

## Checklist for Conveyance Plats and Minor Subdivision Plats

**Minor Subdivision-** a division of land involving one (1) to five (5) buildable lots which may or may not front on an existing street. Any subdivisions which may require new street access to interior property or require extension of public sewage or water lines or creation of new drainage easements through lots to serve property at the rear shall be approved by the Subdivision Administrator before any development will be permitted to begin.

The subdivider should submit a pre-application sketch plat to the Planning and Zoning Department in order that the staff may make the subdivider aware of the purpose and objectives of these regulations and to assist him/her in planning their development.

If the Planning and Zoning Department finds that the sketch plat meets the requirements of a minor subdivision as defined by this ordinance and that there are no adverse affects on the remainder of the parcel or on adjoining property, then the subdivider may proceed with the preparation of a **conveyance plat** or **minor subdivision plat** which may be submitted at anytime and given final approval by the Subdivision Administrator or his assignee(s).

### Conveyance Plat and Minor Subdivision Requirements:

A conveyance plat is a simple, clear sketch prepared by a registered surveyor which shows a proposed property division. It shows the relationship of the parcel(s) being subdivided to the original property. The **minor subdivision plat** and the **conveyance plat** must include the following information:

1. Title Block- it shall contain the words “**conveyance plat**” or for a minor subdivision of up to 5 lots it should contain the words “**minor subdivision**” and shall include the township, parcel identification number, subdivision name, date scale, name and address of owners and name, and address of registered land surveyor. The Title Block shall be located at the bottom right hand corner of the plat.
2. Survey- the boundary lines on the tract to be subdivided shall be determined by an accurate survey prepared, sealed, and signed by a registered land surveyor. The survey shall be drawn in accordance with G.S. 47-30, Section 3, Part (M).
3. Location and labeling of all streets which adjoin the property.
4. Current zoning of the property.
5. Location and description of all existing structures on the property.
6. Name, address, and parcel identification numbers of adjacent property owners.
7. Show all easements on and around the parcel, and label accordingly.
8. The **conveyance plat** may not be larger than 8 ½ by 14 inches. The **minor subdivision plat** may not be larger than 18” by 24”.

**Fees: Conveyance Plats- \$10 per newly created lot**  
**Minor Subdivision Plats - \$50 per map**