

How do I get a Subdivision approved in Perquimans County???

Most of the County is zoned RA (Rural Agriculture) which has a lot cap of 4. If you would like to develop a parcel of land and are considering more than 4 lots, then you will first need to REZONE the land to a zoning district that allows larger subdivisions.

- 1) Get an idea of what type of density you'd like to achieve. Perquimans County has minimum lot size zoning districts at 15,000(RA-15) / 25,000(RA-25) / and 43,000(RA-43) square feet, allowing for approximately 1 acre, 2/3 acre, and 1/3 acre lot sizes. These districts do not have a lot cap. Densities of greater than 1 dwelling per 43,000 Square Feet will require an approved centralized wastewater system.

This of course will ultimately depend on a certification letter from Regional Albemarle Health Services, indicating that the soil involved, will support septic fields at that density (unless you plan to install an alternative form of sewer service).

- 2) Once you have determined your target density, and have a certification letter from the Regional Health Department indicating approval for septic systems, you will need to contact the Planning and Zoning Administrator to apply for a Rezoning. This application can be downloaded from the county website.

The Planning Board (PB) will be the first level of review. They meet every 2nd Tuesday of every month, and your application materials will need to be submitted a minimum **25 days** prior to their meeting. A sketch plan can be submitted along with the Rezoning, however none is required. This is a public meeting however, and only adjacent property owners will be notified.

The Planning Board will recommend approval, denial, or table your application for further review. If tabled, you will automatically be placed on the agenda for the next Planning Board meeting. Recommendations for Approval or Denial will move your case along to the final review board, the Board of County Commissioners (BOC).

At any time during this review process, you can withdraw your application for consideration and reapply at a later date or ask for a continuance to allow yourself or the board more time to research the application and gather data or commentary from reputable sources.

The Planning Board will consider the following when making a recommendation to the Board of Commissioners concerning your request:

**Section 1302 (County Zoning Ordinance).
Action by the Planning Board**

Every proposed amendment, supplement, change, modification, or repeal of this Ordinance shall be referred to the Planning Board for its recommendation and report. The Planning Board shall hold a public meeting, at which the Board of County Commissioners may sit concurrently with the Planning Board if the Board of Commissioners so desires. Notice of the public meeting shall be mailed to adjoining property owners in the envelopes provided by the applicant. Notice shall be made by posting the property concerned. The Board of County Commissioners shall receive written notice of the meeting and its subject matter from the Planning Board.

The following policy guidelines shall be followed by the Planning Board concerning zoning amendments; no proposed zoning amendment will receive favorable recommendation unless:

- (a) (a) The proposal will place all property similarly situated in the same category, or in appropriate complementary categories.
- (b) (b) There is convincing demonstration that all uses permitted under the proposed district classification would be in the general public interest and not merely in the interest of an individual or small group.
- (c) (c) There is convincing demonstration that all uses permitted under the proposed district classification would be appropriate in the area included in the proposed change. (*When a new district designation is assigned, any use permitted in the district is allowable, so long as it meets district requirements and not merely uses which applicants state that they intend to make the property involved*).

- (d) (d) There is convincing demonstration that the character of the neighborhood will not be materially or adversely affected by any use permitted in the proposed change.
- (e) (e) The proposed change is in accord with the Land Use Plan and sound planning principles.

The Planning Board shall render its recommendation on any properly filed petition within sixty (60) days after the introduction of such petition and shall transmit its recommendation and report, including the reasons for its determinations, to the Board of County Commissioners.

- 3) The Board of Commissioners meets every 1st Monday of every month. This meeting involves a public hearing at the beginning, which will allow residents to comment on the case and the applicant to respond. The Board will reference Section 1303 of the County Zoning Ordinance in making its decision. At the end of this meeting, the Board of Commissioners will vote to approve, deny or table the application. If approved, a rezoning document will be sent to you, which you will need to complete and return for recordation. If your case is denied, and you wish to reapply, you are required to wait at least one year from the date of denial before you can be permitted to reapply. If your case is tabled for whatever reason, you will automatically be placed on the agenda for the next available meeting of the Board of Commissioners.
- 4) If your case is approved, your next step is to apply to the Technical Review Committee with a sketch plat of the subdivision. Application requirements are listed on the TRC Guidelines document located on the Planning Department Website. TRC meets every 4th Monday of every month and you will need to submit all of your materials at least **14 days** in advance of the TRC meeting. At the meeting, 12 or more department heads or representatives for the county and other agencies will meet with you and discuss any comments, suggestions, or requirements for recommending approval to the Planning Board.

****A sketch plat will be required for properties of 10 acres or more or any waterfront property****

- 5) After TRC has made recommendations/suggestions, your sketch plat will be placed on the agenda for the next available Planning Board meeting. These are held every second Tuesday of every month at 7:30pm. The Planning Board will review your sketch plan and TRC's comments and make recommendations that the applicant should provide on a Preliminary Plat in order to receive a favorable recommendation.
- 6) You may then submit a Preliminary Plat to the Planning office **15 days** prior to the meeting to make the Planning Board agenda at their next available meeting. The Preliminary Plat should meet all of the requirements set out in the County's Subdivision Regulations. At this meeting, the Planning Board will compare the Preliminary Plat to the Sketch Plat to determine if the recommended changes have been made and may recommend approval, denial, or tabling of the Preliminary plat. Once the Planning Board has made a recommendation, it will be placed on the agenda for the next available meeting of the Board of Commissioners where they will consider the request.

Once your Preliminary Plat has been given approval by the BOC, you will next want to submit a final plat **15 days** prior to the next available Planning Board meeting, according to the requirements for a final plat listed in the county's Subdivision Regulations.

- 7) This final plat will be reviewed by the Planning Board and after a recommendation, a review by the Board of Commissioners at their next available meeting. With final plat approval by the BOC, you can arrange for the necessary infrastructure guarantees, submit mylars to the county manager's office to receive signatures, and deliver them to the Register of Deeds office on the first floor of the Courthouse for recordation.

There are fees associated with the application for rezoning (\$100), submission of a preliminary (\$50 + \$10/lot) and a final plat (\$100 + \$10/lot), and the recordation of your final plat.

****Note also that it is the applicant's responsibility to contact the Army Corps of Engineers, Department of Environment and Natural Resources, and/or other relevant departments to acquire the necessary permits****

There are also water facility fees:

4 lots or less @ \$500.00 each

5 lots or more @ \$2500.00 each

(If you have 30 lots, then you would pay \$500/each for lots 1-4 and \$2500/each for lots 5-30)

****ALL FEES ARE DUE PRIOR TO RECORDING THE PLAT****

The following is a “Best Case Scenario” Example Timeline of the Subdivision Approval Process:

<u>Month</u>	<u>Date</u>	<u>Board</u>	<u>Stage</u>
January	2 nd Tuesday	Planning	Rezoning
February	1 st Monday	Commissioners	Rezoning
February	4 th Monday	TRC	Sketch Plan
March	2 nd Tuesday	Planning	Sketch Plan
April	2 nd Tuesday	Planning	Prelim Plat
May	1 st Monday	Commissioners	Prelim Plat
June	2 nd Tuesday	Planning	Final Plat
July	1 st Monday	Commissioners	Final Plat