



# Minor & Family Subdivisions

Greene County Planning Section

## Minor and family subdivisions are eligible for an abbreviated approval procedure.

The abbreviated procedures benefit the subdivider by reducing the effort, fees, and time required for approval. The process requires only a plat instead of the preliminary and final plat requirements for subdivisions. In addition, the plan does not require approval by the Greene County Planning Board. It can be approved by the Greene County Subdivision Administrator. For more information, contact the Greene County Subdivision Administrator.

### What is a minor subdivision?

To qualify as a *minor subdivision* the following must all be true.

- No new public or private streets are involved.
- No other new rights of way or easements are required.
- No utilities extensions (except tap-on) are required.
- All resulting lots front on a state maintained road.

Fee for Minor & Family Subdivisions \$100.00
--

### What is a family subdivision?

To qualify as a *family subdivision* it has to meet the following criteria.

- The lots are to be conveyed to members of the owner's lineal family. Lineal family shall include only direct lineal descendants (children, stepchildren, and grandchildren) and direct lineal ascendants (father, mother, stepparents, grandfather, and grandmother).
- Only one lot can be conveyed to each family member.
- All lots created by a family subdivision shall have access to a public right-of way or shall have recorded an adequate easement extending to a public right of way for the provision of accessibility and utilities.
- The plat shall clearly state that it is a family subdivision and shall state the name(s) of the owner(s) of the original tract being subdivided and the specific family member and relation to which the subdivided property is to be conveyed.

### Abbreviated Procedures

- The minor sketch design plan shall depict or contain the following information:
  - (1) Subdivision data block including name of subdivision, name of subdivider (and owners, if different), acreage in tract, acreage to be subdivided, number of lots proposed, scale of map and north arrow.
  - (2) Existing conditions: including the boundaries of tract to be subdivided, showing accurate distances and bearings, a sketch vicinity map, existing street and right-of-way layout, existing buildings or other structures, railroads, bridges, culverts, or storm drains on tract to be subdivided, and on adjoining land if that condition might affect proposed subdivision, location and dimensions of existing utility, drainage and other easements and locations of utilities in place, and existing use of land on tract to be subdivided and adjoining land, names of adjoining property owners and subdivisions, natural features affecting the site, including but not limited to bodies of water, swamps, streambeds, wooded areas, and wetlands.
  - (3) Proposed conditions including: the proposed use of property, the location and boundaries of areas for use of subdivision residents or general public, such as open space, recreation areas, schools or churches, proposed lot layout and size of lots, proposed street right-of-way widths, streets to be improved and degree and size of improvement planned, and connections to existing streets on tract and on adjoining property, proposed location of utilities improvements, any proposed variations from subdivision regulations, and a statement from the Greene County Health Department that a copy of the sketch plan has been submitted to them, if septic tanks, or other on-site water or wastewater systems are to be used in the subdivision.
- The subdivision must adhere to all of the standard provisions of the Subdivision Ordinance.
- The preliminary plat shall be prepared by a registered surveyor, and shall comply with standards of practice.
- Three copies shall be submitted to Subdivision Administrator. One remains with the subdivision administrator, one goes to the tax office, and the third to Emergency Management for the creation of addresses.



# Minor & Family Subdivisions

Greene County Planning Section

## Certifications & Statements

All of the following are required on the plat.

- (1) Swine Statement: The surveyor must certify on the preliminary plat that no swine farm building or swine pond/lagoon is within 1,500 feet from the boundary of any of the subdivision lots.
- (2) Flood Statement.
- (3) Certificate of Subdivider

I (We) hereby certify that I am (we are) the owner(s) of the property shown and described hereon which was conveyed to me (us) by deed recorded in Book \_\_\_\_, Page \_\_\_\_, and that I (we) hereby adopt this plan of subdivision with my (our) free consent.

I (We) further certify that the land as shown hereon is within the subdivision regulations jurisdiction of Greene County.

Date: \_\_\_\_\_, \_\_\_\_\_, Owner

- (4) Certificate of Accuracy

I \_\_\_\_\_, certify that this plat was drawn under my supervision from an actual survey made under my supervision (deed description recorded in Book \_\_\_\_, page \_\_\_\_, etc.) (other); that the boundaries not surveyed are clearly indicated as drawn from information found in Book \_\_\_\_, page \_\_\_\_; that the ratio of precision as calculated is 1:\_\_\_\_; that this plat was prepared in accordance with G.S. § 47-30 as amended. Witness my original signature, registration number, and seal this \_\_\_day of \_\_\_\_\_, A.D., \_\_\_\_.

Seal or Stamp

\_\_\_\_\_  
Surveyor

\_\_\_\_\_  
Registration Number

- (5) Certificate of Approval

I hereby certify that the subdivision plat shown hereon has been found to comply with the Subdivision Regulations for Greene County, with the exception of such variances, if any, as noted in the minutes of the Greene County Planning Board meeting, and that it has been approved for recording in the office of the Register of Deeds.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Subdivision Administrator

- (6) Certificate of Approval from Environmental Health

The Greene County Health Department, based on the information submitted with the application, has performed a site evaluation on each lot located within this subdivision/mobile home park. Copies of the site evaluations and Improvement Permits for the sewage collection treatment and disposal systems planned to serve each lot are available for review in the office of the Division of Environmental Health.

\_\_\_\_\_  
Environmental Health Coordinator  
Greene County Health Department

\_\_\_\_\_  
Date

### Greene County Review Officers

Karen Mulcahy 252-747-4398

Chris Roberson 252-747-3446

Becky Sutton 252-747-2644

### Greene County Subdivision Administrator

Karen Mulcahy 252-747-4398