

Major Subdivision Submittal Process

All subdivisions are classified as one of three types:

- Exemption to the Subdivision Regulations
- Minor Subdivision
- Major Subdivision

A Major Subdivision consists of any division of land into 2 or more lots that is **not** an Exemption Plat and that is **not** a Minor Subdivision. A Minor Subdivision consists of the division of land into 5 or fewer lots where:

1. All lots front an existing public or private street;
2. No new street is created; and
3. No extension of a local government (Town or County) facilities or creation of public improvements is involved.

All other types of Subdivisions are considered to be a Major Subdivision.

Step 1: Scoping Meeting

A preliminary meeting with Planning Department staff may take place (*not required but is recommended*) before the Pre-Submittal Meeting. To set up a meeting, please submit the Scoping Meeting application to Kelly Hughes, Customer Service Specialist. Scoping Meetings are held on Thursday afternoons.

Step 2: Sketch Plan Submittal / Pre-Submittal Meeting

A Pre-Submittal Meeting is required before Application submittal. This meeting provides applicants with high level guidance intended to reduce future review cycles and avoid misunderstandings or interpretations with all applicable Town staff and other agencies. To set up a meeting, please submit the application to Kelly Hughes, Customer Service Specialist. Pre-Submittal Meetings are held on Tuesday afternoons.

The Sketch Plan includes the general design for the entire development project area and should identify layout of streets, number of lots, phasing, adjacent land uses, open space and buffers, etc.

Step 3: Community Information Meeting

The purpose of this meeting is to inform owners and occupants of nearby lands about the development proposal, receive comments, address concerns, and resolve conflicts and outstanding issues, where possible. The meeting must be held at a place that is accessible to neighbors or at Town Hall and must be held after 5:00pm on a weekday. The applicant must provide the letter, mailing labels, and stamps (first class) to Planning Staff for the required mailed notices. The mailed notices shall include the applicant, owners of subject property if different from the applicant, and the owners of all abutting properties including those separated by a street, railroad, or other transportation corridor, as shown on the more

current Chatham County tax records. The applicant shall submit the mailing labels and stamps a minimum of 13 calendar days in advance of the Community Information Meeting, and staff shall mail the notices a minimum of 10 days in advance of the meeting.

Step 4: Preliminary Plat Application Submittal

The application must be submitted according to the Board Meeting Schedule & Submittal Deadlines.

Step 5: Staff and Agency Review

Staff and applicable Agencies reviews the application and sends comments back to the applicant on a 2 week cycle. The review cycle can vary depending on the number of resubmittals required. Staff determines the completeness of the resubmittal, and then the case is added to the meeting agenda. Planning Staff shall consult with other departments and agencies, if applicable, to ensure conformance of the proposed subdivision with the various development standards set forth by local and state agencies, including but not limited to:

1. Chatham County Superintendent of Schools
2. North Carolina Department of Environmental Quality
3. Army Corp of Engineers
4. North Carolina Department of Transportation
5. Chatham County Department of Environmental Health
6. Chatham County Department of Watershed Protection
7. Town of Pittsboro Department of Engineering
8. Town of Pittsboro Department of Parks & Recreation
9. Town of Pittsboro Department of Public Utilities
10. Chatham County Building Inspections
11. Chatham County Department of Public Safety
12. Town of Pittsboro Fire Department
13. Chatham County Department of 911 Addressing

Step 6: Planning Board Recommendation

The Planning Board reviews the Preliminary Plat and makes a recommendation to approve, deny, or approval with modifications to the Board of Commissioners.

Step 7: Board of Commissioners Decision

The Board of Commissioners reviews and makes a decision on the Preliminary Plat and the associated request for sewer and water allocation.

Step 8: Construction Plan Submittal and Approval

Following, or concurrent with preliminary plat approval, the Subdivider shall submit construction plans for review and approval, including but not limited to streets, stormwater controls, drainage, and utilities (storm sewers, sanitary sewers, water systems, electric, cable, natural gas, telephone, etc.).

Step 9. Authorization to Construct

The construction plans shall be reviewed and approved by the appropriate departments and agencies prior to the start of construction. The subdivider shall submit all required state permit approvals to the Administrator before construction begins, including but not limited to NCDEQ, Army Corp of Engineers, and NCDOT. *In lieu of requiring the completion, installation and dedication of all improvements prior to final plat approval, the Town may enter into an agreement with the subdivider for performance guarantees to assure successful completion of required improvements.*

Step 8: Inspections and Record Drawings

No final plat shall be approved until all required infrastructure has received final inspection approval or appropriate surety has been provided. Record drawings shall meet the requirements of the appropriate agency involved.

Step 9. Final Plat Submittal

The final plat shall conform substantially to the approved preliminary plat and construction drawings. If the submitted final plat deviates in its overall design from the approved preliminary plat, the preliminary plat shall be resubmitted.

Step 10. Construction on Individual Legal Lots of Record

No building, zoning or other permits shall be issued for construction of a building on any lot until all the requirements of the Unified Development Ordinance have been met, including Final Plat approval and recordation.