



Minor Subdivisions in Orange County

- Approval of a subdivision or creation of new lots does not mean that the lots are “developable” or have been approved as “developable”. In order to be “developable”, all standards contained in the Orange County Unified Development Ordinance (UDO) must be met.
- Expedited subdivision approval may be granted by the Orange County Planning Department based on UDO standards contained in Section 7.2.2(B). However, that does not mean all other standards related to future development (i.e. single family home) have been met including other Orange County Departments’ regulations. Applicants and property owners are encouraged to consider a variety of elements when subdividing.

Topic	Department Contact	Details
Zoning and Watershed Overlay District standards	Planning 919-245-2575	<ul style="list-style-type: none"> ▪ Land use regulations, zoning standards (including lot dimensions and setbacks), and Watershed Overlay District regulations (including residential density and impervious surface limits) contained in the Orange County UDO shall apply to all future development on the proposed or newly created lots.
Existing or new well and septic permits	Environmental Health Thomas Privott, Soil Scientist 919-245-2374 or tprivott@orangecountync.gov	<ul style="list-style-type: none"> ▪ Environmental Health will need to verify that your proposed lots have septic capacity. You will likely need to apply for Improvement Permits for your proposed lots. Environmental Health will need a Concept Plan with any permit applications. ▪ Technically, you do not need Environmental Health approval before recording an expedited minor subdivision plat. However, it is wise to do so. Environmental Health can verify that a) your proposed lots have suitable soils and b) that the septic areas will meet Environmental Health’s setback requirements. You do not need to contact Environmental Health if your lots will have sewer service.
Conservation Easements	DEAPR Chris Hirni, Land Conservation Manager 919-245-2514 or chirni@orangecountync.gov	<ul style="list-style-type: none"> ▪ If the parcel planned for subdividing contains a conservation easement, applicants are encouraged to contact DEAPR. Staff may assist in providing additional information if a Conservation Easement is held by the County or outside organization. Conservation Easements may contain regulations, which may impact subdividing and future development.
Land Disturbance Permits	Erosion Control and Stormwater Pat Mallett, Erosion Control/Stormwater Supervisor 919-245-2577 or pmallett@orangecountync.gov	<ul style="list-style-type: none"> ▪ Orange County does have Erosion Control and Stormwater requirements for single-family residential development which may require a Land Disturbance permit, depending on the watershed the parcel may be located in. Additional information, including watershed thresholds, can be found at the following link: https://www.orangecountync.gov/DocumentCenter/View/11386/Erosion-Control-and-Stormwater-Requirements-For-Land-Disturbance-Activities-FAQs-PDF---updated-June-2020?bidId=

Access to new lots and/or homes (Including access easement, right of way, private road, driveway, etc.)	Planning 919-245-2575	<ul style="list-style-type: none"> Orange County does have access requirements based on the UDO, Fire Code, and Addressing Ordinance. Additional information can be found at the following link: https://www.orangecountync.gov/DocumentCenter/View/19450/Orange-County-Access-Parameters?bidId=
	Emergency Management Services Elizabeth Farnan, Fire Marshal 919-245-6153 or efarnan@orangecountync.gov	
	NCDOT DeAngelo Jones, Senior Asst. District Engineer 336-570-6833 or djones1@ncdot.gov	<ul style="list-style-type: none"> NCDOT may assist in providing additional information related to Driveway Permits. Depending on the total number of existing and new lots/homes, a Driveway Permit may be required when connecting to a public road.
	Land Records Michael A. Burton, Land Records/GIS Division Manager (919) 245-2502 or mburton@orangecountync.gov	<ul style="list-style-type: none"> Bearings and distances must be defined for all proposed access easements, right of ways, and private roads and must be included on the plat for recording purposes. Additional information, including road naming standards, can be found at the following link: https://www.orangecountync.gov/DocumentCenter/View/19450/Orange-County-Access-Parameters?bidId=
Additional Information		
Recording the final plat	Land Records Michael A. Burton, Land Records/GIS Division Manager (919) 245-2502 or mburton@orangecountync.gov	<ul style="list-style-type: none"> Applicants are encouraged to contact Land Records when they are ready to initiate the recording process for the final plat. Staff may request digital files to commence pre-assignment work, which averages 30 days.
Farm Status or Bona Fide Farm	Tax Office Roger Gunn, Real Property Appraisal Manager 919-245-2100 or rgunn@orangecountync.gov	<ul style="list-style-type: none"> If the property to be subdivided is currently under farm use value taxation, present use value, or a bona fide farm, etc., please contact the Orange County Tax Office. Subdivision of the property may require payment of deferred taxes under farm use value taxation.
Residential permitting process	Building Inspections Michael Rettie, Chief Building Inspector 919-245-2604 or mrettie@orangecountync.gov	<ul style="list-style-type: none"> Since the majority of expedited subdivisions are proposed for the future development of a single family home, staff provides the following documents to applicants and property owners regarding residential building permit application: https://www.orangecountync.gov/DocumentCenter/View/3003/Residential-Building-Permit-Application-and-Information-PDF