

STAFF REPORT



Hearing Date: NA

Case File #: NA

General Description: Discussion concerning the Subdivision Approval Process.

Town Initiated

Citizen Initiated

Applicant(s): NA

STAFF COMMENTARY

Based on discussion during the Planning Board meeting held 8/18/2016, staff has researched the approval process for subdivisions and accompanying infrastructure requirements. Brunswick County recently updated their regulations to require the complete installation of infrastructure prior to final plat approval. The County's requirements for such are included herein.

In addition, the Planning Board may wish to continue discussion regarding the pros and cons of revising the subdivision approval process to include a vote by the Town Council. In many jurisdictions, major and minor subdivisions are classified based upon the number of lots to be included – minor subdivisions including 10 or fewer lots and major containing greater than 10. Parties responsible for each respective approval can be further identified based on the classification with major subdivisions requiring greater scrutiny and minor subdivisions only requiring administrative or Planning Board approval.

Should the Planning Board wish to revise the subdivision approval process, the Board should consider including public engagement as part of the process. Informing the development community of potential changes would also be prudent in order to gather input and educate others about the process.

SUPPORTING INFORMATION

BRUNSWICK COUNTY UDO – SUBDIVISION/PLANNED DEVELOPMENT REQUIREMENTS PRIOR TO BUILDING PERMIT

Ordinance 3.1.4 Subdivision and Planned Development Recordation and Building Permit Issuance Requirements

No subdivision or planned development (PD) shall be recorded nor any structural building permit issued within a proposed subdivision until all County requirements have been met and approved by the appropriate County officials as follows:

A. Approval of detailed preliminary subdivision plat or PD Final Master Plan, including required plans and specifications upon meeting all applicable County, State and Federal requirements. (Note: the final plat or PD plan must conform to the preliminary plat or PD plan in content and layout with only minor deviations).

B. Approval of final plat or PD plan upon completion of all required improvements with the exception of the final lift of asphalt on roadways and minor improvements such as required landscaping or electric utilities. Surety acceptable to the County must be provided in the amount of 150% of the engineer certified cost of the final lift of asphalt.

C. Building permits may be issued upon approval of final subdivision plat or PD plan.

Option: Building permits may be issued prior to final plat approval subject to:

1. Approval or conditional approval of a detailed preliminary subdivision plat or PD plan;
2. Recorded Development Plan Agreement or Development Agreement between the County and the owner of the property limiting building permits to no more than two model units;
3. Water and sewer service approved by the County must be provided to unit(s) and a certificate of occupancy obtained for model unit(s);
4. Access acceptable to County Emergency Services for emergency vehicles must be provided; and
5. Required infrastructure improvements must be substantially complete for additional building permits.

D. Final plat or PD plan approval and recordation required for transfer of lot ownership.