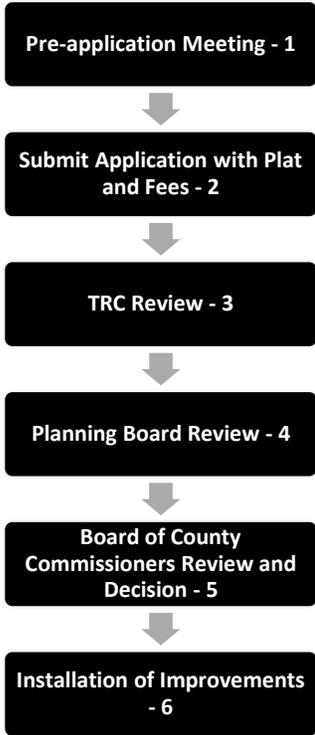




Major Subdivision Review Process



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 major subdivision application may be used when the creation of new parcels from existing parcels meets the requirements listed in Section 304 of the Subdivision Regulations.

- Completed Perquimans County Major Subdivision Application, with notarized Owners Authorization Form, if applicable
- Boundary Survey
- Preliminary Approval of sewage system issued by Albemarle Regional Health Services for each individual lot or letter of availability for public sewer.
- All other documentation listed in the Checklist of Information and Items Needed

On receiving the application, staff shall determine completeness. If the application is deemed incomplete, the applicant may correct deficiencies and resubmit the application.

Step 2: County Review and Action

- A pre-application meeting with the County Manager and/or County Planner is recommended.
- After Planning Staff determines an application is substantially complete, it will be forwarded to the appropriate committee and/or Board.
- Sketch plans may be reviewed by Technical Review Committee (TRC) and are approved/denied by Planning Board.
- Preliminary Plats are reviewed by TRC and Planning Board and approved/denied by the Board of County Commissioners (BCC).
- One digital copy of each construction plan set (and if requested, one paper copy) must be submitted to the County Planning Office when submitted to engineer departments. Digital copies of permits from other State/Federal agencies should be submitted to the County Planning Office as they are received by the applicant.
- Final Plats are reviewed by Planning Board and approved/denied by BCC.
- A separate review process is required for each phase.

Reference Flow Chart Steps Above:

Sketch Plan Steps = 1, 2, 3, and 4
Preliminary Plat Steps = 2, 3, 4, 5, and 6
Final Plat Steps = 2, 4, 5. After BCC and Staff sign plat, it may be recorded.



Major 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: _____ (Including residual parcel, if any).
 Remind applicant to request ARHS's preliminary approval of residual lot when applying for septic tank permit for proposed lot(s) Date Completed: _____

Property and Land Use Information

Proposed Subdivision Name: _____
 Location/Street Address: _____
 Tax Parcel Number(s): _____
 Size of Existing Property (Acreage): _____ Dimensions of Existing Property: _____
 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: _____

Major Subdivision Application Submittal Checklist

The number of Preliminary Plats and specific Construction Drawings will be determined by Planning & Zoning staff prior to Applicant's submittal of Application Form and other materials. To demonstrate compliance with the Perquimans County Subdivision Regulations, attach all information stipulated in Article III for the applicable stage of review (Sketch Plan Review, or Preliminary Plats/Construction Plan Review, or Final Plat Review), together with the following materials, information, and fees:

	Application Form and Owner's Authorization Form (if applicable)
	Boundary Survey with appropriate Certification Statements (and references to residual parcels, if any – see Note #1)
	Ownership info Book _____, Page _____. Attach copy of will/estate file if applicable.
	Proposed sewage system permit #'s: _____ (per Section 402B, item 4, of the Subdivision Regulations) per lot from Albemarle Regional Health Service

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): _____
	Applicable fees due at the time of plan submittal: \$100.00 + \$15.00 per lot
	Applicable fees due before plat recordation: \$2,500 per lot for Major Subdivision Lots

NOTES:

- (1) Any lot of less than 10 acres, including any residual parcel, must obtain a certificate from the Health Department stating whether or not septic systems may be approved for the lot(s) (Subdivision Regulations, Sec. 303.1(B)); and
- (2) All lots subdivided from a tract since December 31, 1998 shall be included in determining when the four lot maximum has been reached under the Minor Subdivision process, and when the Major Subdivision procedures apply. (Subdivision Regulations, 303.2(A)). The installation or construction of infrastructure requires processing as a Major Subdivision even when there are less than four lots being created from the parent tract.
- (3) See County Subdivision Regulations, Article III, Sections 304, 305, and 306 for information required on the (1) Sketch Design Plan, (2) Preliminary Plat/Construction Drawings, and (3) Final Plat.

OWNER'S AUTHORIZATION FORM

NOTE: IF THE APPLICANT REQUESTING A MAJOR 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 MAJOR SUBDIVISION IS THE OWNER, PLEASE DISREGARD THE FORM.

Dear Sir or Madam:

_____ is hereby authorized TO ACT AS AGENT ON BEHALF OF _____
_____, the Owner(s) of those lands described within the attached Application, and as described in
the attached deed or other such proof of ownership as may be required, in applying to Perquimans County, North
Carolina, to appear with my/our consent before the Perquimans County Board of Commissioners and Planning Board in
order to request a Major Subdivision at this location. If there are any questions, I may be contacted at this 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: _____

APPLICABLE FEES

At the TIME of APPLICATION to the PLANNING AND ZONING OFFICE

Sketch Design Plan: \$100

Preliminary Plat: \$100 + \$15 per lot

Final Plat: \$100 + \$15 per lot

DUE BEFORE PLAT RECORDATION

Water Facility Fees:

Up to and including four (4) to six (6) Abbreviated or minor lots per parent tract (depending on street type): \$500 each; and \$2,500 per lot for any parent tract over the four to six maximum.

All lots subdivided from a tract since December 31, 1998 shall be included in determining when the four (4) to six (6) lot maximum has been reached and when the full review procedure shall be required.

REVIEW FEES are DUE with SUBMITTAL of APPLICATION FORM and SKETCH PLAT or PRELIMINARY PLAT/CONSTRUCTION PLANS or FINAL PLAT. WATER FACILITY FEES are DUE PRIOR to APPROVAL of FINAL PLAT BEFORE RECORDATION in the REGISTER OF DEEDS OFFICE.
