plat.
- c. *“Denied” pursuant to this Ordinance and North Carolina Statute 160A-372:*
  - i. If disapproved, the Administrator shall advise the applicant of such action and shall indicate the reasons for denial.
  - ii. If disapproved, the applicant may appeal to the Board of Adjustment. The Board of Adjustment shall review the application and shall affirm or reverse the decision of the Administrator.
  - iii. The applicant shall be granted a period of no more than 30 days to appeal the decision to the Board of Adjustment.

### **3.5.7 Final Plat - Recordation**

- a. Within 30 days of Final Plat approval, the applicant shall file the plat with the Register of Deeds as provided by law. The Final Plat approval shall expire following the 30 day period, unless the Administrator has granted an extension. The Administrator may grant up to 2 extensions of Final Plat approval, each a period of no greater than 6 months. Failure to record the Final Plat within the time frame noted shall cause the Final Plat approval to be void.
- b. The applicant shall return a copy of the recorded plat to the office of the Administrator.
- c. No zoning permit or building permit shall be issued or approved until the expiration of 10 business days after a Final Plat has been recorded. The purpose of this time period is to permit the assignment of addresses and Parcel Identification Numbers (PINs) in the Land Records office of Randolph or Guilford County.
- d. As required by North Carolina General Statute 47-30.2, a plat to be recorded shall be submitted to a Review Officer before the plat is presented to the Register of Deeds for recordation. The Review Officer shall certify the plat if it complies with all statutory requirements for recording.

The Register of Deeds shall not accept for recording any map or plat required to be submitted to the Review Officer unless the map or plat has the certification of the Review Officer affixed to it.