

# SAMPSON COUNTY PLANNING & ZONING

405 County Complex Rd. Bldg B

Clinton, NC 28328

910-592-0146

## SUBDIVISION APPLICATION

**MAJOR SUBDIVISIONS - Sketch and Preliminary** submittals must include 5 18X24 copies of plans. Sketch plans must meet all applicable requirements in Section 501 of the Subdivision Ordinance. Preliminary plans must meet all applicable requirements in Section 502 of the Subdivision Ordinance. Preliminary submittals must also include a complete set of plans. **SKETCH PLAN APPROVAL IS REQUIRED BEFORE A PRELIMINARY PLAN IS SUBMITTED PER SECTION 402.1 OF THE SUBDIVISION ORDINANCE.** An electronic copy of the plans must be emailed to [agbrinkley@sampsonnc.com](mailto:agbrinkley@sampsonnc.com). This application must also be entirely completed. Sketch submittal fee is **\$200**. Preliminary Submittal fee is **\$300**. Applications are due by 5:30 PM on the submittal date **(PLEASE SEE THE ATTACHED SUBMITTAL SCHEDULE)**.

**MAJOR SUBDIVISIONS – Final Plat** submittals must include 5 18X24 copies of plans to be reviewed and comments be provided before the mylar copy is printed. Plans must meet all applicable requirements as outlined in Section 503 of the Subdivision Ordinance. All documents as outlined in Section 505 of the Subdivision Ordinance must be submitted with the application as applicable. Final Plats (Mylars) must meet the standards in Section 503, 504 and 506 of the Subdivision Ordinance as applicable. In the event that all improvements have not been certified and completed, the applicant must submit detailed cost estimates of incomplete infrastructure so that the surety may be determined, in accordance with Article VII of the Subdivision Ordinance. A **\$100** filing fee must be included with final plat recordation at the Register of Deeds.

**MINOR & SERVICE SUBDIVISIONS –** submittals must include 5 18X24 copies of plans for review and comments be provided before the mylar copy is printed. Plans must meet all applicable requirements as outlined in Section 503 of the Subdivision Ordinance. Final Plats (Mylars) must meet the standards in Section 503, 504 and 506 of the Subdivision Ordinance as applicable. A **\$100** filing fee must be included with final plat recordation at the Register of Deeds.

**DATE SUBMITTED:** \_\_\_\_\_

**SUBDIVISION GENERAL INFORMATION**

**SUBDIVISION NAME:** \_\_\_\_\_

**LOCATION (ROAD NAME):** \_\_\_\_\_

**TOWNSHIP:** \_\_\_\_\_ **PARCEL #:** \_\_\_\_\_

**SUBDIVISION CLASSIFICATION:** Circle the type subdivision type.

- Sketch (Major)
- Preliminary (Major)
- Final (Major)
- Minor
- Service

**TOTAL ACREAGE:** \_\_\_\_\_ **NUMBER OF LOTS:** \_\_\_\_\_

**SMALLEST LOT:** \_\_\_\_\_ **AVERAGE LOT SIZE:** \_\_\_\_\_

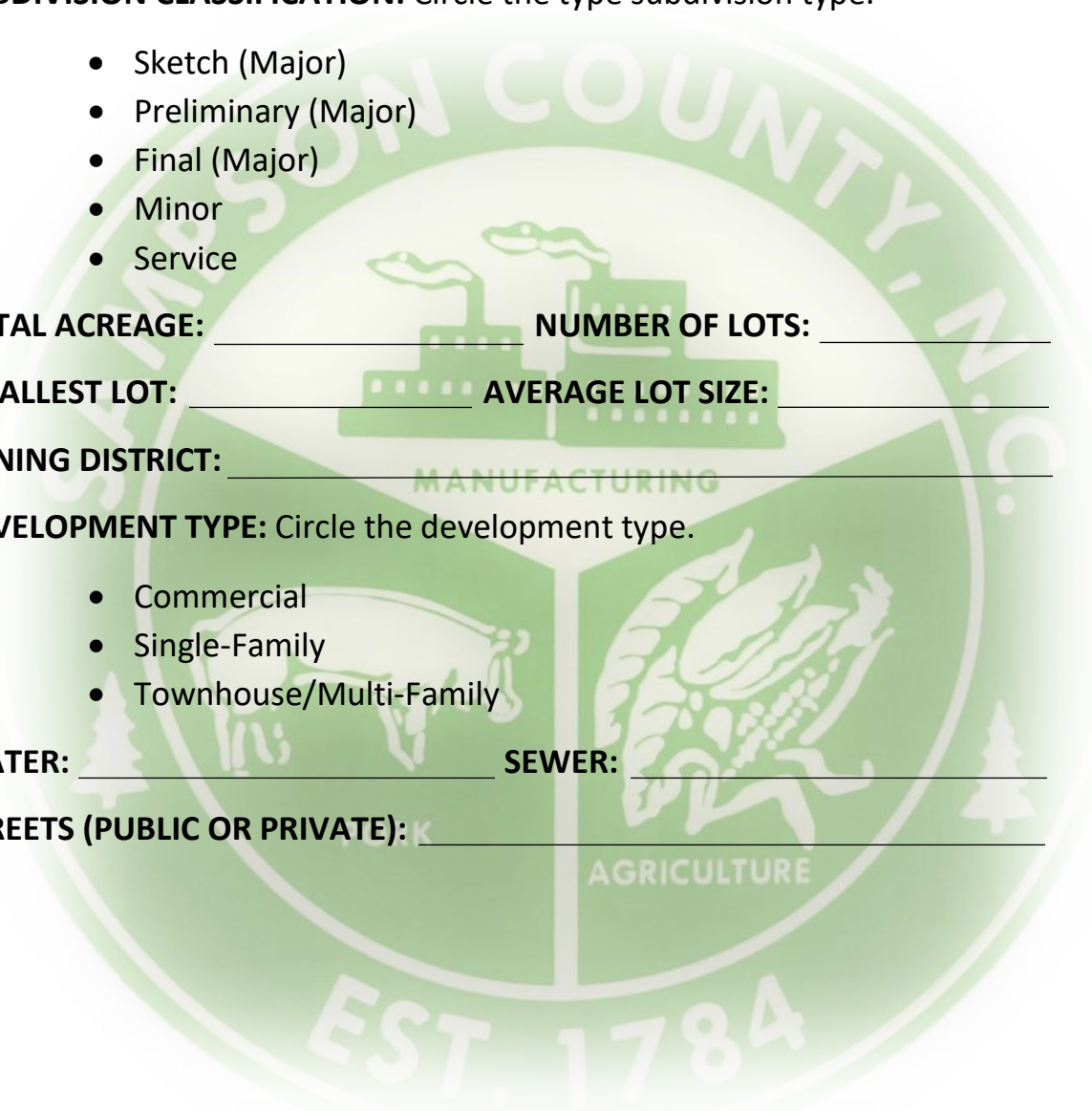
**ZONING DISTRICT:** \_\_\_\_\_

**DEVELOPMENT TYPE:** Circle the development type.

- Commercial
- Single-Family
- Townhouse/Multi-Family

**WATER:** \_\_\_\_\_ **SEWER:** \_\_\_\_\_

**STREETS (PUBLIC OR PRIVATE):** \_\_\_\_\_



**SURVEYOR/ENGINEER INFORMATION**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**DEVELOPER INFORMATION**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**PROPERTY OWNER INFORMATION**

