

### ***What is a Subdivision?***

While the term “subdivision” is often used to define an area of multiple residential lots abutting a new street, by definition, a subdivision means all divisions of land creating a new parcel or involves the dedication of a new street or a change in an existing street. However, the following situations are not considered subdivisions:

- (1) The combination or recombination of portions of previously subdivided and recorded lots where the total number of lots is not increased and the resultant lots are equal to or exceed the standards of Rowan County as shown in the subdivision ordinance.
- (2) The division of land into parcels greater than ten (10) acres where no street or private or public street right-of-way dedication is involved.
- (3) The public acquisition by purchase of strips of land for the widening or opening of streets.
- (4) The division of a tract in single ownership whose entire area is not greater than two (2) acres into not more than three (3) lots, where no street right-of-way dedication is involved and where the resultant lots are equal to or exceed the standards of Rowan County as shown in the subdivision ordinance.
- (5) The division of a tract into plots or lots used as a cemetery.
- (6) Land divided by a will or the courts for the purpose of dividing up a deceased person’s property.

### ***What is a Subdivision Ordinance?***

A subdivision ordinance provides minimum standards each new parcel must meet for the purpose of maintaining the public health, safety and general welfare of Rowan County. For some divisions, this may entail certain improvements to be made, such as streets and drainage features.

### ***What Parts of the County does this Affect?***

While the ordinance only affects areas of Rowan County outside municipal jurisdiction, each jurisdiction has their own separate but different ordinance.

### ***How is a Subdivision Plan Approved?***

Final plats must be prepared by a professional land surveyor and reviewed by the Planning Department based on applicable ordinances and regulations. After obtaining approval for any subdivision, the plat must be recorded with the Register of Deeds after which zoning and building permits may be issued. The approval process varies based on the request:

1. Minor – Means a division of land establishing eight (8) lots or less with no new roads proposed for dedication. In general minor subdivision requests involve the following:

- a. Two (2) copies of the final plat containing information from Sec. 57(a) & 61(b);
- b. Review application and fee; and
- c. Approved driveway permit (if necessary).

These requests are typically approved within ten (10) business days.

2. Family – Means a division of land establishing up to three (3) lots plus the residual tract created for conveyance to members of the property owner’s immediate family, which is defined as “grandparents, step-grandparents, parents, step-parents, sibling (full, half, or step), children, step-children, grandchildren, and step-grandchildren, whether natural or legal”. A family member may only receive one (1) lot under this provision.

Requests for family divisions are necessary when the existing and / or proposed lots do not have adequate frontage on a state maintained road. By establishing a twenty (20) foot easement for road access, these requests may be approved for conveyance to immediate family members. In general, family subdivision requests involve the following:

- a. Two (2) copies of the final plat containing information from Sec. 57(a) & 61(b);
- b. Review application and fee;
- c. Approved driveway permit (if necessary); and
- d. Family subdivision document.

Requests are typically approved within ten (10) business days.

3. Major – Means a division of land establishing more than eight (8) lots or propose the dedication of new streets or a change in an existing street. Major subdivision requests involve the following:

- a. Preliminary Plat Approval:  
This approval phase involves submission of detailed information to ensure the proposed project may be approved prior to construction. In general, the following information is necessary for review:

- i. Eight (8) copies of the Preliminary Plat containing information from Sec. 61(a);
- ii. Two (2) copies of the Erosion Control Plan, fee and financial responsibility form (or waiver if project is less than one acre) submitted to the Environmental Management Department;
- iii. Road Plans and Profiles and driveway permit application submitted to the Division 9 District 1 office of The North Carolina Department of Transportation (NCDOT);

- iv. Two (2) copies of Proposed Restrictive Covenants containing information in Sec. 58(f);
- v. Certification from Fire Marshal and Chief of the Fire Department with responding jurisdiction regarding proximity to a water point source. Projects required to construct a water point source must provide documentation to comply with Sec. 58(g) and 111 along with two (2) copies of the water usage agreement; and
- vi. Application with fee.

Requests are typically forwarded to the Subdivision Review Committee (SRC) within fourteen (14) days for review. Once approved, ground disturbing activities along with the installation of necessary improvements may commence subject to the conditions of approval.

b. Final Plat Approval:

This approval phase involves a final review of the completed development to ensure all components were installed as per the approved plans. In general, the following information is necessary for review:

- i. Six (6) copies of the Final Plat containing information from Sec. 61(b);
- ii. Certification from Division 9 District 1 office of NCDOT (public roads) or a verification from a North Carolina registered professional engineer (private roads) that the roads have been constructed to their minimum standards;
- iii. Approved driveway permit;
- iv. Two (2) copies of the finalized restrictive covenants;
- v. Final approval from Fire Marshal and Chief of the Fire Department with responding jurisdiction regarding the water point source requirement and necessary documentation;
- vi. Approval from Erosion Control staff; and
- vii. Application with fee.

Requests are typically forwarded to the SRC within fourteen (14) days for review. In lieu of completing the required improvements prior to final approval, the Board of Commissioners may accept a financial guarantee subject to Sec. 57(c) to insure the required improvements will be installed.

***Do I have to Hire a Surveyor to see how I can Subdivide my Land?***

No. Planning Department Staff is available for informal discussions and will review sketch plans containing information from Sec. 55. Often, these meetings provide landowners helpful information to make both short and long-term decisions with their property. Once a decision has been made to divide the property, a professional land surveyor must prepare the plat.

***What is the Costs Involved?***

The surveyor will charge landowners to survey the property and prepare a map. The Register of Deeds charge \$21 per sheet to record the mylar(s). The Planning Department charges the following to review subdivisions:

Minor - \$50 plus \$10 per new lot created.

Family - \$50

Major Subdivision Preliminary Plat - \$200 plus \$10 per new lot created.

Major Subdivision Final Plat without new roads - \$100 plus \$10 per new lot created.

Major Subdivision Final Plat with new roads - \$200 plus \$10 per new lot created.

Road sign - \$150 for most new intersections.

Erosion Control Plans - \$50 per acre of proposed disturbance (rounded).