

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 2019	
Application Deadline (12 noon)	Earliest Decision Date
December 17, 2018	January 2, 2019 *
January 22, 2019	February 5, 2019
February 18, 2019	March 5, 2019
March 18, 2019	April 2, 2019
April 22, 2019	May 7, 2019
May 20, 2019	June 4, 2019
June 17, 2019	July 2, 2019
July 22, 2019	August 6, 2019
August 19, 2019	September 3, 2019
September 23, 2019	October 1, 2019
October 21, 2019	November 5, 2019
November 18, 2019	December 3, 2019
December 16, 2019	January 7, 2020

Fee Schedule

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

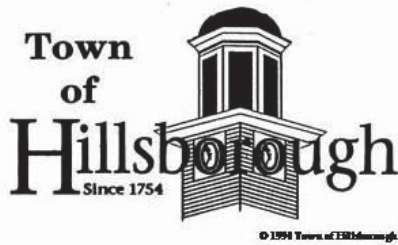
Submittal Requirement Checklist

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 19, 2018	December 4, 2018	January 9, 2019
December 17, 2018	January 2, 2019*	February 13, 2019
January 22, 2019	February 5, 2019	March 13, 2019
February 18, 2019	March 5, 2019	April 10, 2019
March 18, 2019	April 2, 2019	May 8, 2019
April 22, 2019	May 7, 2019	June 12, 2019
May 20, 2019	June 4, 2019	July 10, 2019
June 17, 2019	July 2, 2019	August 14, 2019
July 22, 2019	August 6, 2019	September 11, 2019
August 19, 2019	September 3, 2019	October 9, 2019
September 23, 2019	October 1, 2019	November 13, 2019
October 21, 2019	November 5, 2019	December 11, 2019
November 18, 2019	December 3, 2019	January 8, 2020
December 16, 2019	January 7, 2020	February 12, 2020

* 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 19, 2018	December 4, 2018	January 17, 2019	March 11, 2019
February 18, 2019	March 5, 2019	April 18, 2019	June 10, 2019
May 20, 2019	June 4, 2019	July 18, 2019	September 9, 2019
August 19, 2019	September 3, 2019	October 17, 2019	December 9, 2019
November 18, 2019	December 3, 2019	January 16, 2020	March 9, 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