

SUBDIVISION APPLICATION

PLANNING & DEVELOPMENT DEPARTMENT



PROJECT AND PROPERTY INFORMATION

Date Submitted: _____

Proposed Subdivision Name: _____

Proposed Phase/Section: _____

Property Address or Location: _____

Tax Map Number(s): _____ Township: _____

Type of Subdivision Plan (Fee):

- Concept Plan (\$400.00)
- Preliminary Plan (\$400.00)
- Revised Preliminary Plan (\$400.00)
- Major Final Plat (\$200.00)
- Minor Final Plat (\$200.00)
- Special Purpose (\$200.00)

Type of Development:

- Single-family
- Planned Residential Development (PRD)
- Multi-family (Townhomes, Duplexes)
- Mixed Use
- Commercial
- Special Purpose: _____

Site Data:

Total Acreage: _____
Number of Lots: _____
Smallest Lot Size: _____
Average Lot Size: _____
Linear Feet in Streets: _____
Zoning District: _____

Infrastructure – Water Supply

- Individual Well
- Community System
- ONWASA
- Northwest Onslow

Streets:

- Public
- Private

Infrastructure - Wastewater

- Individual Septic
- Community System
- ONWASA Sewer
- Pluris Sewer

Please continue on to Page 2 of the Onslow County Subdivision Application

SUBDIVISION CONTACT INFORMATION

Please list the primary point of contact for the subdivision application as the applicant.

APPLICANT INFORMATION

Name: _____

Mailing Address: _____

Telephone: _____ Alternate Number: _____

Email Address: _____

PROPERTY OWNER INFORMATION

Name: _____

Mailing Address: _____

Telephone: _____ Alternate Number: _____

Email Address: _____

DEVELOPER INFORMATION

Name: _____

Mailing Address: _____

Telephone: _____ Alternate Number: _____

Email Address: _____

SURVEYOR/ENGINEER INFORMATION

Name: _____

Mailing Address: _____

Telephone: _____ Alternate Number: _____

Email Address: _____

Property Owner's Signature/Date

Signature of Applicant/Date

Printed Name of Property Owner

Printed Name of Applicant

SUBDIVISION PLAN SUBMITTAL POLICY

CALENDAR YEAR 2023

Application Submittal for Major Subdivisions (Concept and Preliminary Plans)

A complete application must be submitted before 5pm on the submittal date. An application is considered complete only if it includes **ALL** of the following:

- Completed Subdivision Application Form;
- Application fee based on type of plan (shown on application);
- Twenty (20) folded copies **AND** an electronic copy of the subdivision plans emailed to LandUse@OnslowCountyNC.gov (preliminary plan submittals require one complete set of plans and two extra water line plans).

Please make payment payable to Onslow County Planning & Development. All checks must include a physical address and a phone number. **Personal checks must include driver's license or social security number. **Business checks** must have a North Carolina address.*

A complete application is to be submitted before 5pm on the submittal date as shown below:

| Submittal Date | TRC Meeting Date | *TRC Comments to Applicant | *Corrected Plats Due |
|-----------------------|-------------------------|-----------------------------------|-----------------------------|
| Monday, 11/28/22 | Tuesday, 12/13/22 | Friday, 12/16/22 | Friday, Feb. 3 |
| Tuesday, Jan. 3 | Tuesday, Jan. 17 | Friday, Jan. 20 | Friday, March 3 |
| Monday, Jan. 30 | Tuesday, Feb. 14 | Friday, Feb. 17 | Friday, March 31 |
| Monday, March 6 | Tuesday, March 21 | Friday, March 24 | Monday, May 8 |
| Monday, April 3 | Tuesday, April 18 | Friday, April 21 | Monday, June 5 |
| Monday, May 1 | Tuesday, May 16 | Friday, May 19 | Thursday, July 6 |
| Monday, June 5 | Tuesday, June 20 | Friday, June 23 | Tuesday, Aug. 8 |
| Friday, June 30 | Tuesday, July 18 | Friday, July 21 | Friday, Sept. 1 |
| Monday, July 31 | Tuesday, Aug. 15 | Friday, August 18 | Monday, Oct. 2 |
| Tuesday, Sept. 5 | Tuesday, Sept. 19 | Friday, Sept. 22 | Friday, Nov. 3 |
| Monday, Oct. 2 | Tuesday, Oct. 17 | Friday, Oct. 20 | Thursday, Dec. 7 |
| Monday, Oct. 30 | Tuesday, Nov. 14 | Friday, Nov. 17 | TBD |
| Monday, Nov. 27 | Tuesday, Dec. 12 | Friday, Dec. 15 | TBD |

*The dates shown for TRC Comments to Applicant are calculated using the maximum amount of time allotted per the Onslow County Subdivision Ordinance; these notices may be sent to applicants as early as the same day of the TRC meeting. Likewise, the Corrected Plats Due date are a function of the dates in the previous column. Applicants have thirty (30) working days to submit corrected plats and may request an extension if needed.

- The installation of improvements shall not commence in a proposed subdivision until the Preliminary Plan has been approved and all required plan approvals and/or permits have been secured.
- The Preliminary Plan approval is good for 24 months. If a final plat is recorded prior to this expiration, the plat shall remain valid with no expiration date.

Application Submittal for Major Subdivisions (Final Plats), Minor, and Special Purpose Subdivisions

There is no specific date for submittal of these types of submissions; however, Major Subdivision Concept and Preliminary Plans will take precedence on identified submittal dates.

An application is considered complete only if it includes **ALL** of the following:

- Completed Subdivision Application Form;
- Application fee based on type of plan (shown on application);
- Two (2) folded copies **AND** an electronic copy of the subdivision plans emailed to LandUse@OnslowCountyNC.gov – both must be in a recordable size/scale
- Additional supplemental information such as cost estimates for guarantees of improvements, Articles of Agreement, restrictive covenants, and/or other homeowners association documents, and copies of related permits (stormwater, NCDOT plan approvals, etc.).

Review Process

- The Subdivision Administrator shall distribute the plat to the Technical Review Committee (TRC) for review and comment. Within ten (10) working days following plan distribution, the Subdivision Administrator shall provide a summary of comments to the applicant.
- Following receipt of the comments, the applicant shall have fifteen (15) working days to submit their revised plan. Failure to resubmit within this time period constitutes denial and a full resubmittal is required.
- The Subdivision Administrator shall transmit their decision for approval or denial within five (5) working days of the receipt of the revised plan.
- If approval is granted, the applicant shall submit the mylar for recordation, financial guarantees (if applicable), and any other required documents within 60 days of approval. Failure to submit an approved plat for recordation within 60 days shall render the plat approval null and void.
- 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.