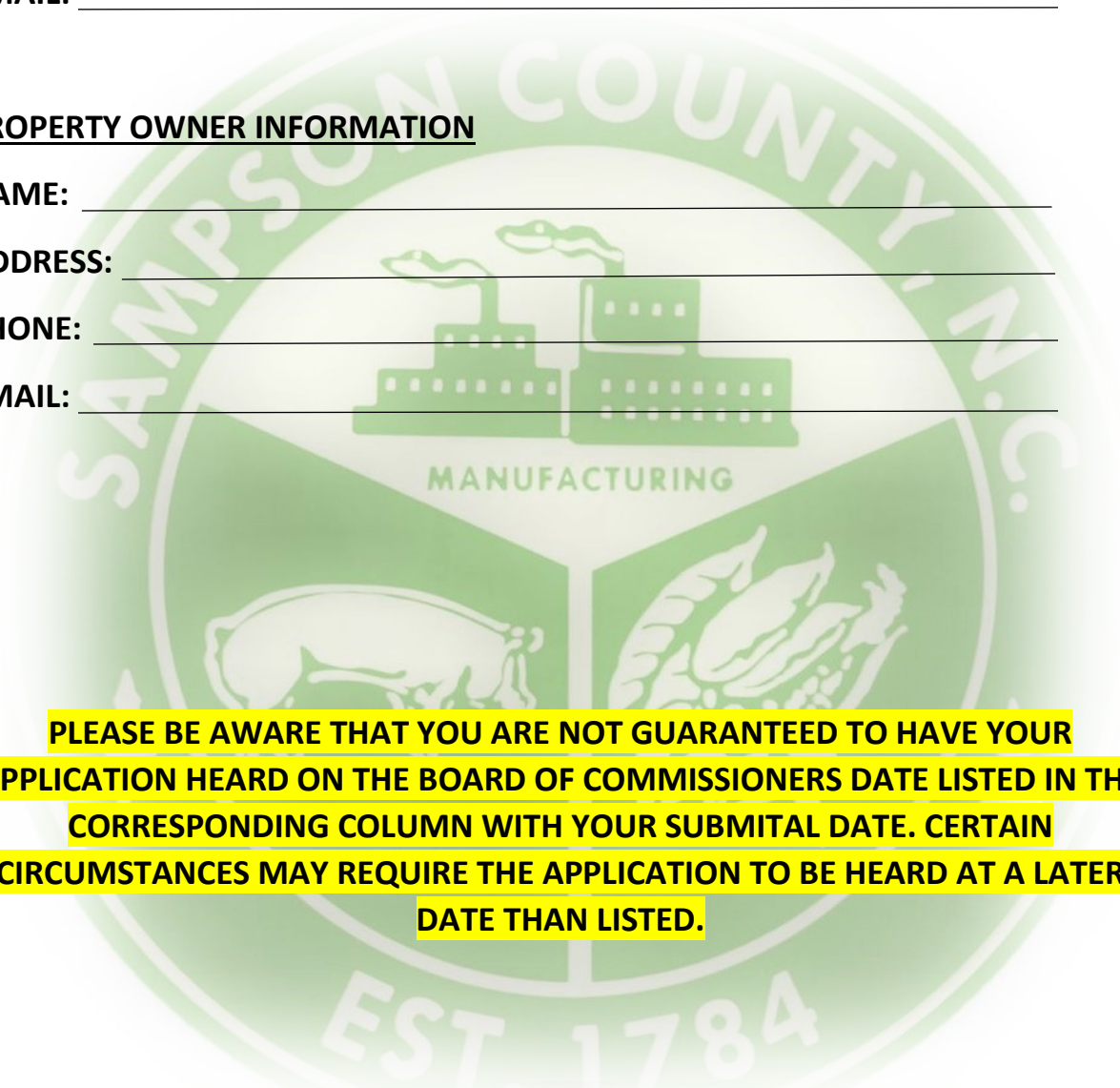
NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**PLEASE BE AWARE THAT YOU ARE NOT GUARANTEED TO HAVE YOUR APPLICATION HEARD ON THE BOARD OF COMMISSIONERS DATE LISTED IN THE CORRESPONDING COLUMN WITH YOUR SUBMITAL DATE. CERTAIN CIRCUMSTANCES MAY REQUIRE THE APPLICATION TO BE HEARD AT A LATER DATE THAN LISTED.**



**SKETCH PLANS ARE APPROVED BY THE PLANNING BOARD.**

**PRELIMINARY PLANS ARE APPROVED BY THE PLANNING BOARD AND BOARD OF  
COMMISSIONERS.**

**FINAL PLATS ARE APPROVED ADMINISTRATIVELY.**

## SUBMITAL SCHEDULE

| SUBMITTAL DATE            | PLANNING BOARD                                  | BOARD OF COMMISSIONERS                       |
|---------------------------|---|--|
| January 5 <sup>th</sup>   | February 14 <sup>th</sup>                       | March 7 <sup>th</sup>                        |
| February 2 <sup>nd</sup>  | March 14 <sup>th</sup>                          | April 4 <sup>th</sup>                        |
| March 2 <sup>nd</sup>     | April 11 <sup>th</sup>                          | May 2 <sup>nd</sup>                          |
| April 6 <sup>th</sup>     | May 9 <sup>th</sup>                             | June 6 <sup>th</sup>                         |
| May 4 <sup>th</sup>       | June 13 <sup>th</sup>                           | July 11 <sup>th</sup>                        |
| June 1 <sup>st</sup>      | July 12 <sup>th</sup> *<br>(Tuesday Night)      | August 1 <sup>st</sup>                       |
| July 6 <sup>th</sup>      | August 8 <sup>th</sup>                          | September 12 <sup>th</sup>                   |
| August 3 <sup>rd</sup>    | September 13 <sup>th</sup> *<br>(Tuesday Night) | October 3 <sup>rd</sup>                      |
| September 7 <sup>th</sup> | October 10 <sup>th</sup>                        | November 7 <sup>th</sup>                     |
| October 5 <sup>th</sup>   | November 14 <sup>th</sup>                       | December 5 <sup>th</sup>                     |
| November 2 <sup>nd</sup>  | December 12 <sup>th</sup>                       | TBA pending release of the 2023 BOC Calendar |