



MINOR SUBDIVISION APPLICATION FORM

APPLICATION PAGE 1 OF 6

APPLICATION LAST UPDATED: 11-05-2021

Planning & Zoning Department • 14094 Buffalo Road Archer Lodge, NC 27527 • P. 919.359.9727

1. THINGS TO KNOW ABOUT THE MINOR SUBDIVISION PROCEDURE

1. The minor subdivision review procedure is described in Section 30-3313 of the Archer Lodge Unified Development Ordinance (UDO).
2. A minor subdivision is one that creates four or fewer lots with no extension of public utilities (streets, water, or sewer).
3. Any division of land involving the extension of public utilities (streets, water, sewer, etc.) is not a minor subdivision.
4. A minor subdivision may not result in the establishment of new or residual land parcels that do not meet the requirements of the State, the County, or the Archer Lodge UDO.
5. All subdivisions shall be consistent with the applicable rules in Article 7, Subdivisions, of the Archer Lodge UDO.
6. All lots within a minor subdivision shall comply with the standards for access in Article 6, Division 1 of the Archer Lodge UDO. All driveways shall comply with applicable NCDOT requirements.
7. No lots may be sold or building permits issued for development within a minor subdivision until after a minor subdivision plat is recorded with the Johnston County Register of Deeds.
8. A minor subdivision plat must be prepared by a licensed land surveyor, professional engineer, or professional landscape architect.
9. Subdivisions located within one or more overlay districts shall be subject to the applicable overlay standards in Article 4, Division 5.

2. GENERAL PROJECT INFORMATION

A. Parcel Information

1. Street Address:
2. Parcel Identification Number:
3. Lot Area/Acreage:
4. Base Zoning District Classification:
5. Overlay Zoning District(s) (if applicable):

B. Primary Point of Contact Information

1. Primary Point of Contact Name:
2. Mailing Address:
3. Phone:
4. Email:

C. Preparer Information

1. Name and License Number:
2. Mailing Address:
3. Phone:
4. Email:



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3. DESCRIPTION OF REQUEST

(Please complete the following)

1. Please list the project name:

2. Please indicate the number of building lots that will result after the subdivision

3. Is the project phased? Yes No

If so, please identify this phase and if there are any subsequent phases:

4. Is any land proposed for dedication to the Town? Yes No

If so, for what purpose:

5. Please indicate how each lot in the subdivision will be accessed:

6. Does this subdivision include any private infrastructure? Yes No

If do, please list all forms of private infrastructure provided:

7. Does this application include a request for a fee-in-lieu? Yes No

If so, for what features?

8. Is this subdivision subject to an approved variance or administrative adjustment? Yes No

If so, please describe:

9. Are there any zoning conditions of approval that apply to this property? Yes No

If so, please describe:

4. SUBMITTAL CHECKLIST

(Please ensure your application includes 3 paper copies and 1 digital (pdf) copy of all of the following)

1. Minor subdivision application form

2. Application fee

3. Copy of the planned development master plan, if applicable

4. Transportation impact analysis, if required

5. Copy of county health department approval for on-site wastewater disposal and on-site potable water systems, as appropriate

6. Any additional information determined to be necessary by the Town, Johnston County, the State, or federal governmental entity



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5. PLAN REQUIREMENTS

(Please check each box that applies to your application)

A. Basic Requirements for All Sheets

- | | |
|---|--------------------------|
| 1. All drawings sealed, signed, and dated by a licensed land surveyor, professional engineer, or professional landscape architect | <input type="checkbox"/> |
| 2. Plan preparer's name, address, daytime telephone number, email address | <input type="checkbox"/> |
| 3. Landowner's name, address, daytime telephone number, email address | <input type="checkbox"/> |
| 4. Date of plan preparation and any revisions | <input type="checkbox"/> |
| 5. Sheets shall be no larger than 36" x 24" | <input type="checkbox"/> |
| 6. Minimum text size shall be 1/8" | <input type="checkbox"/> |
| 7. Scale on plan view shall be no smaller than 1" = 100' nor larger than 1" = 20' | <input type="checkbox"/> |
| 8. Each sheet shall provide a legend indicating existing and proposed lines, features, and symbols | <input type="checkbox"/> |
| 9. Sheet number and title | <input type="checkbox"/> |
| 10. Name of development and phase, if phased | <input type="checkbox"/> |
| 11. Revision number and re-subdivision indicators | <input type="checkbox"/> |
| 12. Street address of subject site (if available) | <input type="checkbox"/> |
| 13. North arrow (north arrow shall not be oriented towards bottom of plan) | <input type="checkbox"/> |

