

Appendix H

Application Packet for Subdivisions

The creation of new lots is divided into two main processes. For the division of land into four or fewer lots, follow the Minor Subdivision process (pages 1-3 of this packet). For the division of land into more than four lots, follow the Major Subdivision process (pages 4-6 of this packet).

Minor Subdivisions

1. **Applicable for land divided into four (4) or fewer lots.**

- a. If no new road is necessary to create the lots → may be approved by the **Planning Director** by signing the approval certificate on the recordable map.
- b. If a new road is proposed → goes to the Technical Review Committee (TRC)

Minor Subdivision (with roads proposed): Deadlines for January - December 2020	
Application Deadline (12 noon)	Earliest Decision Date
December 16, 2019	January 7, 2020
January 20, 2020	February 4, 2020
February 17, 2020	March 3, 2020
March 23, 2020	April 7, 2020
April 20, 2020	May 5, 2020
May 18, 2020	June 2, 2020
June 22, 2020	July 7, 2020
July 20, 2020	August 4, 2020
August 17, 2020	September 1, 2020
September 21, 2020	October 6, 2020
October 19, 2020	November 3, 2020
November 16, 2020	December 1, 2020
December 21, 2020	January 5, 2021

Fee Schedule

Minor without road: \$100.00
Minor with road: \$100.00

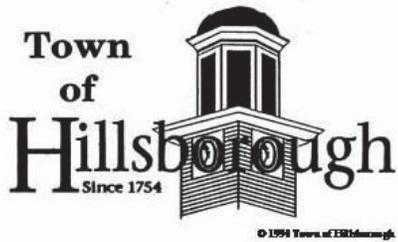
Submittal Requirement Checklist

Minor without roads proposed

- Completed application form
- Two (2) copies of the survey (see plat requirements in **Appendix E**)
- Mylar original + two (2) paper copies.
- Town water procedures completed **OR** Orange County Environmental Health Department certification of well availability.
- Town sewer procedures completed **OR** Orange County Environmental Health Department certification of septic availability.
- Fee

Minor with roads proposed

- All of the above
- Soil & Erosion Control Permit or exemption
- Received Street Construction & Acceptance Procedures
- Road name verification – does not duplicate another in County
- Road sign purchased
- If connected to a state road, approval from N.C. Department of Transportation
- Road completed **OR** Letter of Credit provided for road completion
- Preliminary Plat



**APPLICATION FOR
Minor Subdivision**

Planning Department
101 E. Orange Street / P.O. Box 429
Hillsborough, NC 27278

Phone: (919) 296-9472, Fax: (919) 644-2390

Website: www.hillsboroughnc.gov

Address or Location: _____

PIN #: _____

Property Owner Name: _____

Mailing Address: _____

Phone: _____

City, State, Zip: _____

E-mail: _____

Applicant Name: _____

Mailing Address: _____

Phone: _____

City, State, Zip: _____

E-mail: _____

Surveyor/Engineer: _____

Mailing Address: _____

Phone: _____

City, State, Zip: _____

E-mail: _____

Number of New Roads: _____

Public Private

Road Names: _____

Water Service: Public Water Well

Sewer Service: Public Sewer Septic Tank

Critical Areas: Flood Zone Stream Buffer Watershed Interstate Buffer Historic District

Zoning: _____ Adjacent Zoning: _____ Total Lot Size: _____ Number of Lots Proposed: _____

Lot #	Lot Size	Proposed & Existing Structures

I/We certify that all of the information presented by me/us in this application is accurate to the best of my/our knowledge, information, and belief.

APPLICATIONS WILL NOT BE ACCEPTED WITHOUT SIGNATURE OF PROPERTY OWNER.

Applicant's signature **date**

Property Owner's signature **date**

Major Subdivisions

1. Applicable for land divided into five (5) or more new lots.

- a. **Conditional Use Subdivision:** division of land into between five (5) and nineteen (19) new lots in any two (2) year period is reviewed through the **Conditional Use Permit** process.
- b. **Special Use Subdivision:** division of land into twenty (20) or more new lots in any two (2) year period is reviewed through the **Special Use Permit** process.
- c. **Conservation Subdivision:** division of land into twenty (20) or more new lots in any two (2) year period with special conservation subdivision features is reviewed through the **Special Use Permit** process.

