



# REVIEW AND PERMITTING PROCESSES

## Minor Subdivisions

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*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** *(optional)*

- 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 the following documents to the [CSS Self-Service Portal](#).
  - [Minor Subdivision Application](#)
  - Either a **concept sketch** (hand-drawn is acceptable) or **preliminary subdivision plat** completed by a surveyor
    - If no public sewer is available, you must do one of the following:
      1. Contact a **Licensed soil scientist** of your choice to complete a soil evaluation (perc test).
        - **You must submit this soil evaluation with your sketch or plat and minor subdivision application.**
          - NC State University maintains a [directory of licensed soil scientists](#).
      2. Submit your application and sketch/plat with no soil evaluation and contact [Lee County Environmental Health](#) to schedule a soil evaluation with them.

### **Step 3 – Preliminary Soil Evaluation** *(if public sewer is unavailable)*

- 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:
  - **Lee County Environmental Health**
    - Additional information and applications can be found or staff reached at:
      - [Environmental Health Website](#)
      - 919.718.4654 or [envhealth@leecountync.gov](mailto:envhealth@leecountync.gov)



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- Buggy Building: 115 Chatham Street Sanford – Ground Floor
  - Please note that there are applicable fees for each proposed parcel. Fees can be found at: [Env. Health Fee Schedule](#)
- A licensed soil scientist of your choice
  - NC State University maintains a [directory of licensed soil scientists](#).
  - This soil report should be submitted with your plat or sketch and minor subdivision application during **STEP 2**.

### Step 4 – Pay the Minor Subdivision Fee

- Please note that there is a **\$50 minor subdivision application fee** that can be paid in person (cash or check made out to *City of Sanford*) or the fee can be paid online through our [CSS Self-Service Portal](#).
  - If you opt for online payment, you will simply need to wait to receive a fee invoice from staff, then use the invoice number to find your fee and make payment.

### Step 5 – Preliminary Minor Subdivision Plat Submittal

- If you submitted a concept sketch during STEP 2 and Community Development staff gave initial approval for its design, you can then contact a licensed surveyor to complete a preliminary plat.
- Have the surveyor submit an electronic copy of the preliminary plat to Zoning & Design Review staff for review through the [CSS Self-Service Portal](#).

### Step 6 – Preliminary Minor Subdivision Plat Review

- 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.
  - Submit **three paper copies** of the final plat for signatures.
  - 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 7 – 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

### Step 8 – 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.