



The purpose of this bulletin is to summarize the requirements for **preliminary plat and final plat** procedures. The submittal and approval process, which applies only to subdivisions served by wells and individual lot septic systems, is as follows:

- 1) The **preliminary plat** is submitted with a **new subdivision application form** for staff or Technical Review Committee (TRC) review. The revised application form includes the method of soil evaluation: (1) Environmental Health, or (2) Soil Scientist. Plat fees for planning review remain the same and will be collected with the preliminary plat submittal (\$100/plat + \$15/lot); health department fees will be collected by Environmental Health after the plat receives preliminary approval, **unless a soil scientist certified subdivision is submitted for approval.** (Plats certified by a Soil Scientist will not go to the Health Department prior to recording.) If a proposed lot contains an **"existing septic system,"** the drainage field location shall be shown on the preliminary plat, irregardless if the plat is processed through Environmental Health or by a Soil Scientist.

- 2) After review and approval of the preliminary plat by the Planning Section, minor subdivisions will have addresses assigned to each lot and the preliminary plat is given to the BZ Technician(s) for entering into the computer. If the subdivision plat will be processed through Environmental Health, three (3) prints are given to the Environmental Health Office Specialist. However, if the plat will be processed by a Soil Scientist, the BZ Technician returns the preliminary plat copies to the planner, as previously stated, a Soil Scientist certified plat will not be processed through Environmental Health before recording in the Register of Deeds. Major subdivisions will not have addresses and will be routed directly to Environmental Health. Addresses will be

assigned prior to final approval.

The current health fees are as follows:

| Number of Bedrooms | Fee Amount/Evaluation |
|--------------------|-----------------------|
| 2 | \$200.00 |
| 3 | \$300.00 |
| 4 | \$400.00 |
| 5 | \$500.00 |
| 6 | \$600.00 |

For those plats being processed through Environmental Health before recording, the applicant may create a separate plot plan for each lot or show the plot plan information on the approved preliminary plat. If approved, the Improvement Permit is valid for five (5) years. **For processing, the applicant (surveyor/owner) must contact the Environmental Health Department.**

- 3) The Environmental Health Department schedules soil evaluation(s) or system checks. If during the sanitarian's soil evaluations any lots are denied, the denied lot(s) can be combined with approved lot(s) or cross-hatched with the note on the lot, "NO IMPROVEMENT PERMIT HAS BEEN ISSUED FOR THIS LOT."

- 4) When lot evaluations are complete, the preliminary plat is routed back through the Planning Section from the Environmental Health Division before being forwarded to the surveyor. Any change to the preliminary plat will require additional planning staff review. Any new lot configuration requiring a new soil evaluation will require a new improvement permit application and soil evaluation payment. Any questions regarding soil evaluations should be directed to Environmental Health at phone number 641-7613.

This bulletin is intended for public information purposes only. It summarizes and omits some provisions. It is not to be construed or used as an official Development Ordinance or Health Department interpretation in any legal proceeding.

- 5) If no changes, the surveyor prepares the final plat. Each lot on the final plat should show the **street addresses and planning jacket number** as assigned on the preliminary plat, and any denied lots must be cross-hatched. The "Final Plat Packet," **consisting of the final plat (mylar) and nine (9) prints, is submitted to the Planning Department for approval and signatures.** Road sign fees must be paid prior to final plat approval. The surveyor is responsible for insuring that all other required signatures and seals are on the final plat when submitted to the Planning Department, **including all owners' signatures.** Three (3) prints of the final plat will be forwarded to Environmental Health for their final approval. All monuments (iron pins) must be set prior to Environmental Health's approval of the final plat. The following Certificate of Health Department Approval will be stamped on the three final prints by Environmental Health **"These lots were evaluated in accordance with Article 11 of Chapter 130A and Rules .1901- 1968 of Title 15A subchapter 18A of the North Carolina Administrative Code (T15A, 18A.1901-.1968) by the Guilford County Health Department. Specific lot information can be obtained by contacting the Guilford County Health Department."**

The final plat **mylar**, however, will **not** contain the above health stamp, just the three (3) paper prints. **No Environmental Health certificates are required on the mylar.**

- 6) After a final review by the Planning Department, the final plat is approved and made available for recording in the Register of Deed by the surveyor, or his designee. You may contact the Register of Deed for recording information at 641-7556.
- 7) The Towns of Stokesdale, Oak Ridge, Sedalia, Whitsett and Pleasant Garden may have slightly different processes. All Preliminary Plats require approval by the Town. Contact the Town Planner for details.