

## Minor Subdivision Flowchart



Initial Review of sketch plan by Village Planner (optional)

Preliminary Plat and Application Submitted to Village Planner

Review by Village Planner and TRC

Review by Village Manager

If approved, construction plans are submitted to Village staff. If denied, decision can be appealed to Village Council.

Improvements made in compliance with Village Standards, inspected, and approved by Village staff.

Submit Final Plat for review and approval by Village Manager.

If approved, the final plat can be recorded with Moore County Register of Deeds and a copy filed with the Village. If denied, the applicant may appeal to the Board of Adjustment.

## What is the Online Permit Center?

The online permit center is a one-stop service that allows customers to submit permit applications online at their convenience. If you need assistance submitting an online application, call the Planning Department at 910-295-1900 and someone will assist you.

Go to [www.vopnc.org/permitcenter](http://www.vopnc.org/permitcenter).

## What is the Technical Review Committee?

A staff committee coordinated by the Village Planner for the purpose of providing the Village Planner with technical advice on development plan matters. Members include the VP, the Village Engineer, Fire Department, Building Official, Moore County Public Services, chair of the Planning and Zoning Board (P&Z Board), and an Assistant Village Manager.

## What is the Pinehurst Development Ordinance (PDO)?

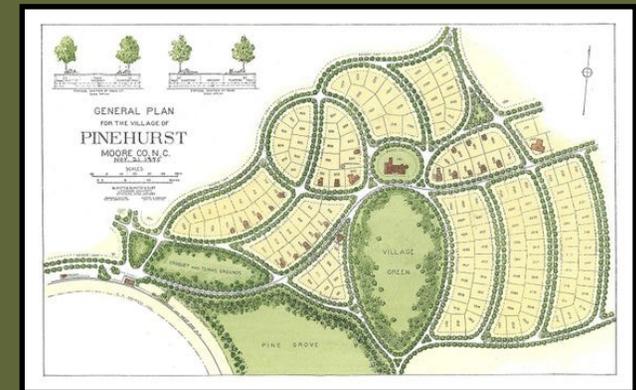
The PDO is a document in which all development regulations are consolidated. It serves as a policy instrument to help our local government respond and regulate the development occurring within the Village of Pinehurst.

## What is the Engineering Standards and Specifications Manual (ESSM)?

The ESSM contains the minimum design standards for site and development infrastructure not contained within the PDO.



# A GUIDE FOR MINOR SUBDIVISIONS



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### ***What is a Subdivision?***

A subdivision is all divisions of a tract or parcel of land into two or more lots, building sites, or other divisions for the purpose of sale or development (immediate or future). It also includes all divisions of land involving the dedication of new public or private streets or a change in existing streets.

### ***What is an Exempt Subdivision?***

A subdivision meeting any of the criteria below is considered exempt:

1. The combination or recombination of portions of previously subdivided and recorded lots where the total number of lots is not increased and the resultant lots are equal to or exceed the standards of the ordinance;
2. The division of land into parcels greater than ten acres where no street right-of-way dedication is involved;
3. The public acquisition or purchase of strips of land for the widening or opening of streets;
4. The division of a tract in single ownership whose entire area is no greater than two acres into not more than three lots, where no street right-of-way dedication is involved and where the resultant lots are equal to or exceed the standards of the ordinance;
5. The division of a tract into plots or lots used as a cemetery.

An exempt subdivision still requires an application and administrative review, however it can be completed quickly.

### ***What is a Minor Subdivision Plan?***

1. Creation of no more than three lots from any one tract of land, whether such lots are created at one time or over a period of ten years.
2. Dedication or improvement of any new street other than widening approved existing streets.

The plan is reviewed by Village Staff for compliance with the PDO's subdivision and zoning requirements. Additionally, the process requires review from both the Village Planner and the Technical Review Committee.

### ***What is a Minor Subdivision?***

A Minor Subdivision is any subdivision that does not qualify as an exempt or major subdivision, and includes the following:

1. Creation of more than three lots;
2. The need for dedication or improvement of any new street other than widening approved existing streets;
3. The division of land into parcels less than ten acres where street right-of-way dedication is involved.

### ***Application Process***

1. Prior to the submission of a Minor Subdivision, applicants should arrange for a pre-development meeting with the planning department.
2. Following the pre-development meeting, applicants should submit a complete application through the Online Permit Center ([www.vopnc.org/permitcenter](http://www.vopnc.org/permitcenter)).
3. Incomplete or deficient applications are not considered official submissions. Until a complete application is submitted, the review process does not begin.

### ***Application Requirements***

- A complete application is submitted through the Online Permit Center
- Fees: a fee schedule can be found at [www.vopnc.org/planning](http://www.vopnc.org/planning), however, fees are calculated automatically when applying online
- Required Documents
  - Preliminary Plat
  - Trip Generation Calculations
  - General Concept Plan (if Conditional District Rezoning)

### ***Minor Subdivision Review Process***

Minor subdivision review and approval is a multi-step process:

1. A proposed preliminary plat is submitted to the Village Planner. Prior to the submittal of the preliminary plat, an applicant can submit a sketch plan for initial review and comment.
2. The Village Planner and Technical Review Committee (TRC) review the application and plat for completeness and compliance.
3. Applicants make revisions and corrections to the Preliminary Plat in response to any comments made by the Village Planner and TRC.
4. After the preliminary plat has been fully reviewed by TRC and all comments have been addressed, the Village Manager approves it. The Village Engineer approves construction plans for proposed public improvements.
5. Once all improvements are installed in accordance with the preliminary plat, if any, the applicant will submit a final plat for approval by the Village Manager.
6. The Final Plat is approved when the applicant has properly made all dedications and necessary payments, properly installed all improvements, or a financial guarantee is in place.