

Major Subdivision Flowchart



Preliminary Plat and application submitted to Village Planner

Review by Village Planner and TRC

Planning & Zoning Board holds a public hearing

Village Council holds a public hearing and acts on the application

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

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

Submit Final Plat for Review and Approval by Village Planner

Final Plat is approved, recorded with Moore County Register of Deeds, and copy filed with the Village. If the Final Plat is not approved, the applicant can revise and resubmit or appeal the decision to the Planning & Zoning Board

What is the Planning & Zoning Board?

The Planning & Zoning Board (P&Z) reviews all amendments to the Pinehurst Development Ordinance, all proposed rezoning of property, all proposed major preliminary plats of subdivision and all proposed major site plans. P&Z is responsible for making recommendations to Village Council.

When Does the Planning Board Meet?

Planning Board Meetings are scheduled on the first Thursday of each month at 4:00PM. Meetings are held in Village Hall.

What is the Village Council?

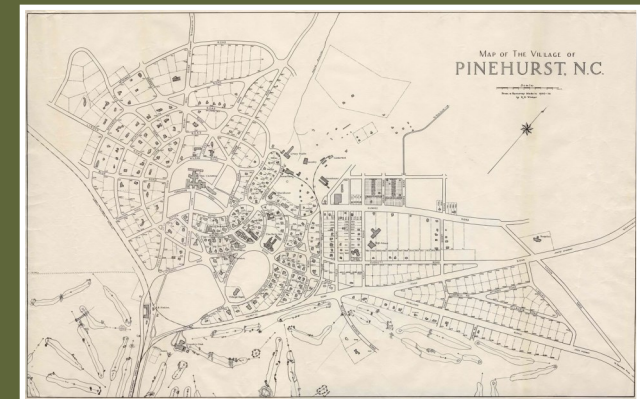
The Pinehurst Village Council is generally responsible for establishing Village policies and programs, approving the annual financial and strategic plan, and determining the rules, ordinances, and regulations for the welfare of the Village. In the major subdivision process, Village Council is the legislative body responsible for approving or denying a Major Subdivision. Village Council will consider the testimony of the applicant and public, recommendation of staff, and the recommendation of the Planning and Zoning Board in making their collective decision.

When Does Village Council Meet?

Village Council meets on the 2nd and 4th Tuesday of each month at 4:30pm in Village Hall, 395 Magnolia Road.



A GUIDE FOR MAJOR SUBDIVISIONS



Village of Pinehurst
Planning & Inspections Department
395 Magnolia Road
Pinehurst, NC 28374
910-295-1900
www.vopnc.org/planning
planning@vopnc.org

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 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 Major Subdivision?

A Major Subdivision is any subdivision that does not qualify as an exempt or minor 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 Major 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).
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, however, fees are calculated automatically when applying online

- Required Documents
 - General Concept Plan (if Conditional District Rezoning)
 - Preliminary Plat conforming to Section 9.17 and Appendix D of the PDO.
 - Trip Generation Calculations

Major Subdivision Review Process

Major Subdivision review and approval is a multi-step process.

1. A Preliminary Plat is submitted to the Village Planner. Prior to the formal application process, applicants should arrange for a pre-development meeting and submit a sketch plan.
2. The Village Planner & TRC review the application and provide written comments to the applicant.
3. The applicant makes revisions and corrections to the Preliminary Plat.
4. The Planning & Zoning Board conducts a public hearing and reviews the Preliminary Plat along with Village Planner's comments and recommendations.
5. The Planning & Zoning Board submits its recommendations to the Village Council.
6. Village Council conducts a public hearing and reviews the Preliminary Plat and the Planning and Zoning Board's recommendations, and approves, conditionally approves, or rejects the Preliminary Plat.
7. Village Council approves the subdivision and Village Engineer approves construction plans for all public improvements. Applicant dedicates land and installs improvements.
8. Upon carrying out the improvements, the applicant submits a Final Plat for approval by the Village Planner.
9. Final Plat approved and filed with Moore County Register of Deeds.