



Minor Subdivision Review Process



Contact Information

Perquimans County Planning and Zoning Office Phone: 252.426.2027
104 Dobbs St
PO Box 45
Hertford, NC 27944
Website: <https://perquimanscountync.gov/departments/planning-and-zoning>

Step 1: Application Submittal and Acceptance

A minor subdivision application may be used when the creation of a new parcel(s) from an existing parcel meets the requirements listed in Section 303 of the Subdivision Regulations.

Applicant will need to submit:

- Completed Perquimans County Minor Subdivision Application, with notarized Owners Authorization Form, if applicable
- Boundary Survey
- Preliminary Approval of sewage system issued by Albemarle Regional Health Services or letter of availability for public sewer; include same for any residual parcel.
- Relevant Information from Will/Estate File, if applicable
- Number of Copies Submitted:
 - 1 Copy of ALL documents and one electronic copy if available

On receiving the application, staff shall determine completeness. If the application is deemed incomplete, the applicant shall keep the original documents, correct deficiencies and resubmit at a later date. Applications not corrected within 60 calendar days shall be deemed withdrawn.

Step 2: Staff Review and Action

Once an application is determined complete, it will be reviewed by the appropriate staff. Staff shall discuss any outstanding concerns with the applicant, who must address those concerns to obtain approval.



Minor Subdivision Application

OFFICIAL USE ONLY
Date Received: _____ Received By: _____ Confirmed By: _____
Parcel No(s): _____
Current Zoning District: _____
Future Land Use Map Designation: _____
Proposed Number of Lots: _____ Is residual parcel over 10 acres? _____
If not, remind applicant to request ARHS's preliminary approval of residual lot when applying for perc. test for proposed lot(s) Date Completed: _____

Property and Land Use Information

Title of Minor Subdivision Survey: _____
Location/Street Address: _____
Parcel Number(s): _____
Parent Parcel Acres: _____ Proposed New Parcel Acres: _____
Linear Street Frontage of Proposed Parcel(s): _____
Proposed Number of Lots: _____
Water system proposed (circle one): County / Private Well / Both / Other: _____
Sewage system proposed (circle one): In-ground septic / Sewer / Other: _____
Ownership of the property is evidenced by deed recorded in Real Estate Book _____, Page _____ OR Will File Number _____ in the Perquimans County Registry

Contact Information

I HEREBY CERTIFY THAT ALL INFORMATION CONTAINED IN THIS FORM IS CORRECT:

Owner/Authorized Applicant:

Name: _____

Phone: _____ Email: _____

Signature: _____

Date: _____

Owner/Authorized Applicant:

Name: _____

Phone: _____ Email: _____

Signature: _____

Date: _____

OWNER'S AUTHORIZATION FORM MUST BE ATTACHED IF APPLICANT IS NOT THE OWNER

NAME AND ADDRESS OF PERSON TO RECEIVE ALL CORRESPONDENCE REGARDING THIS APPLICATION:

Name: _____ Mailing Address: _____

Phone: _____ Email: _____

Minor Subdivision Application Submittal Checklist

To demonstrate compliance with Section 303 of the Perquimans County Subdivision Regulations, the Applicant hereby submits this Application Form and additional information:

	Application Form and, if applicable, a signed and notarized Owner's Authorization Form
	Boundary Survey with Certification Statements and references to residual parcel, if any. (See Note #1 below).
	Proposed sewage system/perc. test permit #: _____ (per Section 402B, item 4, page 36, of the Subdivision Regulations).
	Attached copy of relevant information from will/estate file, if applicable.

This section to be completed by Planning and Zoning:

	Water Availability:
	Review and consultation with Soil & Water Conservation staff
	Proposed drainage improvements: _____ Attach a letter of review from Perquimans Soil & Water Conservation District. May need to establish drainage easements on the property lines depending upon drainage plan requirements.
	Disclosure statement referencing Perquimans County Subdivision Regulations, Sections 402 (B), item 5; 402(D), item 1; 402(I); and 402(J)
	Other (specify): _____
	\$50.00 Abbreviated Plat Review Fee
	Water Facility Fee(s) – Up to and including four (4) or six (6) lots per parent tract @ \$500 each, and where Major Subdivisions are permitted, a fee of \$2,500 per lot for any parent tract over four (4) or six (6), pursuant to Section 303.1 of the Subdivision Regulations, and Note #2 below.

NOTES: (1) Per Section 303.1(B), any lot of less than 10 acres, including any residual parcel, must obtain a certificate or letter from the Health Department stating that a septic system may be approved for the lot(s); and (2) Per Section 303.2, all lots subdivided from a tract since December 31, 1998 shall be included in determining when the maximum number has been reached and when full review procedure shall be required.

OWNER'S AUTHORIZATION FORM

NOTE: IF THE APPLICANT REQUESTING A MINOR SUBDIVISION FOR A PARTICULAR PIECE OF PROPERTY IS NOT THE ACTUAL OWNER OF THE PROPERTY, THE ACTUAL OWNER MUST COMPLETE THIS FORM. IF THE PERSON WHO IS REQUESTING A MINOR SUBDIVISION IS THE OWNER, PLEASE DISREGARD THE FORM.

Dear Sir or Madam:

I am/We are the owner(s) of the property located on/at _____.

I/We hereby authorize _____ to appear with my/our consent before the Planning and Zoning Administrator and the County Manager in order to request a minor subdivision at this location.

I/We authorize you to advertise and present this matter in my/our name(s) as the owner(s) of the property. If you have questions or need more information, please contact me/us at address _____
_____ or by telephone at _____.

Respectfully yours,

Owner's Printed Name: _____

Owner's Signature and Date: _____

Owner's Printed Name: _____

Owner's Signature and Date: _____

Sworn to and subscribed before me, this the _____ day of _____, 20____.

Notary Public _____ County of _____

State of _____

My commission expires: _____