

Subdivision of Property

Background

The subdivision process for the Town of Carrboro was established to subdivide land and prepare infrastructure for development in a comprehensively planned manner.

The size of the proposed subdivision and the zoning district in which you are located will determine the type of subdivision process that will be required.

What is a subdivision?

The division of a tract of land into two or more lots, building sites or other divisions for the purpose of sale or building (whether immediate or future) and including all divisions of land involving the dedication or a new street or a change in existing streets.

When/why might I use the subdivision process?

Anytime when you are changing the lot configuration for a previously platted piece of property, a subdivision plat must be filed.

What are the different subdivision processes that can be used?

There are three different processes that can be used when subdividing property. Exempt subdivisions require only that the plat contain a certificate signed by the Planning Director stating that the plat does not create a subdivision subject to the Town's regulations. Minor subdivisions require staff level approval (a zoning permit), while major subdivisions require Board approval through the public hearing process

(either a Special Use Permit or a Conditional Use Permit).

The three subdivision types follow with detailed explanations for each:

1. Exempt Subdivision Process: Each of the following qualifies as an exempt subdivision:

- a. The combination or recombination of previously platted lots where the total number of lots is not increased and where the resultant lots are equal to or exceed the minimum standards set for in the Land Use Ordinance (LUO).
- b. The division of land into parcels greater than ten acres where no street right-of-way dedication is involved.
- c. The public acquisition by purchase of strips of land for widening or opening streets.
- d. The division of a tract in single ownership whose entire area is no greater than two acres into not more than three lots, where no street right-of-way dedication is involved and where the resultant lots are equal to or exceed the minimum standards set forth in the Land Use Ordinance (LUO).

2. Minor Subdivision Process: A subdivision of property located outside of the watershed districts that does not involve any of the following:

- a. The creation of more than four lots.

- b. The creation of any new public streets.
 - c. The extension of the water or sewer system operated by OWASA.
 - d. The installation of drainage improvements through one or more lots to serve one or more other lots.
3. Major Subdivision Process: A subdivision of property either located in the watershed districts or that does not qualify as an exempt or minor subdivision (see the information above).

Where do I initiate the process?

Town of Carrboro Planning Department
 Zoning Division
 301 West Main Street
 Carrboro, NC 27510

Hours: Monday-Friday, 8am-5pm

Phone: (919) 918-7336

Fax: (919) 942-1720

What information will I need to provide in order to execute a subdivision of property?

The information needed varies depending on the type of subdivision process that you are using/are eligible for. The following provides a brief description of the information that will be needed for each of the three subdivision processes:

- 1. Exempt Subdivision: Submit the plat along with the appropriate fee to the Zoning Division. Staff will review the plat to ensure that it is an 'exempt plat'. Occasionally, staff will require the verification of information from outside agencies

prior to releasing the plat for recordation.

- 2. Minor Subdivision: Complete and submit the information requested on the "Filing a Final Plat Checklist" – Appendix I – 9. Occasionally, staff will require the verification of information from outside agencies prior to releasing the plat for recordation.

- 3. Major Subdivision: Depending on the zoning district the subject property is located, you may need to complete the requirements of the "Conceptual Preliminary Plan Guide and Checklist for Major Subdivisions" – Appendix I – 6.

Next, all major subdivisions must complete the requirements on either the "Site Plan Guide and Checklist for Standard, Cluster and Architecturally Integrated Subdivisions" or the "Site Plan Guide and Checklist for Standard and Cluster Watershed Residential Subdivisions" – Appendix I – 7 and Appendix I – 8, respectively.

Last, all major subdivisions must complete and submit the final plat requirements on the "Filing a Final Plat Checklist" – Appendix I – 9.

Who else may be involved in the Subdivision Review Process?

- Applicable Public/Private Utilities
- Chapel-Hill/Carrboro City Schools
- Orange County Disability Awareness
- Orange County Health Department
- Orange County Erosion Control
- Town of Carrboro Consulting Engineer
- Town of Carrboro Police
- Town of Carrboro Fire
- Town of Carrboro Planning
- Town of Carrboro Public Works
- Town of Carrboro Building Inspections
- Town of Carrboro Rec. and Parks
- Applicable State/Federal Agencies

OWASA
NCDOT

What is the time frame for the subdivision review process?

Exempt subdivisions can typically be reviewed within a few days. If no changes are necessary, then the plat can be signed and released for recording. If changes are necessary, another round of review will be necessary prior to the plat being signed and released.

Minor subdivisions can typically be reviewed within two to three weeks. If no changes are necessary, then the plat can be signed and released for recording. If changes are necessary, another round of review will be necessary prior to the plat being signed and released.

The major subdivision process typically takes at least six 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 plans.

How does the Major Subdivision Process Work?

Please consult a member of the Planning Department's Zoning or Planning Division for more information on the major subdivision review process.

How much do the various subdivision reviews cost?

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