

Major Subdivision Process

This outline is a guide for the major subdivision process and corresponds with Union County's Land Use Ordinance.

The major subdivision process is divided into three phases:

1) Sketch Plan, 2) Preliminary Plat, and 3) Final Plat.

1. Sketch Plan

- Must contain:
 - The ten requirements listed in Land Use Ordinance, Section 50
 - Floodplain Delineation
 - Tax Parcel Number
- Must be reviewed by
 - Planning Department
 - School System
 - Environmental Health
 - Public Works Dept.
 - Soil Conservation Service

2. Preliminary Plat: Planning Board Review

- Must contain:
 - Sketch Plan information
 - Requirements of Appendix A in Land Use Ordinance
 - Lot layout and design.
 - Road profiles and plan
(Reviewed and approved by N.C. DOT)
 - Water & Sewer design plans and permit numbers
(Reviewed and approved by Public Works Dept.)
 - Sedimentation and Erosion Control Plans
(The developer is responsible for sending to and receiving approval from N.C. Dept. of Environment, Health, and Natural Resources.)

Before final plat approval, the developer must:

- *Construct improvements and have inspection for compliance or submit a guarantee equal to 125% of improvement construction cost. Cost estimates to be provided by the contractor.*
- *Submit a maintenance guarantee equaling 15% of road construction cost. Maintenance guarantee will be held until N.C. DOT takes road(s) over. Road construction cost includes paving, gravel base, sidewalks, curb and gutter, seeding and straw. Cost figures to be provided by contractor.*

3. Final Plat- Planning Dept. Staff

- Must contain:
 - All requirements listed in Sections 79 & 80 of Land Use Ordinance.
 - Two mylars and six blue-line copies.
Size of mylars must meet standards set by the Register of Deeds office.

Releasing Guarantees

*The Planning Department Staff must approve the release of guarantees (letters of credit, certified checks, cash or bonds).
The developer must request in writing for release of guarantee.*

For further information, please contact the Union County Planning Department at (704) 283-3565.

