



**Orange County Planning & Inspections Department**  
131 W. Margaret Lane, Suite 200, Hillsborough, NC 27278  
919-245-2575 or [planningapps@orangecountync.gov](mailto:planningapps@orangecountync.gov)

**Major Subdivision Review Process Information and Checklist**

Concept Plan Application														
Action and Approval Item	Responsible Party	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>	Applicant to schedule	<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>												
<p>Submission of complete Concept Plan Application including Concept Plan Map (prepared by a licensed professional surveyor consistent with Section 7.13.2 (A) of the UDO) containing the following:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #e0e0e0;">Included:</th> <th style="background-color: #e0e0e0;">Requirement(s):</th> </tr> </thead> <tbody> <tr> <td></td> <td>Conventional Development and Flexible Development layout for the proposed subdivision. Applicants can submit a flexible development subdivision layout if they choose.</td> </tr> <tr> <td></td> <td>A sketch vicinity map showing the location of the subdivision in relation to the existing street or highway system, which can also be a GIS Map showing the surrounding area.</td> </tr> <tr> <td></td> <td>Application review fee per the adopted Orange County Planning Fee Schedule.</td> </tr> <tr> <td></td> <td>A scaled copy of the Orange County GIS Map showing Contour Lines, Soils, Water Features, and any known easements.</td> </tr> <tr> <td></td> <td>Scale, approximate north arrow and date of plat preparation;</td> </tr> </tbody> </table>	Included:	Requirement(s):		Conventional Development and Flexible Development layout for the proposed subdivision. Applicants can submit a flexible development subdivision layout if they choose.		A sketch vicinity map showing the location of the subdivision in relation to the existing street or highway system, which can also be a GIS Map showing the surrounding area.		Application review fee per the adopted Orange County Planning Fee Schedule.		A scaled copy of the Orange County GIS Map showing Contour Lines, Soils, Water Features, and any known easements.		Scale, approximate north arrow and date of plat preparation;	Applicant and/or their surveyor	N/A
Included:	Requirement(s):													
	Conventional Development and Flexible Development layout for the proposed subdivision. Applicants can submit a flexible development subdivision layout if they choose.													
	A sketch vicinity map showing the location of the subdivision in relation to the existing street or highway system, which can also be a GIS Map showing the surrounding area.													
	Application review fee per the adopted Orange County Planning Fee Schedule.													
	A scaled copy of the Orange County GIS Map showing Contour Lines, Soils, Water Features, and any known easements.													
	Scale, approximate north arrow and date of plat preparation;													

	The plotted boundaries of the tract from deeds or maps of record and the portion of the tract to be subdivided;		
	Name of subdivision;		
	The total acreage to be subdivided;		
	The name, address and telephone number of the subdivider or owner and the person responsible for the subdivision design;		
	Existing easements, street rights-of-way, or railroad rights-of-way;		
	Number of proposed lots as well as their size, width, layout/arrangement, etc.;		
	The proposed street layout within the subdivision, including existing and proposed travelways, right-of-way widths, and connections to existing streets;		
	Location of suitable soils for individual septic systems as well as suitable location(s) for wells on each proposed lot;		
	If community systems are proposed, location of wastewater and well systems;		
	Location of proposed open space;		
	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"> <li>▪ Primary Open Space Areas</li> <li>▪ Secondary Open Space Areas</li> <li>▪ Contour data</li> <li>▪ Transportation</li> <li>▪ Utility Systems</li> </ul>		
	Twenty-five (25) physical copies and one (1) electronic copy of the Concept Plan map, completed		

	by a registered land surveyor, drawn to scale containing the information required in Section 7.13.2 Major Subdivisions of the UDO.		
	Additional information and submittal requirements are contained in Section 2.15 of the UDO.		
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 <sup>st</sup> and 3 <sup>rd</sup> 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.
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	Staff prepares agenda materials for the project. Applicant provides necessary documentation.  Planning Board agenda goes out week before meeting. Board meets 1 <sup>st</sup> Wednesday of every month.  Planning Board will approve either Conventional or Flexible layout or can deny application outright.  NOTE: All other applications shall have to be based on the approved plan acted upon by the Planning Board.