B. Existing Conditions Sheet

- | | |
|---|--------------------------|
| 1. Plat book or deed book references to proposed site | <input type="checkbox"/> |
| 2. Tax map, block, and lot numbers | <input type="checkbox"/> |
| 3. A vicinity map at a scale no smaller than 1" = 200' | <input type="checkbox"/> |
| 4. Town corporate limits and other jurisdiction lines | <input type="checkbox"/> |
| 5. Acreage in tract | <input type="checkbox"/> |
| 6. Existing land uses on site and adjacent properties | <input type="checkbox"/> |
| 7. Existing streets, railroads, greenways, trails, and other rights-of way within or bordering the site | <input type="checkbox"/> |
| 8. Existing easements of any kind (location, type, dimensions) | <input type="checkbox"/> |
| 9. Names of adjoining landowners | <input type="checkbox"/> |
| 10. Base and overlay zoning district designations on the subject site | <input type="checkbox"/> |
| 11. Base and overlay zoning district designations on all abutting lots or sites | <input type="checkbox"/> |

C. Subdivision Configuration Sheet



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1. Total number of lots proposed	<input type="checkbox"/>
2. Proposed lot lines, square footage, and dimensions to the nearest foot	<input type="checkbox"/>
3. Existing lot lines to be changed (shown as dashed lines)	<input type="checkbox"/>
4. Lot numbers and street address assigned to each lot	<input type="checkbox"/>
5. Setbacks and unbuildable areas	<input type="checkbox"/>
6. Lot access locations if direct access from a public street is not available	<input type="checkbox"/>
7. Existing and proposed topography of the subject site and beyond showing existing contours at intervals of no greater than five feet – identify at least two contour elevations	<input type="checkbox"/>
8. Designated common areas and open space set-aside (if proposed)	<input type="checkbox"/>
9. Lands indicated for dedication to the City for use as greenways or trails	<input type="checkbox"/>
10. Proposed easement locations and widths (drainage, access, utilities, etc.)	<input type="checkbox"/>
11. Cluster mailbox locations, if provided	<input type="checkbox"/>
12. Guest parking, if provided outside of individual building lots	<input type="checkbox"/>
D. Environmental Features Sheet	
1. Locations of all streams, drainageways, ponds, lakes, wetlands, and water bodies	<input type="checkbox"/>
2. Locations of jurisdictional waters and wetlands	<input type="checkbox"/>
3. Locations of stream crossings, including proposed grading and stream impacts	<input type="checkbox"/>
4. Riparian buffers, including zones	<input type="checkbox"/>
5. FEMA regulated floodway, floodplain, and flood fringe	<input type="checkbox"/>
6. 100-year base flood elevation	<input type="checkbox"/>
7. Finished floor/floodproofing elevation of structures in special flood hazard areas	<input type="checkbox"/>
8. Type and location of all permanent stormwater control mechanisms	<input type="checkbox"/>
9. Inlets and outlets serving stormwater control mechanisms	<input type="checkbox"/>
10. Water bodies (ponds, lakes, streams, etc.)	<input type="checkbox"/>
11. Perimeter landscaping buffers, if required	<input type="checkbox"/>
12. Streetscape buffers, if located on commonly-owned land	<input type="checkbox"/>
13. Street tree locations, if required	<input type="checkbox"/>
D. Certificates (See Article 11, Division 3 of the UDO)	
1. Plat certificates 1-6	<input type="checkbox"/>

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2. Plat certificates 9-11

3. Other plat certificates, as directed by Town Staff

6. APPLICANT SIGNATURE

I certify that the information provided on this application form and in the associated site plan is complete and accurate to the best of my knowledge. I hereby authorize City officials to enter the subject property for the purposes of determining compliance.

If there are multiple land owners or applicants, a signature is required for each.

Land Owner or Authorized Signature: _____

Date: _____

Land Owner or Authorized Signature: _____

Date: _____

Land Owner or Authorized Signature: _____

Date: _____

OFFICE USE ONLY

Project #:

Associated Project #:

Received By:

Filing Date:

Accepted as Complete By:

Complete Date:

Decision:

Decision By:

Decision Date:

Pre-application Conference Date (if conducted):

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Notes/Comments: