

SUBDIVISION PLAN SUBMITTAL POLICY

CALENDAR YEAR 2021

Application Submittal for Major Subdivisions (Concept and Preliminary Plans)

A complete application must be submitted before 5pm on the submittal date. An application is considered complete only if it includes **ALL** of the following:

- Completed Subdivision Application Form;
- Application fee based on type of plan (shown on application);
- Twenty (20) folded copies **AND** an electronic copy of the subdivision plans emailed to LandUse@OnslowCountyNC.gov (preliminary plan submittals require one complete set of plans and two extra water line plans).

Please make payment payable to Onslow County Planning & Development. All checks must include a physical address and a phone number. **Personal checks must include driver's license or social security number. **Business checks** must have a North Carolina address.*

A complete application is to be submitted before 5pm on the submittal date as shown below:

Submittal Date	TRC Meeting Date	*Corrections Notice to Applicant	**Corrected Plats Due
Monday, 11/30/20	Tuesday, 12/15/20	Monday, Dec. 21	Tuesday, Jan. 20
Monday, Jan. 4	Tuesday, Jan. 19	Monday, Jan. 25	Tuesday, Feb. 24
Monday, Feb. 1	Tuesday, Feb. 16	Monday, Feb. 22	Friday, March 26
Monday, March 1	Tuesday, March 16	Monday, March 22	Wednesday, April 21
Monday, April 5	Tuesday, April 20	Monday, April 26	Wednesday, May 26
Monday, May 3	Tuesday, May 18	Monday, May 24	Wednesday, June 23
Tuesday, June 1	Tuesday, June 15	Monday, June 21	Wednesday, July 21
Tuesday, July 6	Tuesday, July 20	Monday, July 26	Wednesday, Aug. 25
Monday, August 2	Tuesday, August 17	Monday, August 30	Wednesday, Sept. 29
Tuesday, Sept. 7	Tuesday, Sept. 21	Monday, Sept. 27	Wednesday, Oct. 27
Monday, Oct. 4	Tuesday, Oct. 19	Monday, Oct. 25	Wednesday, Nov. 24
Monday, Nov. 1	Tuesday, Nov. 16	Monday, Nov. 29	Wednesday, Dec. 29
Monday, Dec. 6	Tuesday, Dec. 21	Monday, Dec. 27	Wed., 2/26/2022

*The dates shown for Notice of Correction Due to Applicant are the calculated using the maximum amount of time allotted per the Onslow County Subdivision Ordinance. Notice of Correction Due to Applicant may be sent out as early as the same day of the TRC meeting.

**The Applicant will then have thirty (30) working days to submit corrected plats.

- The installation of improvements shall not commence in a proposed subdivision until the Preliminary Plan has been approved and all required plan approvals and/or permits have been secured.
- The Preliminary Plan approval is good for 24 months. If a final plat is recorded prior to this expiration, the plat shall remain valid with no expiration date.

Application Submittal for Major Subdivisions (Final Plats), Minor, and Special Purpose Subdivisions

There is no specific date for submittal of these types of submissions; however, Major Subdivision Concept and Preliminary Plans will take precedence on identified submittal dates.

An application is considered complete only if it includes **ALL** of the following:

- Completed Subdivision Application Form;
- Application fee based on type of plan (shown on application);
- Two (2) folded copies **AND** an electronic copy of the subdivision plans emailed to LandUse@OnslowCountyNC.gov – both must be in a recordable size/scale
- Additional supplemental information such as cost estimates for guarantees of improvements, Articles of Agreement, restrictive covenants, and/or other homeowners association documents, and copies of related permits (stormwater, NCDOT plan approvals, etc.).

Review Process

- The Subdivision Administrator shall distribute the plat to the Technical Review Committee (TRC) for review and comment. Within ten (10) working days following plan distribution, the Subdivision Administrator shall provide a summary of comments to the applicant.
- Following receipt of the comments, the applicant shall have fifteen (15) working days to submit their revised plan. Failure to resubmit within this time period constitutes denial and a full resubmittal is required.
- The Subdivision Administrator shall transmit their decision for approval or denial within five (5) working days of the receipt of the revised plan.
- If approval is granted, the applicant shall submit the mylar for recordation, financial guarantees (if applicable), and any other required documents within 60 days of approval. Failure to submit an approved plat for recordation within 60 days shall render the plat approval null and void.
- Mylars are not to be submitted until notice that the plan has been approved and all required signatures (owner, ONWASA, NCDOT, etc.) have been secured.

ONSLOW COUNTY SUBDIVISION APPLICATION

Date Submitted: _____

Name of Subdivision: _____

Location: _____
(Road name & SR number)

Township: _____ Tax Map Number: _____

- Type of Plan (Fee):
- Concept (\$300)
 - Preliminary (\$400)
 - Final (\$200)
 - Rural (\$200)
 - Minor (\$200)
 - Revised Preliminary (\$200)

Please make check payable to Onslow County Planning. Personal checks must include social security or driver's license number. Business checks must have a North Carolina address. All checks must include a physical address and a phone number.

Site Data: Total acreage: _____
 Number of lots: _____
 Smallest lot: _____
 Average lot size: _____
 Zoning District: _____

- Type of Development:
- Commercial
 - Mixed Use
 - Single-family
 - Townhouse/multi-family
 - Planned Residential Development

Infrastructure:

- Water Supply: Individual Well Community System ONWASA Northwest Onslow
 Sewer type: Individual Septic Community System ONWASA Pluris
 Streets: Public Private

Surveyor/Engineer: _____

Address: _____

Telephone: _____ Fax: _____

Email Address: _____

Developer: _____

Address: _____

Telephone: _____ Fax: _____

Email Address: _____

Property Owner: _____

Address: _____

Telephone: _____ Fax: _____

Email Address: _____