

MAJOR SUBDIVISION PROCESS CHECKLIST

CONCEPT PLAN APPLICATION																														
STEP/ACTION/APPROVAL ITEM	PERSON/S RESPONSIBLE FOR STEP	TIMELINE																												
<p>Pre-application meeting to review/discuss proposal (held prior to formal submittal)</p> <p>** NOTE: this meeting is designed to allow staff and the applicant to meet and discuss project in an effort to allow staff an opportunity to identify development regulations/constraints associated with the proposal **</p>	<p>Applicant to schedule</p>	<p>Meeting can occur at time of submittal.</p> <p>Applicant runs the risk, however, of having to revise plan based on staff assessment.</p>																												
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	The location of all streams, floodplains, and the associated buffers;		
	Location of existing structures, wells, septic systems, etc. if any;		
	Location of proposed recreational amenities, trails, open space access areas, etc.;		
	Location of proposed/required stormwater control measures;		
	A Site Analysis Map containing the following information: <ul style="list-style-type: none"> ➤ Primary Open Space Areas; ➤ Secondary Open Space Areas; ➤ Contour data; and ➤ Transportation and Utility Systems; 		
Review of application for completeness		Staff	Staff has 5 days to accept or reject application.
Development Advisory Committee (DAC) Meeting		Staff	Depending on when application is submitted, DAC meets the 1 st and 3 rd Thursday of each month. Completed/accepted applications shall be scheduled for the next available DAC meeting date, typically 2 weeks from the date of submittal.
Neighborhood Information Meeting (NIM)		Staff/Applicant	Per Section 2.15.2 (D) staff will coordinate with the applicant scheduling the NIM, which allows property owners in the vicinity of the project to review plan/discuss concerns with the applicant. Meeting has to be held a minimum of 14 days prior to the Planning Board's review of the Concept Plan application with notices mailed 10 days prior to the meeting.

STEP/ACTION/APPROVAL ITEM	PERSON/S RESPONSIBLE FOR STEP	TIMELINE
Revision of Concept Plan to address NIM comments	Applicant	Revised plans need to be submitted within 5 days of the NIM.
Review of Concept Plan Application by Planning Board	Staff/Applicant	<p>Staff prepares agenda materials for the project. Applicant provides necessary documentation.</p> <p>Planning Board agenda goes out week before meeting. Board meets 1st Wednesday of every month.</p> <p>Planning Board will approve either Conventional or Flexible layout or can deny application outright.</p> <p>NOTE: all other applications shall have to be based on the approved plan acted upon by the Planning Board.</p>

TIMELINE: The typical time associated with concept plan review/action from the date of a complete submittal is approximately 3 to 4 months from the date of submittal depending on the need for additional information/revision to a submitted application package.

Concept plan approvals are good for 2 years from the date of approval. Applicants have this period to complete all other necessary steps, as summarized herein, associated with submittal of a Preliminary Plat application package for action.

**INTERMEDIATE STEPS – PREPARING FOR SUBMITTAL OF PRELIMINARY PLAT
APPLICATION PACKAGE:**

STEP/ACTION/APPROVAL ITEM	PERSON/S RESPONSIBLE FOR STEP	TIMELINE
Staking of proposed lot(s) for evaluation by the Health Department based on approved Concept Plan.	Applicant or Surveyor	Please note the Health Department will require all proposed lots will be staked in the field to aid in identification of each proposed lot and viable areas to support development of a septic system. Any identified environmentally sensitive areas (i.e. stream buffers, floodplain, etc.) must also be staked to ensure staff knows areas of the property where septic cannot be located.
Application to Environmental Health for septic evaluation of proposed/approved lot(s)	Applicant or Surveyor	Consult the Orange County Health Department. Completed applications may take a few weeks to process. Environmental Health staff can be reached at: (919) 245-2360.
Completion of auxiliary documents including: 1. Private Road Maintenance Agreement (if private road proposed). If a public road is proposed applicant shall submit documentation detailing maintenance of roadway until maintenance assumed by NC DOT.	Applicant or Surveyor	
Floodplain Development Permit (if applicable)	Applicant or Surveyor	
Completion of Environmental Impact Statement (if applicable)	Applicant or Surveyor	NOTE: if a statement is required, it will need to be completed by an environmental planning professional in accordance with the provisions of Section 6.16 of the UDO.

NOTE: if during the review of the concept plan application package it is discovered there are environmental/archeological/biological resources on the property needing protection the applicant is required to submit a narrative detailing how these resources shall be protected and the plan(s) will have to be modified to take this protection under consideration.

PRELIMINARY PLAT STEPS

STEP/ACTION/APPROVAL ITEM	PERSON/S RESPONSIBLE FOR STEP	TIMELINE	
<p>Submission of complete Preliminary Plat Application including all items outlined in the approval letter. An appointment is preferred.</p> <p>The Mylar is NOT submitted at this step.</p> <p>Staff also requests the voluntarily submittal of the following for review/comment:</p> <ul style="list-style-type: none"> • Homeowners Association articles of incorporation. • Restrictive Covenants and Deed Restrictions. <p>Submission of complete Preliminary Plat Application including Preliminary Plat (prepared by a licensed professional surveyor consistent with Section 7.13.2 (B) of the UDO) containing the following:</p>	<p>Applicant and/or their Surveyor</p>	<p>N/A</p>	
<p>Included:</p>			<p>Requirement(s):</p>
			<p>Title Block containing required information:</p>
			<p>Vicinity Map showing the general location of the subdivision in relation to the surrounding area shall be placed on the plat. The map shall include streets and roads shall be identified by State road number and name.</p>
			<p>Existing Site Data - Information on existing conditions including but not limited to</p> <ol style="list-style-type: none"> a. Boundary Lines; b. Street/Transportation Systems; c. Utility Systems; d. Contour Information; e. Streams, floodplains, water features (including associated buffers), natural areas, wildlife habitats, etc.
			<p>Subdivision layout data (i.e. site characteristics, lot arrangement, dedications/reservations/easements, streets, etc.)</p>
			<p>Utility and drainage data including public/private water supply systems, public/private sewage disposal systems, stormwater control measures (SCM), as well as all associated easements.</p>
			<p>Landscaping and buffer data</p>
			<p>Boundary and development information on any special flood hazard area</p>
<p>Review of application for completeness</p>			<p>Staff</p>

STEP/ACTION/APPROVAL ITEM	PERSON/S RESPONSIBLE FOR STEP	TIMELINE
Review of application by review partners including: <ol style="list-style-type: none"> 1. Erosion Control, 2. Engineering, 3. Land Records (road name verification), 4. Health Department, 5. Board of Education, 6. Department of Environment, Parks, and Recreation (DEAPR), 7. Orange Soil and Water Conservation District, 8. County Attorney, 9. NC DOT, and 10. Review by any municipality if the property is covered by a joint planning agreement. 	Staff	This review takes approximately 30 to 45 days to complete
Updating of plan(s) to address review comments	Applicant and/or their Surveyor	N/A

STEP/ACTION/APPROVAL ITEM	PERSON/S RESPONSIBLE FOR STEP	TIMELINE
Planning Board review/recommendation on plan	Staff/Applicant	<p>Staff prepares agenda materials for the project. Applicant provides necessary documentation.</p> <p>Planning Board agenda goes out week before meeting. Board meets 1st Wednesday of every month.</p> <p>Comment(s) may also be made on voluntarily submitted homeowners association documents and any submitted covenants/deed restrictions.</p> <p>Planning Board recommend approval or denial to the BOCC.</p>
Board of County Commissioners (BOCC) review/action	Staff/Applicant	<p>Staff prepares agenda materials for the project. Applicant provides necessary documentation.</p> <p>The BOCC will typically review a preliminary plat application within 90 days of Planning Board review depending on meeting schedule/agenda preparation.</p> <p>The BOCC will take action (i.e. approve or deny) Preliminary Plat application.</p> <p>Comment(s) may also be made on voluntarily submitted homeowners association documents and any submitted covenants/deed restrictions.</p>
<p>TIMELINE: The typical time associated with preliminary plat review/action from the date of a complete submittal is approximately 4 to 6 months from the date of submittal depending on the need for additional information/revision to a submitted application package.</p> <p>Preliminary Plat approvals are good for 1 year from the date of approval. Applicants have this period to complete all other necessary steps, as summarized herein, associated with submittal of a Preliminary Plat application package for action.</p>		

