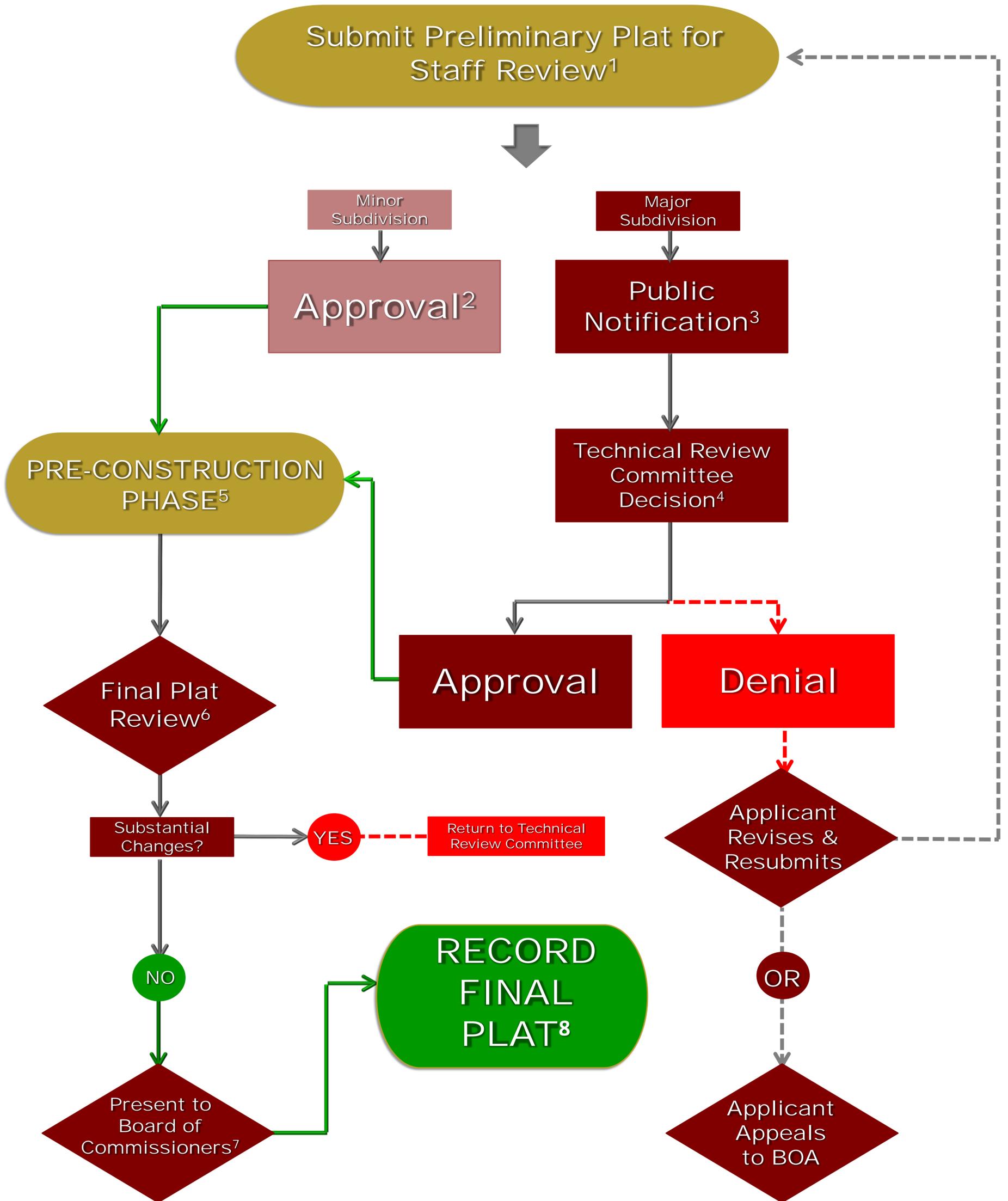


Subdivision Plat Approval Process



The Subdivision Plat Approval Process

Subdivision refers to the division of land into two or more lots by a plat and recorded with the county clerk and the register of deeds. Subdivisions are regulated under [Article 16](#) of the Creedmoor Development Ordinance (CDO), with the stated goals of promoting orderly growth and development and ensuring adequate streets, utilities, and building sites. Subdivisions fall into two categories: (1) Major Subdivisions, which include any non-residential subdivision or any residential subdivision of greater than four lots, and (2) Minor Subdivisions - any residential subdivision involving four or fewer lots that fronts on an existing approved public street and does not require any new public or private streets or extensions of public sewage or water lines and not requiring a waiver, modification, or variance from the CDO. Major Subdivisions require review and approval of a preliminary plat by the Technical Review Committee (TRC), while Minor Subdivisions can be approved by the Planning Director. [Article 7, Section 7.11](#) spells out the procedures for obtaining approval of a subdivision plat.

The numbered sections below correspond to the Process Flow Chart (reverse):

1. Submit Preliminary Plat – A preliminary plat is a map indicating the proposed layout of the subdivision or site showing lots, streets, water, sewer, storm drainage and any other requirements of the City, which is presented for preliminary approval. Preliminary plats must be prepared by a professional land surveyor, licensed landscape architect, or licensed engineer.
2. Minor Subdivision Approval – The Planning Director can approve preliminary plats for minor subdivisions that meet the requirements of Article 7. If approved, the applicant can proceed to the *Pre-Construction Phase* described in Section 5 below.
3. Public Notification (Major Subdivisions) - A public notice is prepared by the Planning Director and mailed to all property owners within 500 feet of the proposed subdivision. The notice informs recipients of the date, time, and place of the review by the Technical Review Committee. The notice is also posted on the City's website. There is no public notification requirement for Minor Subdivisions.
4. Technical Review Committee Decision - If the preliminary plat for a major subdivision is approved by the TRC, the applicant may proceed to the *Pre-Construction Phase*. If the plat is denied, the applicant may address the reasons for denial, revise the preliminary plat, and re-submit to the Planning Director. The applicant may also appeal the decision to the Board of Adjustment.
5. Pre-Construction Phase – Before a final plat can be approved for a subdivision, it must meet the requirements of Article 16 of the CDO. There are several major areas of consideration during this phase, including *dedication and acceptance of public areas* (i.e., rights-of-way, easements, sites for public facilities); *required improvements* (i.e., street and utility construction or guarantees in lieu of construction (i.e., letters of credit, performance bonds), approvals by federal, state, and other local government agencies, and inspections; *maintenance of common areas*; and *association documents*.
6. Final Plat Review – The Planning Director will review the final plat to ensure that all required improvements have been constructed or guaranteed and all other agencies have certified their review and approval. If the Final Plat has not deviated significantly from the approved Preliminary Plat, the Planning Director may approve the Final Plat. If the Final Plat has substantial changes, it must be returned to the TRC for additional review.
7. Present to Board of Commissioners – For Final Plats requiring guarantees of improvements or dedications of public facilities or areas, the City of Creedmoor BOC grants approval for recording and acceptance of dedications by resolution.
8. Record Final Plat – Final Plats for both Major and Minor Subdivisions must be recorded in the office of the Register of Deeds for Granville County within 60 days following approval by the City of Creedmoor.