

Zoning & Subdivision Ordinance. Article 2, Section 2-2, Definition 235 Subdivision, Minor. A minor subdivision is a tract to be subdivided which is five (5) acres or less in size, and five or fewer lots result after subdivision:

- (a) all of which front on an existing approved street;
- (b) not involving any new public streets, right-of-way dedication, or requiring any new street for access to interior property;
- (c) not requiring drainage improvements or easements, other than rear and side lot line easements, to serve the applicant's property or interior properties;
- (d) not involving any utility extensions; and
- (d) not requiring any easements, other than rear and side lot line easements.

Zoning & Subdivision Ordinance. Article 26, Part II - Section 26-11: Procedure for Review of Minor Subdivisions

- (A) The subdivider shall submit a sketch plan showing all structures and easements on the property to be subdivided along with the final plat so marked to the Administrator for approval. The final plat shall be prepared by a Registered Land Surveyor currently licensed and registered in the State of North Carolina by the North Carolina State Board of Registration for Professional Engineers and Land Surveyors. The final plat shall conform to the provisions for plats, subdivisions, and mapping requirements set forth in NCGS 47-30 and the Standards of Practice for Land Surveying in North Carolina.
- (B) Five (5) copies of the final plat shall be submitted; two (2) of these shall be on reproducible material; three (3) shall be black or blue line paper prints. Material and drawing medium for the original shall be in accordance with the Standards of Practice for Land Surveying in North Carolina.
- (C) The final plat shall be of a size suitable for recording with the Harnett County Register of Deeds and shall be at a scale of not less than one (1)

inch equals two hundred (200) feet. Maps may be placed on more than one sheet with appropriate match lines.

- (D) Submission of the final plat shall be accompanied by a filing fee as set forth in the Town's Fee Schedule. The final plat shall meet the specifications of this Section. The following signed certificate shall appear on all five (5) copies of the final plat.

- (1) ***Certificate of Ownership and Dedication.*** I hereby certify that I am the owner of the property shown and described hereon, which is located in the subdivision jurisdiction of the Town of Lillington and that I hereby adopt this plan of subdivision with my free consent and establish minimum building setback lines as noted.

Owner Date

- (2) ***Certificate of Survey and Accuracy.*** In accordance with NCGS 47-30: There shall appear on each plat a certificate by the person under whose supervision such survey or such plat was made, stating the origin of the information shown on the plat, including recorded deed and plat references shown thereon. The ratio of precision as calculated by latitudes and departures before any adjustments must be shown. Any lines on the plat that were not actually surveyed must be clearly indicated and a statement included revealing the source of information. The execution of such certificate shall be acknowledged before any officer authorized to take acknowledgments by the registered land surveyor preparing the plat. All plats to be recorded shall be probated as required by law for the registration of deeds. Where a plat consists of more than one sheet, only the first sheet must contain the certification and all subsequent sheets must be signed and sealed.

The certificate required above shall include the source of information for the survey and data indicating the accuracy of closure of the plat before adjustments, and shall be in substantially the following form:

“I, _____, certify that this plat was drawn under my supervision from (an actual survey made under my supervision) (deed description recorded in Book ___, Page ___, etc.) (other); that the boundaries not surveyed are shown as broken lines plotted from information found in Book ___, Page ___; that this plat was prepared in accordance with NCGS 47-30 as amended. Witness my original signature, registration number and seal this _____ day of _____, A.D. 20____.” (within thirty days or it becomes void)

Surveyor

Seal or Stamp

Registration Number

The certificate of the Notary shall read as follows:

“North Carolina, _____ County.

I, a Notary Public of the County and State aforesaid, certify that _____, a registered land surveyor, personally appeared before me this day and acknowledged the execution of the foregoing instrument. Witness my hand and official stamp or seal, this _____ day of _____, 20____.

Seal or Stamp

Notary Public

My commission expires _____.”

- (E) The Administrator shall review the final plat and shall proceed with approval, conditional approval with modifications to bring the plat into

compliance, or disapproval of the final plat with reasons within twenty-eight (28) days of initial receipt of the plat.

- (F) During review of the final plat, the Administrator may appoint an engineer or surveyor to confirm the accuracy of the final plat. If errors are found which make the plat non-recordable, the costs shall be charged to the subdivider, and the plat shall not be recommended for approval until such errors have been corrected.
- (G) If the Administrator approves the final plat, he shall secure all required Town signatures and transmit the final plat to the subdivider for recording with the Harnett County Register of Deeds office.
- (H) If the Administrator recommends conditional approval of the final plat with modifications to bring the plat into compliance, he shall retain one (1) print of the plat for the Town's records and return his written recommendation and two (2) reproducible copies of the plat to the subdivider.
- (I) If the Administrator disapproves the final plat, he shall instruct the subdivider concerning resubmission of a revised plat, and the subdivider may make such changes as will bring the plat into compliance with the provisions of this Ordinance and resubmit same for reconsideration by the Administrator.
- (J) Failure of the Administrator to approve or make a written recommendation within twenty-eight (28) days after receipt of the subdivision plat shall constitute grounds for the subdivider to apply to the Board of Commissioners for approval.
- (K) If the Administrator approves the final plat, such approval shall be shown on each copy of the plat by the following signed certificate:
 - (1) ***Certificate of Approval for Recording.*** I hereby certify that the subdivision plat shown hereon has been found to comply with the Subdivision Regulations of the Town of Lillington, North Carolina, and that this plat has been approved by the Administrator for recording in the Office of the Register of Deeds of Harnett County.

Administrator, Lillington, North
Carolina

Date

NOTICE: This property is located within a Public Water Supply
Watershed – development restrictions may apply.

- (L) If the final plat is disapproved by the Administrator, the reasons for such disapproval shall be stated in writing, specifying the provisions of this Ordinance with which the final plat does not comply. One (1) copy of such reasons and one (1) copy of the plat shall be retained by the Administrator for record; one (1) copy of the reasons and three (3) copies of the plat shall be transmitted to the subdivider. If the final plat is disapproved, the subdivider may make such changes as will bring the final plat into compliance and resubmit same for reconsideration by the Administrator.
- (M) If the final plat is approved by the Administrator, the original tracing and two (2) prints of the plat shall be retained by the subdivider. One (1) reproducible tracing and one (1) print shall be filed with the Town Clerk.
- (N) The subdivider shall file the approved final plat with the Register of Deeds of Harnett County within six (6) months of Administrator approval; otherwise, such approval shall be null and void.

Also include the following statement:

Review Officer Certificate
State of North Carolina, County of Harnett

I, _____ Review Officer of Harnett County,
certify that this map or plat to which this certificate affixed meets statutory
requirements or recording.

Review Officer

Date

