



Creating a Subdivision

Greene County Economic Development & Planning Section

What is a subdivision?

A *subdivision* is division of a tract of land into two or more lots, building sites, or other divisions for the purpose of sale or building development. Exceptions to this definition for purposes of regulations include:

- The combination or recombination of previously recorded lots as long as the number of lots is not increased and county standards are maintained.
- The division of land into lots greater than 10 acres, if no street right-of-way is involved.
- The public acquisition of land for the opening or widening of streets.
- The division of a tract of land in single ownership, which is no greater than 2 acres into, not more than 3 lots and no street right-of-way dedication is involved and county standards are maintained.

Are there different categories of subdivisions?

There are different procedures to be followed depending upon the type of subdivision being created. The various categories of subdivision include:

- Exempt subdivisions
- Minor and family subdivisions
- Major Subdivision
- Planned Use Developments

How do I create a subdivision?

- Minor and family subdivisions can take advantage of abbreviated procedures if they meet the following requirements. These subdivisions cannot involve new public or private streets, new rights-of-way or easements, utilities extensions (except tap-on) and must front on a state maintained road (See the Fact Sheet "Creating a Subdivision". These divisions do not require Planning Board approval but must meet all ordinance requirements and be approved by the Subdivision Administrator.
- Exempt Subdivisions do not require Planning Board approval but must be signed by the Subdivision Administrator and the Review Officer. See the Fact Sheet "Subdivision Exemptions".
- Major Subdivisions are those that do not fall within the Minor and Family Subdivision category and must have Planning Board approval. They require more extensive design and engineering on the layout, utilities, roads, etc. This is done through a preliminary approval process where the layout is reviewed by the Planning Board before any work can commence. Once preliminary approval is received, the developer can proceed with getting all engineering and permits completed. During this process, the developer can submit a final plat for approval by the Planning Board. Prior to submitting the final plat for approval, the developer should have, in hand, copies of all approvals from state and other agencies. In lieu of having all required improvements in place at the time of final approval, the developer can guarantee the improvements including but not limited to roads, water and/or sewer, site work, etc. by securing a letter of credit, cash, or performance bond in the amount of 125% of the costs of all improvements. See the Fact Sheet "Major Subdivisions".
- Planned Use Developments are development projects comprehensively planned as an entity via a unitary site plan which permits flexibility in building sites, mixtures of building types and land uses, recreational areas and usable open spaces and the preservation of significant natural features. These subdivisions do require planning approval as major subdivision but are not required to meet standard ordinance requirements as specifically noted in the Planned Unit Development Section of the Ordinance. See the Fact Sheet "Planned Unit Developments".



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A Word to Potential Subdividers!

Any property owner, real estate agent, or builder who anticipates subdividing land in Greene County shall become familiar with the subdivision regulations. They have been designed and drawn up to achieve equal, impartial treatment for all, and to provide clean cut procedures for the preparation, submission and the approval of the subdivision plans. The Planning Board encourages any and all developers to retain a qualified technician such as a land planner, landscape architect, engineer, surveyor, and the like to prepare the plan. This recommendation is made by the Board because it is important that a person subdividing land possess the necessary skill and imagination to produce the best design under given conditions.

TO AVOID DELAYS

- i. Read thoroughly the material found in the subdivision ordinance.
- ii. Consult the Greene County Subdivision Administrator before proceeding with subdivision plans concerning land use of property and unanswered questions.
- iii. Make sure that the design of the subdivision meets the minimum standards of this ordinance.
- iv. Submit all items as required when presenting plat for approval.
- v. Submit plan no later than the prescribed date if consideration of the plat is expected at the next regularly scheduled meeting of the Planning Board or in a timely fashion by the Subdivision Administrator.

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