



# CITY OF SANFORD

## REVIEW AND PERMITTING PROCESS

### Minor Subdivisions

This overview is intended to provide general guidance for applicants seeking to create a **minor subdivision**. A minor subdivision is defined in the Unified Development Ordinance (UDO) as the creation of up to six (6) lot that front an existing public street or no more than one (1) lot without public street frontage, with specific supplemental standards that must be met to be approved.

**UDO §6.2.1.1** further defines a minor subdivision within the City of Sanford's corporate limits (as well as the Extra-Territorial Jurisdiction) as:

- Any subdivision which contains not more than six (6) lots with frontage on an existing publicly-maintained street, and does not involve the extension of any public or private street for access to interior property; does not involve the extension of public water, sewer, or other public improvements; does not adversely affect the remainder of the parcel or adjoining property; or require an exception from any requirement of this ordinance.
- The creation of a single lot that does not have direct public street frontage. Such lots shall be allowed subject to the following conditions:
  - The lot contains a minimum of two (2) acres in area
  - The lot shall be accessed via a recorded access easement of at least 30 feet in width
  - The lot shall be restricted to the development as one single-family dwelling. Creation of multiple lots using this method shall be prohibited

#### **STEP 1 – PRE-APPLICATION CONFERENCE**

- Contact Zoning & Design Review staff to discuss your proposed subdivision.
- Staff encourage applicants to prepare a site plan illustrating how the land is proposed to be divided (this can be hand-sketched).

#### **STEP 2 – MINOR SUBDIVISION APPLICATION SUBMITTAL**

- Submit a **Minor Subdivision Application** with the associated \$50 minor subdivision fee to Zoning & Design Review staff.
- Include a sketch plan (this can be hand-drawn) as part of this submittal.



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#### **STEP 3 – SOIL EVALUATION FOR LOTS TO BE CREATED (IF PUBLIC SEWER IS NOT AVAILABLE)**

- If no public sewer service is available for the property being subdivided, each lot to be created must have a soil evaluation (a “percolation” or “perc” test) to ensure that on-site private systems can be installed.
- Applicants can choose **one** of the following soil evaluation options:
  - A licensed soil scientist of your choice.
    - A directory of soil scientists licensed in the state of North Carolina can be found at: [www.ncblss.wordpress.ncsu.edu](http://www.ncblss.wordpress.ncsu.edu)
  - Lee County Environmental Health
    - 919.718.4654 or [envhealth@leecountync.gov](mailto:envhealth@leecountync.gov)

#### **STEP 4 – PRELIMINARY MINOR SUBDIVISION PLAT SUBMITTAL**

- Work with a licensed land surveyor to create a preliminary minor subdivision plat based upon the approved subdivision sketch submitted to Zoning & Design Review staff.
- Have the surveyor provide an electronic copy of the preliminary plat to Zoning & Design Review staff for review.

#### **STEP 5 – PRELIMINARY MINOR SUBDIVISION PLAT SUBMITTAL**

- Zoning & Design Review staff will review the preliminary plat and provide feedback to the surveyor for revision, if necessary.
- If no revisions are needed, or when all revisions are made, the preliminary plat can be printed out and prepared for signatures/approval.
- Either the surveyor or the property owner must bring the minor subdivision plat to Zoning & Design Review for final signatures.
  - Zoning & Design Review requires **four (4) paper copies** of the final plat.
  - The following signatures must be on the minor subdivision plat *before* submitting it to Zoning & Design Review:
    - Surveyor (with official seal);
    - Current property owner(s); and
    - Licensed soil scientist (with official seal); if applicable

#### **STEP 6 – FINAL PLAT RECORDATION**

- Once the minor subdivision plat is signed by all necessary parties, the plat can be taken to the Lee County Register of Deeds for recordation.
  - Address: 1300 S. Horner Blvd. (next to the Lee Co. Courthouse)
  - Phone: 919-718-4585



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#### **STEP 7 – AMEND / UPDATE PROPERTY DEED(S)**

- Contact an attorney of your choice to create and/or update property deeds to reflect the new subdivision of land and creation of the lot(s).
- The subdivision is not legally complete until updated deeds are recorded with the Register of Deeds.