

ONSLOW COUNTY PLANNING & DEVELOPMENT
SUBDIVISION PLAN APPLICATION AND SUBMITTAL POLICY
CALENDAR YEAR 2020

Plan Submittal

A complete application, fee and 20 **folded** copies of subdivision plans (preliminary plan submittals require one complete set of plans and three extra water line plans) are to be submitted before 5pm on the submittal date outlined below (please email an electronic file of the plan as well):

Submittal Date	TRC Meeting	Corrected Plats Due	Planning Board Date
Monday, 11/25/19	Tuesday, 12/10/19	Monday, 12/16/19	Thursday, Jan. 2
Monday, Jan. 6	Tuesday, Jan. 21	Monday, Jan.27	Thursday, Feb. 6
Monday, Feb. 3	Tuesday, Feb. 18	Monday, Feb. 24	Thursday, March 5
Monday, March 2	Tuesday, March 17	Monday, March 23	Thursday, April 2
Monday, April 6	Tuesday, April 21	Monday, April 27	Thursday, May 7
Monday, May 4	Tuesday, May 19	Tuesday, May 26	Thursday, June 4
Monday, June 1	Tuesday, June 16	Monday, June 22	Thursday, July 2
Monday, July 6	Tuesday, July 21	Monday, July 27	Thursday, August 6
Monday, August 3	Tuesday, August 18	Monday, August 24	Thursday, Sept. 3
Monday, August 31	Tuesday, Sept. 15	Monday, Sept. 21	Thursday, Oct. 1
Monday, Oct. 5	Tuesday, Oct. 20	Monday, Oct. 26	Thursday, Nov.5
Monday, Nov. 2	Tuesday, Nov. 17	Monday, Nov. 23	Thursday, Dec. 3
Monday, Nov. 30	Tuesday, Dec. 15	Monday, Dec. 28	Thursday, 1/7/21

TRC Review

Applicants are requested to attend the TRC meetings, the Planning Department staff shall provide an agenda with a time allotted for each applicant. After receiving comments from the TRC, the applicant will be asked to submit two (2) **folded** corrected/revised full-sized copies of the plan, fifteen (15) 11” x 17” sized site plans and an electronic file of the plan on the due date as shown above.

The Planning Department shall submit the Planning Board agenda and plans to the Planning Board members by the Wednesday before the scheduled Planning Board meeting. An agenda and related staff report shall be forwarded to each applicant at the same time.

Planning Board Review

Unless otherwise noted, the Planning Board meets each first Thursday at 6:30pm in the Commissioners’ Chambers at 234 Northwest Corridor Blvd., Jacksonville, NC. It is the policy of the Planning Board to have a representative for each agenda item in attendance at the meetings to present the plan and answer questions.

Minor and Rural Subdivisions and Final Plats

These plans are all reviewed through an in-house procedure. Six **folded** paper copies of the plan are required so that they can be distributed to key TRC members for review. Mylars are not to be submitted until notice that the plan has been approved and all required signatures (owner, ONWASA, NCDOT, etc) have been secured. Mylars are to be submitted along with a check made out to the Register of Deeds for recording. During submittal week, TRC agenda preparation takes precedence over final plat application processing.

ONSLOW COUNTY SUBDIVISION APPLICATION

Date Submitted: _____

Name of Subdivision: _____

Location: _____
(Road name & SR number)

Township: _____ Tax Map Number: _____

Type of Plan (Fee): Sketch (\$300) *Please make check payable to Onslow County Planning. Personal checks must include social security or driver's license number. Business checks must have a North Carolina address. All checks must include a physical address and a phone number.*
 Preliminary (\$400)
 Final (\$200)
 Rural (\$200)
 Minor (\$200)
 Revised Preliminary (\$200)

Site Data: Total acreage _____ Type of Development:
Number of lots _____ Commercial
Smallest lot _____ Mixed Use
Average lot size _____ Single-family
Zoning District _____ Townhouse/multi-family

Infrastructure:
Water Supply: ONWASA individual well community system Northwest Onslow
Sewer type: individual septic community system ONWASA Pluris
Streets: public private

Surveyor/Engineer _____
Address _____
Telephone _____ Fax _____
Email Address _____

Developer _____
Address _____
Telephone _____ Fax _____
Email Address _____

Property Owner _____
Address _____
Telephone _____ Fax _____
Email Address _____