

# SANFORD / LEE COUNTY / BROADWAY

## MINOR SUBDIVISION APPLICATION



115 Chatham Street, Sanford, NC 27330

919.718.4656

[zoning@sanfordnc.net](mailto:zoning@sanfordnc.net)

Please complete this form and include a sketch plan showing how the subject property is intended to be divided is required for a complete submittal. For properties to be subdivided where public sewer is not currently available, a soil evaluation completed by either Lee County Environmental Health or a licensed soil scientist is required to ensure that all lots created are buildable.

Please submit this application, a subdivision plat, and other requirement documents through the [Self-Service Portal](#) for review.

Jurisdiction:       Sanford, including ETJ                       Lee County                       Broadway, including ETJ

Location of Parcel to be Subdivided: \_\_\_\_\_

Parcel ID / Tax ID: \_\_\_\_\_ Total Acreage: \_\_\_\_\_ Zoning: \_\_\_\_\_

Description: \_\_\_\_\_

How many lots are being created? (include the "parent" or remainder as a lot): \_\_\_\_\_ **(cannot exceed six (6) lots)**

Is the parcel to be divided served by public sewer *or* will on-site private septic be utilized? **(must choose one)**

Public sewer     Private septic system

If using a private septic system, how will soil evaluation(s) be completed? **(must choose one)**

Lee County Environmental Health                       Licensed Soil Scientist

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

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

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

**Contact Person (if different from property owner):** \_\_\_\_\_

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

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

*I certify that this minor subdivision application contains all information required by the City of Sanford / Lee County Community Development Department and, if using a private septic system, the Lee County Department of Environmental Health.*

\_\_\_\_\_  
Applicant (print & sign)    Date

**REQUIREMENTS FOR FINAL MINOR SUBDIVISION APPROVAL**

- Three (3) paper copies of the **minor subdivision plat**.
- This **application** and the associated \$50.00 **minor subdivision fee**.
- A **soil evaluation** completed by Lee County Environmental Health *or* a **soil report** from a licensed soil scientist with seal.