

# Appendix H

## Application Packet for Subdivisions

The creation of new lots is divided into two main processes. For the division of land into four or fewer lots, follow the Minor Subdivision process (pages 1-3 of this packet). For the division of land into more than four lots, follow the Major Subdivision process (pages 4-6 of this packet).

### Minor Subdivisions

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1. **Applicable for land divided into four (4) or fewer lots.**

- a. If no new road is necessary to create the lots → may be approved by the **Planning Director** by signing the approval certificate on the recordable map.
- b. If a new road is proposed → goes to the Technical Review Committee (TRC)

<b>Minor Subdivision (with roads proposed): Deadlines for January - December 2017</b>	
<b>Application Deadline (12 noon)</b>	<b>Earliest Decision Date</b>
December 19, 2016	January 3, 2017
January 23, 2017	February 7, 2017
February 20, 2017	March 7, 2017
March 20, 2017	April 4, 2017
April 17, 2017	May 2, 2017
May 22, 2017	June 6, 2017
June 19, 2017	July 5, 2017*
July 17, 2017	August 1, 2017
August 21, 2017	September 5, 2017
September 18, 2017	October 3, 2017
October 23, 2017	November 7, 2017
November 20, 2017	December 5, 2017
December 18, 2017	January 2, 2018

### Fee Schedule

Minor without road: \$100.00  
Minor with road: \$100.00

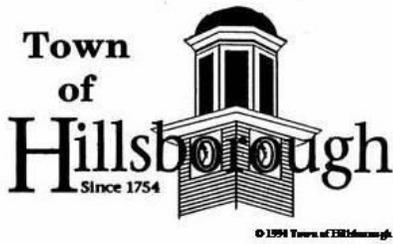
### Submittal Requirement Checklist

#### Minor without roads proposed

- Completed application form
- Two (2) copies of the survey (see plat requirements in **Appendix E**)
- Mylar original + two (2) paper copies.
- Town water procedures completed **OR** Orange County Environmental Health Department certification of well availability.
- Town sewer procedures completed **OR** Orange County Environmental Health Department certification of septic availability.
- Fee

**Minor with roads proposed**

- All of the above
- Soil & Erosion Control Permit or exemption
- Received Street Construction & Acceptance Procedures
- Road name verification – does not duplicate another in County
- Road sign purchased
- If connected to a state road, approval from N.C. Department of Transportation
- Road completed **OR** Letter of Credit provided for road completion
- Preliminary Plat



**APPLICATION FOR  
Minor Subdivision**

Planning Department  
101 E. Orange Street / P.O. Box 429  
Hillsborough, NC 27278

Phone: (919) 732-1270, Ext. 86, Fax: (919) 644-2390

Website: [www.ci.hillsborough.nc.us](http://www.ci.hillsborough.nc.us)

**Address or Location:** \_\_\_\_\_

PIN #: \_\_\_\_\_

**Property Owner Name:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Applicant Name:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Surveyor/Engineer:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_

Number of New Roads: \_\_\_\_\_

Public  Private

Road Names: \_\_\_\_\_

Water Service:  Public Water  Well

Sewer Service:  Public Sewer  Septic Tank

Critical Areas:  Flood Zone  Stream Buffer  Watershed  Interstate Buffer  Historic District

Zoning: \_\_\_\_\_ Adjacent Zoning: \_\_\_\_\_ Total Lot Size: \_\_\_\_\_ Number of Lots Proposed: \_\_\_\_\_

Lot #	Lot Size	Proposed & Existing Structures

I/We certify that all of the information presented by me/us in this application is accurate to the best of my/our knowledge, information, and belief.

**APPLICATIONS WILL NOT BE ACCEPTED WITHOUT SIGNATURE OF PROPERTY OWNER.**

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**Applicant's signature** **date**

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**Property Owner's signature** **date**

## Major Subdivisions

### 1. Applicable for land divided into five (5) or more new lots.

- a. **Conditional Use Subdivision:** division of land into between five (5) and nineteen (19) new lots in any two (2) year period is reviewed through the **Conditional Use Permit** process.
- b. **Special Use Subdivision:** division of land into twenty (20) or more new lots in any two (2) year period is reviewed through the **Special Use Permit** process.
- c. **Conservation Subdivision:** division of land into twenty (20) or more new lots in any two (2) year period with special conservation subdivision features is reviewed through the **Special Use Permit** process.

