

Platting Process

Step 1 Formal Application Submittal

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The applicant shall submit the completed application form, digital (electronic) copy of the plat, required fees and support documents as specified in the Land Development Ordinance (LDO). After receipt, the application will undergo a completeness review. An application that is not deemed "complete" will be returned to the applicant.

Step 2 Plat Review & Distribution

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After deemed complete, the plat is distributed to members of the Development Review Committee for evaluation and comment. Within 15 days week, the plat is reviewed and written comments are issued back to the applicant for corrections and modifications.

Step 3 Mylar Submittal

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Upon making all necessary corrections in response to staff comments, the applicant submits final, corrected copies of the plat to the Development Customer Resource Center in a mylar form. The final copies are then routed to the appropriate staff members for final signature. This process may take up to 5 days.

Step 4 Plat Recordation

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Once approved by the Town and all the appropriate signatures are obtained (Stormwater Management Manager, Planning Director, Review Officer, Addressing Specialist and Town Clerk), the applicant takes the signed and sealed plat to the County Register of Deeds for recordation. Upon recordation, the applicant submits 14 paper copies (16 if in Chatham County) of the plat to the Town Development Customer Resource Center along with one copy of the final recorded plat.

Notes

Prior to plat approval, all dedications and improvements, or payments in lieu thereof that are required per the LDO, shall be installed or finalized for the property.

- ➔ Application for plat must be filed by all owners of the property or by an agent, lessee, or contract purchaser authorized by the owner to file such application.
- ➔ A Plat is only approved if it is in conformity with the approved subdivision or site plan, and all payments, dedications and improvements associated with the approved plan are in place in accordance with the LDO.
- ➔ The recording of an approved plat with the Register of deeds authorizes the subdivider, or any subsequent developer of the property, to proceed with such applications for grading permits and building permits.
- ➔ No building permits may be issued until an approved subdivision plat has been recorded.
- ➔ No lots created after May 10, 2001 may be platted into a required river buffer or areas designated as Special Flood Hazard areas and Future Conditions Flood Hazard areas as indicated and mapped by the Federal Emergency Management Agency (FEMA).