Conditional Use Subdivision Application Requirements

Conditional Use Subdivision: Deadlines for January – December 2019		
Application Deadline (12 noon)	Technical Review Committee Meeting	Board of Adjustment Meeting
November 18, 2019	December 3, 2019	January 8, 2020
December 16, 2019	January 7, 2020	February 12, 2020
January 20, 2020	February 4, 2020	March 11, 2020
February 17, 2020	March 3, 2020	April 8, 2020
March 23, 2020	April 7, 2020	May 13, 2020
April 20, 2020	May 5, 2020	June 10, 2020
May 18, 2020	June 2, 2020	July 8, 2020
June 22, 2020	July 7, 2020	August 12, 2020
July 20, 2020	August 4, 2020	September 9, 2020
August 17, 2020	September 1, 2020	October 14, 2020
September 21, 2020	October 6, 2020	November 11, 2020
October 19, 2020	November 3, 2020	December 9, 2020
November 16, 2020	December 1, 2020	January 8, 2021
December 21, 2020	January 5, 2021	February 10, 2021

* Denotes dates that have been adjusted for holidays

Fee Schedule

Conditional Use Subdivision: \$800.00

Submittal Requirement Checklist

- Complete Conditional Use Permit application form (see **Appendix L**)
- Complete site plan (see site plan requirements in **Appendix E**)
- Traffic impact statement showing pre and post level of service for public street intersections within 500 feet of any site driveway. This requirement may be expanded for sites with high traffic volumes or located within congested areas. This requirement may be waived for additions or buildings totaling 1,000 square feet or less. Projects requiring a traffic impact statement will be reviewed by the traffic engineer of the town's choice. The applicant shall reimburse the town for the cost of the statement in lieu of submitting a statement by a consultant of their choice as part of the application. An applicant always has the option to submit a traffic impact statement by the consultant of their choice in addition.
- Fee

Special Use Subdivision and Conservation Subdivision Application Requirements

Special Use Subdivision & Conservation Subdivision: Deadlines for January - December 2018			
<u>Complete Application Deadline (12 Noon)</u>	<u>Technical Review Committee Meeting</u>	<u>Joint Public Hearing</u>	<u>Earliest Decision Date</u>
November 18, 2019	December 3, 2019	January 16, 2020	March 9, 2020
February 17, 2020	March 3, 2020	April 16, 2020	June 8, 2020
May 18, 2020	June 2, 2020	July 16, 2020	September 14, 2020
August 17, 2020	September 1, 2020	October 15, 2020	December 14, 2020
November 16, 2020	December 1, 2020	January 21, 2021	March 14, 2020

Fee Schedule

Special Use Subdivision:	\$1,000.00 ¹
Conservation Subdivision:	\$1,000.00 ¹
Special Use Permit with Rezoning:	\$1,200.00 ¹

¹Plus \$10.00 per each acre for sites larger than 10 acres

Special Use Subdivision Submittal Requirement Checklist

Twenty (20) copies of a complete application prepared by the appropriate combination of the following professionals: land surveyor, engineer, landscape architect, architect, or attorney, which shall contain the following items. Staff may determine that some requirements are not applicable to all applications.

- Complete Special Use Permit application form (see **Appendix L**)
- Complete site plan (see site plan requirements in **Appendix E**)
- Legal documents indicating unified control over the site, such as a deed or a contract to purchase.
- Land suitability analysis including topography, steep slopes, soil types, hydrology, vegetated areas
- Environmental protection plan indicating how items in the land suitability analysis will be protected
- Traffic Impact Statement that shows the following:
 - a. Internal traffic flow
 - b. Impacts at external connections
 - c. Impacts on & improvements to existing facilities

Projects requiring a traffic impact statement will be reviewed by the traffic engineer of the town's choice. The applicant shall reimburse the town for the cost of the statement in lieu of submitting a statement by a consultant of their choice as part of the application. An applicant always has the option to submit a traffic impact statement by the consultant of their choice in addition.

- Reviews by Other Agencies – submit confirmation of approval or their comments.
 - o Orange County
 - Soil Erosion & Grading Control Plan
 - Stormwater Management Plan
 - Solid Waste Management Plan
 - o Fire Chief/Marshal
 - Fire Code compliance
 - Ability to protect
 - o NCDOT
 - Driveway Permit

- Off-site Road improvements
- Thoroughfare Plan compliance

Fee

Conservation Subdivision Submittal Requirement Checklist

Completed Special Use Permit application form (see **Appendix L**)

Completed site plan (see site plan requirements in **Appendix E**)

Narrative that provides the following information:

- Description of the irreplaceable natural features or difficult physical features that make a conservation subdivision a desirable land use.
- Gross development parcel size.
- Proposed common space size.
- Proposed number and size of lots.

Fee