### Conditional Use Subdivision Application Requirements

Conditional Use Subdivision: Deadlines for January - December 2017		
Application Deadline (12 noon)	Technical Review Committee Meeting	Board of Adjustment Meeting
November 21, 2016	December 6, 2016	January 11, 2017
December 19, 2016	January 3, 2017	February 8, 2017
January 23, 2017	February 7, 2017	March 8, 2017
February 20, 2017	March 7, 2017	April 12, 2017
March 20, 2017	April 4, 2017	May 10, 2017
April 17, 2017	May 2, 2017	June 14, 2017
May 22, 2017	June 6, 2017	July 12, 2017
June 19, 2017	July 5, 2017*	August 9, 2017
July 17, 2017	August 1, 2017	September 13, 2017
August 21, 2017	September 5, 2017	October 11, 2017
September 18, 2017	October 3, 2017	November 8, 2017
October 23, 2017	November 7, 2017	December 13, 2017
November 20, 2017	December 5, 2017	January 10, 2018
December 18, 2017	January 2, 2018	February 14, 2018

\* Denotes dates that have been adjusted for holidays

### Fee Schedule

Conditional Use Subdivision: \$800.00

### Submittal Requirement Checklist

- Complete Conditional Use Permit application form (see **Appendix L**)
- Complete site plan (see site plan requirements in **Appendix E**)
- Traffic impact statement showing pre and post level of service for public street intersections within 500 feet of any site driveway. This requirement may be expanded for sites with high traffic volumes or located within congested areas. This requirement may be waived for additions or buildings totaling 1,000 square feet or less. Projects requiring a traffic impact statement will be reviewed by the traffic engineer of the town's choice. The applicant shall reimburse the town for the cost of the statement in lieu of submitting a statement by a consultant of their choice as part of the application. An applicant always has the option to submit a traffic impact statement by the consultant of their choice in addition.
- Fee

## **Special Use Subdivision and Conservation Subdivision Application Requirements**

<b>Special Use Subdivision &amp; Conservation Subdivision: Deadlines for January - December 2017</b>			
<b><u>Complete Application Deadline (12 Noon)</u></b>	<b><u>Technical Review Committee Meeting</u></b>	<b><u>Joint Public Hearing</u></b>	<b><u>Earliest Decision Date</u></b>
November 21, 2016	December 6, 2016	January 19, 2017	March 13, 2017
February 20, 2017	March 7, 2017	April 20, 2017	June 12, 2017
May 22, 2017	June 6, 2017	July 20, 2017	September 11, 2017
August 21, 2017	September 5, 2017	October 19, 2017	December 11, 2017
November 20, 2017	December 5, 2017	January 18, 2018	March 12, 2018

### **Fee Schedule**

Special Use Subdivision:	\$1,000.00 <sup>1</sup>
Conservation Subdivision:	\$1,000.00 <sup>1</sup>
Special Use Permit with Rezoning:	\$1,200.00 <sup>1</sup>

<sup>1</sup>Plus \$10.00 per each acre for sites larger than 10 acres

### **Special Use Subdivision Submittal Requirement Checklist**

Twenty (20) copies of a complete application prepared by the appropriate combination of the following professionals: land surveyor, engineer, landscape architect, architect, or attorney, which shall contain the following items. Staff may determine that some requirements are not applicable to all applications.

- Complete Special Use Permit application form (see **Appendix L**)
- Complete site plan (see site plan requirements in **Appendix E**)
- Legal documents indicating unified control over the site, such as a deed or a contract to purchase.
- Land suitability analysis including topography, steep slopes, soil types, hydrology, vegetated areas
- Environmental protection plan indicating how items in the land suitability analysis will be protected
- Traffic Impact Statement that shows the following:
  - a. Internal traffic flow
  - b. Impacts at external connections
  - c. Impacts on & improvements to existing facilities

Projects requiring a traffic impact statement will be reviewed by the traffic engineer of the town's choice. The applicant shall reimburse the town for the cost of the statement in lieu of submitting a statement by a consultant of their choice as part of the application. An applicant always has the option to submit a traffic impact statement by the consultant of their choice in addition.

- Reviews by Other Agencies – submit confirmation of approval or their comments.
  - Orange County
    - Soil Erosion & Grading Control Plan
    - Stormwater Management Plan
    - Solid Waste Management Plan
  - Fire Chief/Marshal
    - Fire Code compliance
    - Ability to protect
  - NCDOT
    - Driveway Permit

- Off-site Road improvements
- Thoroughfare Plan compliance

Fee

**Conservation Subdivision Submittal Requirement Checklist**

- Completed Special Use Permit application form (see **Appendix L**)
- Completed site plan (see site plan requirements in **Appendix E**)
- Narrative that provides the following information:
  - Description of the irreplaceable natural features or difficult physical features that make a conservation subdivision a desirable land use.
  - Gross development parcel size.
  - Proposed common space size.
  - Proposed number and size of lots.
- Fee