**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.

<b>Intermediate Steps – Preparing for Submittal of Preliminary Plat Application Package</b>		
<b>Action and Approval Item</b>	<b>Responsible Party</b>	<b>Timeline</b>
Staking of proposed lot(s) for evaluation by the Health Department based on approved Concept Plan.	Applicant or Surveyor	<p>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.</p> <p>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.</p>
Application to Environmental Health for septic evaluation of proposed/approved lot(s)	Applicant or Surveyor	<p>Consult the Orange County Health Department. Completed applications may take a few weeks to process.</p> <p>Environmental Health staff can be reached at: (919) 245-2360.</p>
Completion of auxiliary documents including: <ul style="list-style-type: none"> <li>▪ Private Road Maintenance Agreement (if private road proposed).</li> <li>▪ If a public road is proposed applicant shall submit documentation detailing maintenance of roadway until maintenance assumed by NCDOT.</li> </ul>	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														
Action and Approval Item	Responsible Party	Timeline												
<p>Submission of complete Preliminary Plat Application including all items outlined in the approval letter. An appointment is preferred. The Mylar is not submitted at this step. Staff also requests the voluntarily submittal of the following for review/comment:</p> <ul style="list-style-type: none"> <li>▪ Homeowners Association articles of incorporation.</li> <li>▪ Restrictive Covenants and Deed Restrictions.</li> </ul> <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>	Applicant and/or their Surveyor	N/A												
<table border="1" style="width: 100%;"> <tr> <th style="background-color: #d9d9d9;">Included:</th> <th style="background-color: #d9d9d9;">Requirement(s):</th> </tr> <tr> <td></td> <td>Title Block containing required information:</td> </tr> <tr> <td></td> <td>A sketch 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, roads, and highways shall be identified by State road number and name. Can also be a GIS Map showing the surrounding area.</td> </tr> <tr> <td></td> <td>A scaled copy of the Orange County GIS Map showing Contour Lines, Soils, Water Features, and any known easements.</td> </tr> <tr> <td></td> <td>Application review fee per the adopted Orange County Planning Fee Schedule.</td> </tr> <tr> <td></td> <td>Existing Site Data - Information on existing conditions including but not limited to                             <ul style="list-style-type: none"> <li>▪ Boundary Lines</li> <li>▪ Street/Transportation Systems</li> <li>▪ Utility Systems</li> <li>▪ Contour Information</li> </ul> </td> </tr> </table>			Included:	Requirement(s):		Title Block containing required information:		A sketch 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, roads, and highways shall be identified by State road number and name. Can also be a GIS Map showing the surrounding area.		A scaled copy of the Orange County GIS Map showing Contour Lines, Soils, Water Features, and any known easements.		Application review fee per the adopted Orange County Planning Fee Schedule.		Existing Site Data - Information on existing conditions including but not limited to <ul style="list-style-type: none"> <li>▪ Boundary Lines</li> <li>▪ Street/Transportation Systems</li> <li>▪ Utility Systems</li> <li>▪ Contour Information</li> </ul>
Included:			Requirement(s):											
			Title Block containing required information:											
			A sketch 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, roads, and highways shall be identified by State road number and name. Can also be a GIS Map showing the surrounding area.											
			A scaled copy of the Orange County GIS Map showing Contour Lines, Soils, Water Features, and any known easements.											
			Application review fee per the adopted Orange County Planning Fee Schedule.											
			Existing Site Data - Information on existing conditions including but not limited to <ul style="list-style-type: none"> <li>▪ Boundary Lines</li> <li>▪ Street/Transportation Systems</li> <li>▪ Utility Systems</li> <li>▪ Contour Information</li> </ul>											

	<ul style="list-style-type: none"> <li>Streams, floodplains, water features (including associated buffers), natural areas, wildlife habitats, etc.</li> </ul>		
	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		
	Twenty-five (25) physical copies and one (1) electronic copy of the Preliminary Plat, completed by a registered land surveyor, drawn to scale containing the information required in Section 7.13.2 Major Subdivisions of the UDO.		
	Additional information and submittal requirements are contained in Section 2.15 of the UDO.		
Review of application for completeness		Staff	Staff has 5 days to accept or reject application.
Review of application by review partners including: <ul style="list-style-type: none"> <li>Erosion Control</li> <li>Engineering</li> <li>Land Records (road name verification)</li> <li>Health Department</li> <li>Board of Education</li> <li>Department of Environment, Parks, and Recreation (DEAPR)</li> <li>Orange Soil and Water Conservation District,</li> <li>County Attorney</li> <li>NCDOT</li> <li>Review by any municipality if the property is covered by a joint planning agreement</li> </ul>		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

Planning Board review/recommendation on plan	Staff/Applicant	<p>Staff prepares agenda materials for the project. Applicant provides necessary documentation. Planning Board agenda goes out week before meeting. Board meets 1<sup>st</sup> 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>

**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.

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.

<b>Development of Road Steps</b>		
<b>Action and Approval Item</b>	<b>Responsible Party</b>	<b>Timeline</b>
Contact NC DOT for road permits/connector to a public road. NCDOT 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		
Action and Approval Item	Responsible Party	Timeline
Submission of complete Final Plat Application including all items outlined in the approval letter. An appointment is preferred. The Mylar is submitted at this step.	Applicant and/or their Surveyor	
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:		
<b>Included:</b>	Applicant and/or their Surveyor	
<b>Requirement(s):</b>		
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.		



	<p>Existing Site Data - Information on existing conditions including but not limited to:</p> <ul style="list-style-type: none"> <li>▪ Boundary Lines;</li> <li>▪ Street/Transportation Systems;</li> <li>▪ Utility Systems;</li> <li>▪ Contour Information;</li> <li>▪ Streams, floodplains, water features (including associated buffers), natural areas, wildlife habitats, etc.</li> </ul>		
	<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>Open space and natural/cultural resource areas</p>		
	<p>Required certificates and endorsements</p>		
	<p>Completed bonding application (if bonding of improvements is proposed) package.</p>		
	<p>Road maintenance agreement, easements, and documents of restricted development including Subdivision Agreement completed in accordance with Section 7.5 of the UDO (if required).</p>		
	<p>NCDOT approval of road construction plans if a new public road is planned.</p>		
	<p>Approval of utility plan by appropriate utility agency.</p>		
	<p>Application review fee per the adopted Orange County Planning Fee Schedule.</p>		
	<p>Ten (10) physical copies and one (1) electronic copy of the Final Plat, completed by a registered land surveyor, drawn to scale containing the information required in Section 7.13.2 Major Subdivisions of the UDO.</p>		
	<p>Additional information and submittal requirements are contained in Section 2.15 of the UDO.</p>		

Submit plat to Land Records for review	Staff	Variable
Submit auxiliary documents to the County Attorney for review	Staff	14 days
Circulate Mylar for all applicable signatures. <ul style="list-style-type: none"> <li>▪ County Manager</li> <li>▪ School District and CAPS</li> <li>▪ Environmental Health</li> <li>▪ NC DOT</li> </ul>	Staff	2 to 4 weeks
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.	Staff	

**Recording the Subdivision**

Action and Approval Item	Responsible Party	Timeline
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.		