

Final Plat Approval

Background

Projects that create new lots either by major or minor subdivision need to submit a final plat to the Zoning Division for review. The final plat is a drawing certified (stamped) by a Registered Land Surveyor used to create a record of the property lines and any legal land restrictions on newly created lots. When complete, the final plat is taken to the Orange County Register of Deeds for official recording. All final plats require various certifications to attest to the ownership, code compliance and legitimacy of the drawing. These certifications must appear on the drawing(s). The certifications can be found in the LUO.

What specific information is required with a final plat submittal?

Please see the "Final Plat Checklist" in Appendix I – 9 for a list of required information. Please keep in mind that, depending on the project; more or less information may be required. Please contact a member of the Planning Department's Zoning Division at (919) 918-7336 for specific information required for your project.

When/why might I use the Final Plat Approval Process?

Any project that involves a Conditional Use Permit or a Special Use Permit for a major subdivision will require final plat approval. Minor subdivisions, whether issued under a zoning permit or not, also require a final plat.

Who else may be involved in the Final Plat Approval Process?

The Zoning Division reviews and distributes final plats for review to any and/or all of the following entities (depending on the complexity of the project):

Applicable Public/Private Utilities
Orange County Erosion Control
Town of Carrboro Consulting Engineer
Town of Carrboro Public Works
Town of Carrboro Planning
Town of Carrboro Fire
Town Of Carrboro Inspections
Orange County Environmental Health
OWASA
NCDOT

What is the time frame for the Final Plat Approval Process?

The final plat approval process typically takes between 2 weeks to 4 months. This time frame is general and can obviously be shortened or lengthened depending on the complexity of the project and how quickly and accurately any requested revisions are made to the plat.

How much does the Final Plat Approval Process review cost?

Please see the "Schedule of Fees and Miscellaneous Charges" found in Appendix I – 28 (subject to change annually).