DEVELOPMENT OF ROAD STEPS

STEP/ACTION/APPROVAL ITEM	PERSON/S RESPONSIBLE FOR STEP	TIMELINE
Contact NC DOT for road permits/connector to a public road. NC DOT will also have to review/approve plans if roadway is intended to be turned over to them for perpetual maintenance: (336) 570-6833	Applicant and/or their Surveyor	Variable. Timeline depends on the need for formal erosion control permit based on land disturbance.
Contact Erosion Control to determine if the construction of the road will require a permit (i.e. grading and/or stormwater): (919) 245-2587	Applicant and/or their Surveyor	Variable. Timeline depends on the need for formal erosion control permit based on land disturbance.
Call Orange County Land Records – Address Administrator to have proposed road name reviewed/approved: (919) 245-2500	Applicant and/or their Surveyor	Variable. Timeline depends on verification of road name.
Construction of road and Installation of Road Sign Road sign shall be installed per the requirements of Section 7.8.5 of the UDO.	Applicant and/or their Surveyor	Variable. Depends on grading contractor.
Certification by an engineer that the road has been constructed to appropriate standard (i.e. NC DOT or Orange County).	Applicant and/or their Surveyor	Variable.
Contact Erosion Control for an inspection to ensure the roadway has been properly stabilized: (919) 245-2587	Applicant and/or their Surveyor	Variable.
Contact Planning Staff for an inspection. Staff will ensure the road and street sign has been installed as well as make a determination if the landscaping meets all requirements.	Applicant and/or their Surveyor	Variable.

SUBMITTAL FINAL PLAT APPLICATION – PREPARATION FOR RECORDATION

STEP/ACTION/APPROVAL ITEM		PERSON/S RESPONSIBLE FOR STEP	TIMELINE
<p>Submission of complete Final Plat Application including all items outlined in the approval letter. An appointment is preferred.</p> <p>The Mylar IS submitted at this step.</p> <p>Submission of complete Final Plat Application including the required Mylar (prepared by a licensed professional surveyor consistent with Section 7.13.2 (C) of the UDO) containing the following:</p>		Applicant and/or their Surveyor	
Included:	Requirement(s):		
	Title Block containing required information:		
	Vicinity Map showing the general location of the subdivision in relation to the surrounding area shall be placed on the plat. The map shall include streets and roads shall be identified by State road number and name.		
	Existing Site Data - Information on existing conditions including but not limited to <ul style="list-style-type: none"> a. Boundary Lines; b. Street/Transportation Systems; c. Utility Systems; d. Contour Information; e. Streams, floodplains, water features (including associated buffers), natural areas, wildlife habitats, etc. 		
	Subdivision layout data (i.e. site characteristics, lot arrangement, dedications/reservations/easements, streets, etc.)		
	Utility and drainage data including public/private water supply systems, public/private sewage disposal systems, stormwater control measures (SCM), as well as all associated easements.		
	Landscaping and buffer data		
	Boundary and development information on any special flood hazard area		
	Open space and natural/cultural resource areas		
	Required certificates and endorsements		
Submit plat to Land Records for review		Staff	Variable
Submit auxiliary documents to the County Attorney for review			14 days

<p>Circulate Mylar for all applicable signatures.</p> <ul style="list-style-type: none">County ManagerSchool District and CAPSEnvironmental HealthNC DOT	Staff	2 to 3 weeks
<p>Once the Mylar has all applicable signatures, Staff will contact the applicant and inform them that the subdivision plat is ready to be recorded. If an appointment is not scheduled at that time to record the subdivision, the applicant must contact staff to set up an appointment. Staff MUST accompany the Mylar to the Register of Deeds for recordation. Staff will ensure that Land Records is prepared to record the subdivision at the appointment. If not, staff will reschedule the meeting at a time that is mutually agreeable.</p>	Staff	

RECORDING THE SUBDIVISION

The fee for Payment-in-Lieu of Parkland Dedication must be paid prior to recording the subdivision. This can be completed at any time, including up to the appointment to record the subdivision.

Applicant

Staff will prepare a Declaration of Restrictions that outlines all Orange County development standards that will apply to the lots, including building setbacks, stream buffers, impervious surface, etc.

Staff

Prepared by staff once Final Plat is approved

The Mylar, Declaration of Restrictions, and auxiliary documents must be notarized by the OWNER.

If the owner is present at the appointment, the documents can be notarized by a member of the Staff. If the owner is not able to be present at the appointment, arrangements must be made prior to the appointment to have the mylar and all documents notarized; this is the responsibility of the applicant.

There are notaries available at the Planning Department offices.

Staff will accompany the Mylar and all legal documents to the Register of Deeds. This is to ensure all documents are recorded in the proper order and to assist if any problems arise. A representative of the applicant must accompany Staff to the Register of Deeds, however the applicant and/or owner does not need to be present for this step if all documents have been notarized.