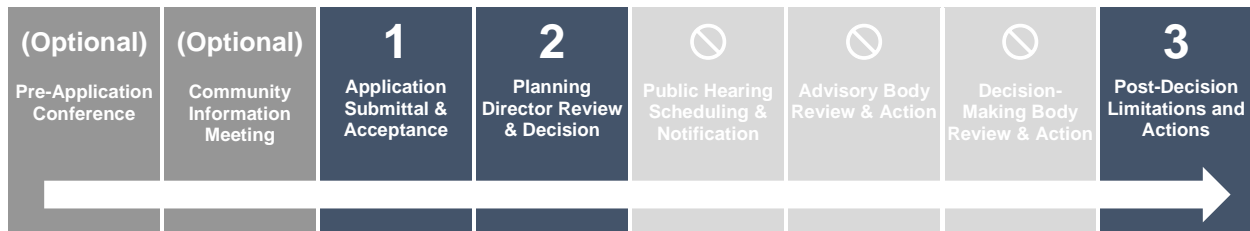


NEW HANOVER COUNTY

DEPARTMENT OF PLANNING & LAND USE
 230 Government Center Drive, Suite 110
 Wilmington, North Carolina 28403
 Telephone (910) 798-7165
 FAX (910) 798-7053
planningdevelopment.nhcgov.com

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

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

2. Subject Property Information

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

A minor subdivision is defined as having no more than five lots and not involving any new streets to access the interior of the property. Up to three lots may be accessed via a private easement at least 30 feet in width.

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.

Application Checklist

***Applicant
Initial***

This application form, completed and signed

Application fee: \$20 per lot/unit

Final Plat including the elements on the applicable attached checklist

One (1) hard copy of ALL documents. 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 hereby certify that I am the applicant or authorized agent of the applicant, and the information included in this application is accurate to the best of my knowledge, information, and belief. I also certify that I have submitted all of the information and documentation required for this application. Further, I acknowledge that no site work can commence until all applicable approvals and permits are obtained, and that any modifications to approved or proposed plans must be reviewed by the County and may require the submittal of a new application.

Signature of Applicant

Print Name

Signature of Applicant

Print Name

Note: This form must be signed by the owner(s) of record, contract purchaser(s), or other persons(s) having a recognized property interest; or by a person authorized to submit the application on their behalf.

Minor Subdivision Final Plat Checklist		
General Statute Requirements		
1	Plat size not more than 18" x 24", 21" x 30", or 24" x 36", and drawn in ink on reproducible mylar	
2	Minimum border of 1.5" on left side and 0.5" on all other sides	
3	Title Information: 1) name of owner 2) property designation 3) township, county, state 4) Date or dates the survey was made 5) Scale or scale ratio, bar scale 6) Name and address of the surveyor or firm preparing the plat	
4	Plat Information: 1) north arrow 2) azimuth or course and distances 3) horizontal or grid distances 4) boundary curve information 5) all boundary data and dimensions for all streets and lots	
5	Other information: 1) name of adjacent landowners with legal reference where applicable 2) right-of-ways, water courses, utilities, etc. adjoining or crossing the property 3) grid tie 4) vicinity map	
6	Surveyor's certificate and certification of survey category	
7	Surveyor's original signature, seal and license number	
8	Review Officer Certificate	
Certificates (located in UDO)		
9	Certificate of Ownership, Dedication and Jurisdiction	
10	Planning Approval Certificate	
11	County Engineer Certificate	
12	Certificate of Approval by the Cape Fear Public Utility Authority	
13	Certificate of Registration by Register of Deeds	
14	Certificate of Disclosure – North Carolina Coastal Area Management Act (if applicable)	
15	Certificate of Disclosure for New Hanover County Sewer Costs (if applicable)	
16	Certificate Disclaiming Water/Sewer Suitability	
17	Certificate of Disclosure – NHC Flood Plain Management (if applicable)	
General and Development Information		
18	Scale not less than 1" = 100'	
19	Location, purpose, and dimensions of areas used for multi-family or non-residential purposes (if applicable)	
20	Lots numbered consecutively	
21	Lot areas	
22	Boundaries and acreage of all open space, recreation space, and common area, and all other areas to be maintained by a homeowner association	
23	Location, width, and designation of street right-of-ways and easements	
24	Location and acreage of areas identified as conservation resources	
25	Boundary of Special Flood Hazard Areas	
26	Boundary of wetlands (404 & 401)	