



# NEW HANOVER COUNTY PLANNING DEPARTMENT

230 Government Center Drive  
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Wilmington, NC 28403  
910-798-7165 phone  
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[www.nhcgov.com](http://www.nhcgov.com)

## MINOR SUBDIVISION

Name of Owner or Developer Name	Date of Application
Address	City, State, Zip
Email Address	Telephone Number of Owner
Name of Surveyor (if different than Owner)	Telephone Number of Surveyor (if different than Owner)
Address of Surveyor (if different than Owner)	City, State, Zip
Email Address (if different than Owner)	Parcel ID Number
Location of Property	Square Feet/Acres on Plat
Project Name	Land Classification

### SUBMISSION REQUIREMENTS

Your application must include **4 folded maps**. The application will be regarded as incomplete until the following items are received by the Planning Department.

1. A **\$20.00 fee per lot or unit** will be assessed. This fee should be payable to New Hanover County.
2. Applications for Minor Plat review are received by the Planning Department and distributed to the Environmental Health and County Engineering Departments. The Planning Department has three days to provide a response once comments are received from the Engineering and Environmental Health Departments.
3. **The Planning Department cannot release any plat without written confirmation and approval from Engineering.**
4. Approval plats will be stamped approved if all County regulations are met. If disapproved, a letter of disapproval will be provided specifying the reasons for denial. Conditional approvals **will not** be granted.
5. State law requires the County Health Director be afforded the opportunity to comment on proposed water and sewage systems that are private.
6. The minor subdivision definition requires the division of land into not more than five (5) lots with all lots fronting on an existing approved public road. It does not involve any new roads or prospectively requiring any new roads for access to interior property and does not require drainage improvements or easements to serve the applicant's property or interior property.
7. Section 65(3) of the zoning ordinance permits building lots having access over a private driveway or easement at least thirty (30) feet in width to a road as defined in Section 23-86, provided the driveway or easement is an easement appurtenant to three (3) or less lots.
8. For purposes of satisfying subsection (c) of the minor subdivision definition, all minor subdivisions using community sewer systems and located in Class I or II soils will be presumed to require no drainage improvements. Subdivisions that do require drainage improvements or easements may satisfy subsection (c) by providing needed improvements and easements as may be required by the County Engineer.

**REQUIRED PLAT CERTIFICATES**

**Final plats shall display the following certificates.**

1. Ownership, dedication and jurisdiction disclosure (dated & signed)
2. Certificate of Registration (unsigned)
3. Water/ Sewer Disclaimer Certificate
4. Sewer Construction Certificate (if applicable)
5. CAMA Disclosure (signed & dated by owner, if applicable)
6. Floodplain Management Disclosure (signed & dated by owner, if applicable)
7. Thoroughfare Statement (if applicable)
8. County Engineering Certificate (signed by engineering staff)

*Check each item to confirm that it is included on the site plan.*

**GENERAL STATE STATUE REQUIREMENTS**

- \_\_\_\_\_ Size of plat must have a minimum border 1.5” on the left side and minimum ½ border on all other sides
- \_\_\_\_\_ Plat size **not** more than 18”x 24”, 21”x 30”, or 24”x 36” and drawn in ink on reproducible Mylar
- \_\_\_\_\_ Title block to include: Owner(s) name, property designation, township, county, state, dates of actual survey, scale or scale ratio, name & address of surveyor preparing plat (project name bottom of plat)
- \_\_\_\_\_ Type north point (True, Grid or Magnetic) Deed book & page reference, detailed vicinity map, adjoining landowners and streets
- \_\_\_\_\_ Surveyor’s Certificate NCGS 47-30(D), & (11)
- \_\_\_\_\_ Surveyor’s original signature, seal & registration number (no sticky backs, computer generated OK)
- \_\_\_\_\_ Control corners in accordance with NCGS 39-32.3
- \_\_\_\_\_ NCDOT Construction Certificate (if roads are public)
- \_\_\_\_\_ Roads designated public or private
- \_\_\_\_\_ USGS Grid Tie (if monument established & within 2000 feet)

**MINOR PLAT CHECKLIST**

**General Requirements**

- \_\_\_\_\_ Owners name and street address on plat
- \_\_\_\_\_ Names and locations of adjoining subdivisions, streets, adjacent property owners
- \_\_\_\_\_ Boundaries properly drawn with all bearings & distances, scale not less 1”=100’
- \_\_\_\_\_ Standard curve data (if applicable)
- \_\_\_\_\_ Location, purpose, & dimension areas used for other than residential (if applicable)
- \_\_\_\_\_ Type of water and sewer displayed on plat
- \_\_\_\_\_ Location of 100-year floodplain displayed (note if **not** applicable)
- \_\_\_\_\_ Location of 404 Wetlands and Section 10 Wetlands (if applicable)
- \_\_\_\_\_ Conservation resources identified (if applicable)
- \_\_\_\_\_ “Dry” sewer installation (if applicable)
- \_\_\_\_\_ Recreation fee (if exempt from land area requirement)
- \_\_\_\_\_ All visible and apparent right-of-way, watercourses, utilities, roadways, and other improvements plotted
- \_\_\_\_\_ County Engineering Department letter submitted (if applicable)
- \_\_\_\_\_ County Environmental Health Department letter submitted

**I certify that all information presented in this application is accurate to the best of my knowledge.**

\_\_\_\_\_  
**Signature of Property Owner or Developer**

\_\_\_\_\_  
**Print Name**

**Staff Comments Only:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_