



MINOR/EXEMPT SUBDIVISION APPLICATION

<i>Official Use Only</i>	
P&Z #:	_____
Date Rec'd:	_____
Rec'd By:	_____
Amount Paid: \$	_____

Town of Shallotte • PO Box 2287, Shallotte, NC 28459 • 116 Cheers Street, Shallotte, NC 28470 • Phone: (910) 754-4032 • Fax: (910) 754-2740

All applications must be complete and accompanied by the application fee of \$15.00, payable in cash or by check made to the Town of Shallotte. All fees must be paid in full before a signed survey or plat will be released to the applicant.

A subdivision is generally any division of a tract or parcel of land into two (2) or more lots, building sites or other divisions for the purpose of sale or building development (whether immediate or future) and includes existing street(s). NC General Statute 160A-376 exempts certain divisions from regulation as a subdivision. Please consult with staff if you believe your land division qualifies as an exemption.

A minor subdivision is generally the division of one existing tract of land into no more than four parcels, whether contiguous or not. Only one minor division will be permitted within a one year period of time; however, parcels may be divided at different times insofar as the total number of parcels created does not exceed the maximum number provided for in this definition. No street right-of-way may be included in a minor subdivision. Certain land divisions that would otherwise qualify as minor subdivisions can be found in Section 28-3 of the Town of Shallotte Unified Development Ordinance.

Subdivision Name:		
SECTION 1: APPLICANT INFORMATION		
Applicant Name:		
Mailing Address:		
Phone:	Fax:	Email:
SECTION 2: PROPERTY OWNER INFORMATION (if different from above)		
Owner Name(s):		
Mailing Address:		
Phone:	Fax:	Email:
SECTION 3: PROPERTY INFORMATION		
Street Address and/or Description of Location:		
Parcel Tax ID #(s):	Total Site Acres or Square Feet:	
Total # Lots Proposed:	Current Zoning District(s):	

SECTION 4: MINOR SUBDIVISION QUALIFICATIONS (skip if exempt division)

To qualify for a minor subdivision all of the following must apply (check all that apply):

- The subdivision creates no more than four (4) lots, including the original lot.
- No more than four (4) lots have been created by previous minor subdivisions involving the property to be divided.
- No lot was created by minor subdivision within the past twelve (12) months.
- No street right-of-way is included or required.
- The subdivider does not own, lease, hold an option on, or hold any legal equitable interest in any property adjacent to or located directly across a street, easement road, or right-of-way from the property to be subdivided.
- No property within 1500 feet of the property to be subdivided has been subdivided by minor subdivision within three (3) years by anyone who owned, had an option on, or had any legal interest in the original subdivision at the time of preliminary or final plat approval.

SECTION 5: SUPPLEMENTAL INFORMATION REQUIRED

Each minor/exempt subdivision application use must include (check all that apply):

- An application fee of \$15.00 in cash or check made payable to the Town of Shallotte.
- Four (4) paper and one (1) mylar 24" x 36" final plat of the proposed subdivision that:
 - o Must be prepared by a surveyor licensed to practice in North Carolina;
 - o Must conform to NCGS 47-30 and the Standards of Practice for Land Surveying in North Carolina;
 - o Must be at a scale of not less than one (1) inch equals two hundred (200) feet; and
 - o Must contain all the required information listed in Appendix IV of the Town of Shallotte UDO.
- A notarized letter of authorization if acting as the agent for the property owner(s).

SECTION 6: APPLICANT/OWNER SIGNATURE

In filing this Minor/Exempt Subdivision Application, I hereby certify that I am authorized to submit this application and that all of the information presented in this application is accurate to the best of my knowledge, information, and belief.

Signature: _____ Date: _____

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The plat describes an exempt division per NCGS 160A-376: YES NO Staff Initials: _____ Date: _____

The plat meets the requirements of the UDO: YES NO N/A Staff Initials: _____ Date: _____

Staff Notes: _____

Town Administrator Signature: _____ Date: _____

Mayor Signature: _____ Date: _____

Town Clerk Signature: _____ Date: _____

Public Utilities Signature: _____ Date: _____