

# Sanford / Lee County Zoning & Design Review Department

## *Minor Subdivision Application*

115 Chatham Street, Sanford, NC 27330

919.718.4656

[zoning@sanfordnc.net](mailto:zoning@sanfordnc.net)

UDO § 6.2.1 defines a minor subdivision based upon the subject property’s jurisdiction.

**Within the City of Sanford (including the ETJ), a minor subdivision is one of the following:**

- (A) Any subdivision which contains **not more than six (6) lots with frontage on an existing, publicly-maintained street**, and does not involve the extension of any public or private street for access to interior property; does not involve the extension of public water, sewer, or other public improvements, does not adversely affect the remainder of the parcel or adjoining property, or require an exception from any requirement of this ordinance
- (B) The creation of a **single lot that does not have direct public street frontage**. Such lots shall be allowed subject to the following conditions:
  1. Lot contains a **minimum of two (2) acres** in area
  2. Lot shall be accessed via a recorded **access easement of at least 30 feet in width**, and
  3. Lot shall be **restricted to development as one single-family dwelling**. Creation of multiple lots (a subdivision) using this method shall be prohibited.

**Within Lee County and the Town of Broadway (including the ETJ), a minor subdivision is one of the following:**

- (A) Any subdivision which contains **not more than six (6) lots with frontage on an existing publicly-maintained street**, and does not involve the extension of any public or private street for access to interior property; does not involve the extension of public water, sewer, or other public improvements; does not adversely affect the remainder of the parcel or adjoining property; or require an exception from any requirement of this ordinance.
- (B) Any subdivision which contains **not more than three (3) lots**, and does not involve the extension of any public or private street for access to interior property; does not involve the extension of public water, sewer, or other public improvements; or require a variance from any requirement of this ordinance, provided that:
  - No lot is less than the required minimum lot size of the respective zoning district
  - Access to interior lots is provided by a perpetual, private **access easement, which has a minimum width of 30-feet, and connects directly to an existing publicly-maintained road**.
  - Each lot fronts or abuts the private access easement *or* an existing, publicly-maintained road.
  - **No more than three (3) lots are created along the 30-foot easement.**

**Minor subdivision applications should be aware of the following requirements:**

- **Preliminary zoning approval** from the Department of Community Development.
- A **completed soil evaluation or existing septic system re-evaluation** from either Lee County Environmental Health or a licensed soil scientist (see UDO § 6.1.10).
- A **digital copy** of the **preliminary plat** transmitted to Planning Staff for final review before a **final plat** is printed.
- The **final plat must be recorded** with the Lee County Register of Deeds  
 Location: 1408 S. Horner Blvd., Sanford, NC      Phone: 919.718.4585
- **Property deeds must be revised** to reflect the recorded plat; Subdividers and property owners must secure the services of an attorney of their choice to update respective deeds.

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**Jurisdiction:** City of Sanford (including ETJ) Lee County Town of Broadway (including ETJ)

**Name of Subdivision (optional):** \_\_\_\_\_

**Address / Location of Property to be Subdivided:** \_\_\_\_\_

**Parcel ID / Tax ID Number:** \_\_\_\_\_ **Zoning Designation:** \_\_\_\_\_

**Total Acreage of Tract to be Subdivided:** \_\_\_\_\_

**Proposed Size/Area of Lots to be Created via Subdivision (fill in all that apply):**

**Lot 1:** \_\_\_\_\_ acres

**Lot 4:** \_\_\_\_\_ acres

**Lot 2:** \_\_\_\_\_ acres

**Lot 5:** \_\_\_\_\_ acres

**Lot 3:** \_\_\_\_\_ acres

**Lot 6:** \_\_\_\_\_ acres

**Subject Property Owner's Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Contact Person (if different than owner) for plat review:**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

*I certify that this minor subdivision contains all information required by the City of Sanford / Lee County Community Development Department and, if using a private septic system, the Lee County Department of Environmental Health.*

\_\_\_\_\_  
Applicant (print & sign)

\_\_\_\_\_  
Date

### Required Attachments / Submittals

- A. Two (2) paper copies and one (1) mylar copy of the minor subdivision plat shall be submitted with a completed application.
- B. An application fee in the amount of \$50.00. Make all checks payable to *City of Sanford*.
- C. If securing the services of a soil scientist to complete a soil evaluation or septic system re-evaluation, please include a stamped copy of the soil scientist's soil report and map.

### **STAFF USE ONLY**

**Date Received:** \_\_\_\_\_ **Fee Paid:** Yes No **Staff Signature:** \_\_\_\_\_