

## Within the City of Sanford

A **minor subdivision** within the City of Sanford (and ETJ) is defined in our Unified Development Ordinance (UDO) as one of the following:

- Any subdivision of land containing no 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 the UDO (Unified Development Ordinance)
  
- Any subdivision that creates one (1) lot that does *not* have direct frontage along a publicly-maintained street, with the following conditions:
  - The minimum lot size is two (2) acres
  - The lot must be accessed via a minimum 30ft wide easement
  - Development of the lot is restricted to one (1) single-family dwelling

# Minor Subdivisions



## *A Reference Guide for the Minor Subdivision Process*

### Department of Community Development

115 Chatham Street (1<sup>st</sup> Floor)  
Sanford, NC 27330

919-718-4656

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

## What is a Minor Subdivision?

Generally, a minor subdivision is the splitting of any existing parcel into between two (2) and six (6) parcels without the extension of any public infrastructure.



## Important Contacts

### Sanford Public Works Department

225 E. Weatherspoon St.  
Sanford, NC 27330  
919-777-1118

### Lee County Environmental Health

115 Chatham Street (Ground Floor)  
Sanford, NC 27330  
919-718-4641 or [envhealth@leecountync.gov](mailto:envhealth@leecountync.gov)

### North Carolina Soil Scientist Directory

<https://ncblss.wordpress.ncsu.edu/>

### Lee County Register of Deeds

1300 S. Horner Blvd.  
Sanford, NC 27330  
919-718-4585

# Minor Subdivision Overview

## PRE-APPLICATION MEETING AND CONCEPT SKETCH

- Contact the Dept. of Community Development to confer with staff regarding the proposed division of land
- A hand-sketched site plan illustrating how the land is intended to be divided is encouraged for preliminary review by staff

## MINOR SUBDIVISION APPLICATION SUBMITTAL

- Submit a **Minor Subdivision Application** and required fee (\$50.00)
- Include the sketch plan as part of this submittal

## SOIL EVALUATION (if no public sewer is available)

- If no public sewer service is available for the property, each proposed lot must have a soil evaluation (a “perc test”) to ensure that on-site private septic systems can be installed.
- Applicants must choose one of the following options for soil evaluations:
  - A licensed soil scientist
  - Lee County Environmental Health

## PRELIMINARY MINOR SUBDIVISION PLAT SUBMITTAL

- Secure the services of a land surveyor (Community Development staff **cannot** recommend a surveyor)

- Have the surveyor create a preliminary minor subdivision plat
  - A digital copy should be submitted to Community Development staff for review

## PRELIMINARY MINOR SUBDIVISION PLAT SUBMITTAL

- Comments and revisions shall be provided to the surveyor upon review
- If/when those revisions are made, the preliminary minor subdivision plat can then be printed for final signatures
- Bring the final plat to the Community Development Department for final signatures
  - The following signatures must be obtained prior to Planning staff signing the plat:
    - Surveyor
    - Current property owner
    - Soil scientist (if applicable)

## FINAL PLAT RECORDATION

- Once all required signatures are collected, the final plat can be taken to the Lee County Register of Deeds for Recordation

## AMEND / UPDATE PROPERTY DEED(S)

- Contact an attorney of your choice to create and/or update all affected property deeds to reflect the subdivision of land and creation of new lots

## Property Line Adjustments and Recombinations

**Property line adjustments** are the relocation of existing lot lines which does not result in the creation of a new parcel *and* the resulting new property line configuration meets or exceeds the minimum standards of our Unified Development Ordinance (UDO).

**Recombinations** are the combination or recombination of previously subdivided and recorded parcels where the total number of lots is not increased and the resultant lots meet or exceed the standards of the UDO.

It is recommended that plats illustrating a property line adjustment or recombination are submitted to Community Development staff for review. These plats typically must be signed by a Plat Review Officer with Lee County GIS / County Strategic Services, who can be reached at 919.718.4663 or on the web at: <https://leecountync.gov/departments/gis-strategic-services>

## Questions? Contact Us!

The Department of Community Development is on the 1<sup>st</sup> Floor of the Buggy Building in Downtown Sanford, located at 115 Chatham Street. Community Development staff can be reached at 919-718-4656 or by email at [zoning@sanfordnc.net](mailto:zoning@sanfordnc.net).