



# The Major Subdivision Process

## Major Subdivision Process

1. Preliminary plan submitted to Planning staff by the deadline. Please review the development review schedule.

### Filing Requirements:

- a. Preliminary Approval Application Form (attached),
  - b. Current tax map(s) of subject site plus all surrounding properties,
  - c. Twenty-five (25) copies of Preliminary Subdivision Plan (attached is a "Site Plan Checklist for Subdivisions" and a sample "Legend" for the site plan)
  - d. Filing Fee payable to the Village of Clemmons.
2. Planning staff has three Site Plan Review Committee meetings to check proposed subdivision against zoning ordinances, subdivision regulations, and accepted design practices.

### Site Plan Review Committees:

- a. Planning staff,
  - b. Village, County, and State Government Department Heads
3. Planning staff discusses any changes recommended by committees with developer and mails developer a Site Plan Review Record listing any conditions of development.
  4. If developer agrees with staff changes to the site plan, fifteen (15) new copies are submitted to the planning staff two (2) days before Planning Board hearing.
  5. The Planning Board will review the subdivision request and makes a **recommendation** to the Village Council.
  6. The Village Council will review the subdivision request and will make the **final approval**.
  7. If subdivision is approved by the Village Council, the developer has the right to proceed with development per the approved site plan and conditions.
  8. Developer prepares detailed engineered drawing of the public streets and submits them for approval by either the Village Public Works Department and/or the NCDOT engineer. Developer prepares detailed engineered drawings for the public utilities and submits them to the City-County Utilities Division. Also developer prepares grading plans to be submitted to the Erosion Control Officer of the Inspections Department for the issuance of grading permits and compliance with the Erosion Control Ordinance.

9. Village Public Works Director, NCDOT, City-County Utilities Division, and Erosion Control Officer review construction/engineering and grading plans and requires changes in accordance with the approved Preliminary Subdivision and accepted engineering practices.
10. Village Engineer/Public Works Director, NCDOT, City-County Utilities Division or Erosion Control Officer sign the approved construction/engineering or grading plans.
11. Grading and construction of the public streets or public utilities may begin.
12. Developer either completes construction of the improvements in accordance with the plans, or, using the estimate of construction costs given him by the Village Public Works Director/Village Engineer or NCDOT, he may submit a Performance Bond or Irrevocable Standby Letter of Credit for the satisfactory completion of the improvements.

Bonding Procedure:

- a. Developer gets estimate for improvements from either the Village Public Works Director or the NCDOT depending on which jurisdiction is involved.
  - b. If estimate is from Village Public Works Director, it must be sent to the Village Attorney's office. If estimate is from NCDOT, it must be sent to the Planning staff.
  - c. Developer goes to the bank or any other lending institution to get bond or other instrument of credit:  
*Examples of Bonds:*
    - Performance Bond with corporate seal [performance conditioned within two (2) years]
    - Irrevocable Letter of Credit [in effect for a minimum of one (1) year from the time of issuance; must be automatically extended, without amendment, for one (1) year from its expiration date (or any future expiration date)]
    - Deposit of Funds in an Escrow Account
  - d. If estimate from Village Public Works Director, take bond to Village Attorney (for approval as to legality).
  - e. If Village Attorney approves, that office sends a letter to the Finance Officer with the estimate and bond to be held in security until the improvements are completed.
  - f. If estimate is from NCDOT, take bond to Planning staff for approval. Planning staff sends a letter to the Finance Officer with the estimate and bond to be held in security until the improvements are completed.
  - g. Bonds will be released by the Finance Officer when the Planning staff is notified by either the Finance Officer or NCDOT that the improvements are completed and are built to specified standards.
13. Developer then has engineer or surveyor prepare a Final Plat of the property. Preliminary copies (three [3] paper prints) are submitted to Planning staff for a required three (3) day review.
  14. Preliminary copies of Final Plat are reviewed by Planning staff, Public Works Department, the Village Engineer and Utilities Divisions.

15. At the end of the three day review period, Planning staff contacts the developer for any changes which need to be made to the Final Plat.
16. Once corrections are made to Final Plat, two (2) black line mylars (slick side up) are submitted to Planning staff for approval signatures by authorized Review Officers.

Checklist before Final Plats are Approved:

- NCDOT jurisdiction subdivisions must have approval signature in their title block, and a letter from the District Engineer that the improvements have been built to NCDOT standards. Bonding would override the required NCDOT letter, however the District Engineer's approval signature must be on the Final Plat.
  - Development must meet all relevant site plan conditions before Final Plats are approved.
  - Developer must show an executed "Plat Recording Authorization and Statement of Dedication of Roads or Streets" to the Planning staff before receiving the approval signature. Said statement and any required Trustee and Holder of Lien statements must be recorded in the office of the Register of Deeds with the final plat.
17. Planning staff signs Final Plat.
  18. Final Plat and "Plat Recording Authorization and Statement of Dedication of Roads or Streets" and, if applicable, Trustee and Holder of Lien statements are recorded in the Office of the Register of Deeds
  19. Register of Deeds gives Planning staff recorded Plat Book and page numbers. Copies of the Final Plat are then sent to the Inspections Department and the Forsyth County Tax Office.
  19. Upon receipt of the Final Plat by the Inspections Department, building permits are issued for the lots.