



Orange County Planning & Inspections Department
131 W. Margaret Lane, Suite 200, Hillsborough, NC 27278
919-245-2575 or planningapps@orangecountync.gov

Expedited Minor Subdivision Review Process Information and Checklist

Recommended Pre-submittal Steps

Step	Step Detail	Complete
1. Contact Current Planning (919-245-2575)	Discuss your subdivision idea with a planner before submitting an application. A planner can tell you if your plan will meet County subdivision regulations or if you need to make changes.	
2. Contact Fire Marshal (919) 245-6153	Discuss your subdivision with the Fire Marshal to make sure it will meet Fire Code standards for emergency access.	
3. Get a Zoning Report from Current Planning	A Zoning Report is a reference document that Current Planning prepares for you. It combines data from GIS, the Register of Deeds, and the Unified Development Ordinance (UDO). It helps you understand your property, and it helps staff process applications faster.	
4. Prepare a Concept Plan	A Concept Plan, also called a Sketch Plan, is a rough draft of your subdivision plat. As the name suggests, you can sketch the Concept Plan by hand. The plan should be drawn to scale (e.g., 1" = 100'). It should also show the approximate acreages, property lines, and road access points for each lot.	
5. Contact Environmental Health (919-245-2360)	<p>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.</p> <p>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.</p> <p>Note: You do not need to contact Environmental Health if your lots will have sewer service. Please forward proof of sewer service to Current Planning staff.</p>	

Phase 1: Plat Application and Submittal

Step	Step Detail	Complete
<p>1. Hire a surveyor to prepare your Preliminary Plat</p>	<p>The Preliminary Plat is a draft subdivision map. It is a draft of the Final Plat, which is the map you record with the Register of Deeds. It needs to</p> <ul style="list-style-type: none"> ▪ Be prepared by a professional land surveyor; ▪ Be drawn to meet recording requirements; and ▪ Show means of access for each of the proposed lots. 	
<p>2. Submit your Expedited Minor Subdivision application package to Current Planning</p>	<p>The package needs to include the following:</p> <ul style="list-style-type: none"> ▪ An Expedited Minor Subdivision application signed by the property owner(s) ▪ \$140 review fee (You can pay the review fee with cash, check, or credit card. Please make checks payable to Orange County). ▪ Two (2) folded copies of the Final Plat, drawn to the standards in UDO Sec. 7.13.3 Final Plat Specifications and NC GS § 47-30. ▪ Additional information and submittal requirements are contained in Section 2.14 of the UDO. 	
<p>3. Development Advisory Committee (DAC) Review and Approval</p>	<p>Planning staff will present your application to the Development Advisory Committee (DAC). The DAC is a group of representatives from County departments, such as Environmental Health, the Fire Marshal, and Solid Waste. The DAC meets twice a month. Meetings are internal, so you will not need to attend. After the meeting, Planning staff will prepare a letter for you. It will include the committee's comments and explain final steps.</p>	

Phase 2: Certifications and Recordation

Step	Step Detail	Complete
1. Print the Final Plat and circulate it for signatures	Planning and Land Records will need to sign the Final Plat before you record it with the Register of Deeds. Deliver the Final Plat to Planning, and we will gather the signatures on your behalf. The property owner will also need to sign the plat before a notary.	
2. Pay final fees	You will need to pay the following fees before you can record your subdivision: <ul style="list-style-type: none">▪ Recording Fee: \$21 for the plat and \$26 for each supplemental document (e.g., a grant deed). These fees are paid to the Register of Deeds at the time of recordation.	
3. Record the Final Plat and any necessary supporting documents	Once we have the signatures listed above, we can record the Final Plat along with any supporting documents with the Register of Deeds. Planning staff will accompany you to the Register of Deeds Office to assist you in recording.	