

Submittal Procedures & Deadlines for Major S/D's

- **Step One - Contact the Planning Department** - Once you have done this the staff will advise you on what procedures are in place to get started. Deadline for submittal of a major s/d plat review by the planning board is the 1st Monday* of each month. (see other side of brochure for what needs to be submitted)
- **Step Two - Planning Board Preliminary Review** - The planning board meets every 4th Monday* of the month. You will need to be present at this meeting so if the board has any questions or concerns. Once approved you can move on to step three.
- **Step Three - Final Plat Approval** - Once construction is over and approved by the city engineer, you can submit the final plat for approval and then recording. If for some reason the project is not complete/approved the developer can submit a form of surety to cover the remaining improvements that are not complete, subject to the city engineer's approval, and a final plat review can take place. This step is handled by city staff.

*Exception may be if this date falls on a holiday. If so they typically will hold the meeting/deadline to the following Tuesday.

Timeline -

- Review request with city planner.
- Staff will start paperwork, developer/engineer to submit sketch plan. If all is good then submit preliminary plat plans for review by planning board per Sec. 26-52 of the city's code of ordinances.
- Attend planning board meeting (4th Monday of each month).
- If approved, then prepare and submit construction documents for approval by city engineer, fire inspector, and zoning officer.
- Developer to install improvements. Once city staff has signed off on improvements then project engineer can prepare the final plat for approval for recording. No lots may be conveyed until final plat approval and possible annexation. However, permits/construction may start on lot in subdivision but no CO's will be issued until final plat approval.



You are responsible to pay for the applicable fees prior to the item being placed on an upcoming agenda.

The city accepts check, cash
or credit card (fees apply).

Planning & Inspect. Staff - 336-983-8265

Planner/Zoning Officer - Extension 1116
Jon Grace
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City of King

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**“We’re planning for our future each
step of the way”**



City of King

**Requirements to
Subdivide a
Parcel of Land**

**Planning & Inspections
Department**

336-983-8265 tel.

336-983-2669 fax

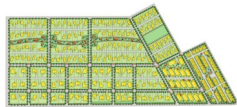
Subdividing Land in King

□ **King's subdivision process**

The City of King regulates all subdivisions of land within the city limits and it's E.T.J. with some minor exceptions. The complete requirements for subdividing land are found in Chapter 26 of the city's code of ordinances for minor and major subdivisions.

□ The subdivision of land is defined as all divisions of a tract or parcel of land into two or more lots, building sites, or other divisions for the purpose of sale or building development (whether immediate or future) and includes all division of land involving the dedication of a new street or a change in existing streets; however, the following is not included within this definition and is not subject to any regulations (exempt) enacted pursuant to this chapter:

- (1) The combination or recombination of portions of previously subdivided and recorded lots where the total number of lots is not increased and the resultant lots are equal to or exceed the standards of the city, as shown in this chapter;
- (2) The division of land into parcels greater than ten acres where no street right-of-way dedication is involved;
- (3) The public acquisition by purchase of strips of land for the widening or opening of streets; and
- (4) The division of a tract in single ownership whose entire area is not 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 standards of the city, as shown in this chapter.



□ The subdivision of land will also fall into one of the following two groups:

Minor Subdivision - shall mean any subdivision of land involving ten or fewer lots which front on a city or state approved road or 3 or fewer lots on a min. 30' easement with the original lot counting as the first of the 3 lots.

Major Subdivision - shall mean any development that is not a minor subdivision.

City staff can help you through this process in determining if it's a major or minor subdivision.

□ **Process for Approval**

● **Minor Subdivision Approval (Staff approved)**

For tracts that fall within the minor subdivision designation the following items would need to be submitted:

- Completed zoning application and;
- A copy of the proposed plat map showing the subdivision. See checklist for map Requirements in Sec. 26-126.
- Submit for review, signing, and pay fee. Then you can record the plat map.

● **Major Subdivision Approval (Plan's Brd. Approved)**

For tracts that fall within the major subdivision designation the following items would need to be submitted:

- **Sketch Plan** - The subdivider would need to bring a sketch plan by the planning department for review prior to developing a preliminary site plan. This is a voluntary measure for 25 or fewer lots and mandatory for more than 25 lots.
- **Preliminary Site Plan** - The subdivider at this point would prepare a preliminary site plan of the proposed development. The preliminary plan shall consist of 3 pages, the **first sheet** would show the subdivisions overall plan including any phasing; the **second sheet** would show existing and proposed topo's and proposed stormwater management layouts; the **third sheet** would show utilities and street layouts and misc. details. Then the Planning Board would review and approve, approve w/ conditions, or deny.
- **Construction Documents** - Once the preliminary plans are approved the subdivider can submit construction documents to the city engineer for review and approval. Construction documents must be designed per the city's construction manual and code of ordinances.

- **Final Plat** - After all improvements have been made to the subdivision, a final plat will need to be prepared and submitted to the city planner for review and approval prior to recording or conveying any lots.
- An application and the appropriate fees associated with the subdivision process would need to be submitted at each step of the process.

- **See fee schedule for a list of fees for subdividing land in King at www.ci.king.nc.us under the "Residents" tab. You can also click on the "Government" tab and then click on the "Ordinance" tab to see our ordinances. Chapter 26 covers Subdivisions, Chapter 32 Zoning, and Chapter 29 Utilities.**

