



**NEW HANOVER COUNTY  
 PLANNING & INSPECTIONS  
 DEPARTMENT  
 MINOR SUBDIVISION  
 APPLICATION**

230 Government Center Drive  
 Suite 110  
 Wilmington, NC 28403  
 910-798-7165 phone  
 910-798-7053 fax  
 www.nhcgov.com

<b>Name of Owner or Developer Name</b>	<b>Date of Application</b>
<b>Address</b>	<b>City, State, Zip</b>
<b>Email Address</b>	<b>Telephone Number of Owner</b>
<b>Name of Surveyor (if different than Owner)</b>	<b>Telephone Number of Surveyor (if different than Owner)</b>
<b>Address of Surveyor (if different than Owner)</b>	<b>City, State, Zip</b>
<b>Email Address (if different than Owner)</b>	<b>Parcel ID Number</b>
<b>Location of Property</b>	<b>Square Feet/Acres on Plat</b>
<b>Project Name</b>	<b>Land Classification</b>

**Submission Requirements**

A minor subdivision is defined as having no more than five lots. A proposed division of up to five lots can be a combination of no more than three lots on a 30' access easement with two lots fronting on an existing platted and recorded public road. For emergency service delivery, an unduplicated street name may be required.

A completed minor subdivision application may be e-mailed to New Hanover County Planning & Zoning along with a site plan in Pdf or Dwf format or the submission of four paper copies of the plan and application.

1. Prior to approval of the plan, a \$ 20.00 lot/unit fee will be required. The fee if paid by check should be payable to New Hanover County.
2. Minor Subdivisions are reviewed by County Planning & Zoning, County Engineering, and the Cape Fear Public Utility Authority. Departments are required to provide written comments to Planning & Zoning within 15 working days.
3. If a proposed site plan requires either a well or septic system, the County Environmental Health Department is afforded the opportunity to comment on the plan.
4. Storm water facilities may be required by County Engineering depending on the amount of buildable surface proposed.
5. Public water and sewer facilities may be required by the Cape Fear Public Utility Authority depending on the location of the proposed division with public services.

**REQUIRED PLAT CERTIFICATES**

**Final plats shall display the following applicable certificates.**

1. Ownership, dedication and jurisdiction disclosure (dated & signed)
2. Certificate of Registration (unsigned)
3. Water/ Sewer Disclaimer Certificate
4. Sewer Construction Certificate (if applicable)
5. CAMA Disclosure (signed & dated by owner, if applicable)
6. Floodplain Management Disclosure (signed & dated by owner, if applicable)
7. Thoroughfare Statement (if applicable)
8. County Engineering Certificate (signed by engineering staff)
9. Cape Fear Public Utility Authority Certificates

***Check each item to confirm that it is included on the site plan.***

**GENERAL STATE STATUE REQUIREMENTS**

- Size of plat must have a minimum border 1.5” on the left side and minimum ½ border on all other sides
- Plat size **not** more than 18”x 24”, 21”x 30”, or 24”x 36” and drawn in ink on reproducible Mylar
- Title block to include: Owner(s) name, property designation, township, county, state, dates of actual survey, scale or scale ratio, name & address of surveyor preparing plat (project name bottom of plat)
- Type north point (True, Grid or Magnetic) Deed book & page reference, detailed vicinity map, adjoining landowners and streets
- Surveyor’s Certificate NCGS 47-30(D), & (11)
- Surveyor’s original signature, seal & registration number
- Control corners in accordance with NCGS 39-32.3
- Roads designated public or private
- USGS Grid Tie (if monument established & within 2000 feet)

**MINOR PLAT CHECKLIST**

**General Requirements**

- Owners name and street address on plat
- Names and locations of adjoining subdivisions, streets, adjacent property owners
- Boundaries properly drawn with all bearings & distances, scale not less 1”=100’
- Standard curve data (if applicable)
- Location, purpose, & dimension areas used for other than residential (if applicable)
- Type of water and sewer displayed on plat
- Location of 100-year floodplain displayed (note if **not** applicable)
- Location of 404 Wetlands and Section 10 Wetlands (if applicable)
- Conservation resources identified (if applicable)
- “Dry” sewer installation (if applicable)
- Recreation fee (if exempt from land area requirement)
- All visible and apparent right-of-way, watercourses, utilities, roadways, and other improvements plotted
- County Engineering Department letter submitted (if applicable)
- County Environmental Health Department letter submitted
- Cape Fear Public Utility Authority Comments

**I certify that all information presented in this application is accurate to the best of my knowledge.**

\_\_\_\_\_  
**Signature of Property Owner or Developer**

\_\_\_\_\_  
**Print Name**

**Staff Comments Only:** \_\_\_\_\_  
\_\_\_\_\_  
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