



**CLEMMONS
PLANNING
DEPARTMENT**

**REQUIREMENTS FOR
MINOR SUBDIVISION
APPROVAL FOR
NEW BUILDING LOTS**

P. O. Box 1710, Clemmons, NC 27012
3715 Clemmons Road

Phone: 336-766-7511 Fax: 336-766-7536
www.clemmons.org

The Minor Subdivision process involves the review and approval of a plat. The Planning Department no longer reviews written metes and bounds legal descriptions for Minor Subdivision approval. It is recommended that applicants contact the Village of Clemmons Planning Department by appointment at 3715 Clemmons Road, Clemmons, NC 27012 or by phone 336-766-7511.

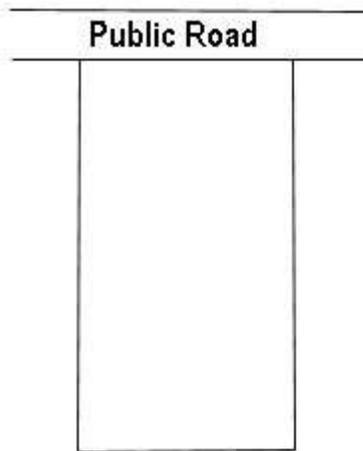
1. The process starts by presenting eight paper copies of the proposed Minor Subdivision plat to the planning staff. Plats will need to be 18"x 24" sheet size for recording purposes. The five working day review begins once plats are submitted.
2. All plats require additional signature blocks to be signed by various Village/County staff. The signature block forms can be obtained at the Village Hall or on the village website (www.clemmons.org).
3. Once the five day review has been completed, the applicant will be notified that a "red-lined" copy (denoting any corrections/revisions that need to be made) is ready to be picked up.
4. Once the plat preparer has made the necessary corrections/revisions, two revised Mylar prints along with any supporting documentation (i.e. Restrictive Covenants, Lien Holder Forms, etc.) and the appropriate fee (see fee schedule) will be needed for final approval and recordation. Please note that the additional signature blocks (if applicable) will need to be signed on the Mylar copies before presenting the plats for approval. Planning staff will review the Mylar copies to ensure that all necessary revisions have been made. Once that review has taken place, the planning staff will deem the plats approved by signing both Mylar copies. Planning staff will retain one copy for record keeping purposes, while the second copy will need to be recorded at the Register of Deeds Office.
5. After the plat has been signed, the applicant (or designee of the applicant) will need to record the plat in the Register of Deeds Office. The Register of Deeds Office is located at 102 West Third Street (in the Liberty Plaza building) and can be reached by phone at (336)-703-2700. An additional fee will be required by the Register of Deeds to record the plat.

"The Three-Cut Rule"

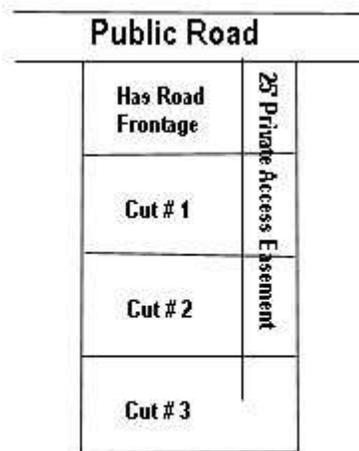
Care should be taken when subdividing property to create "buildable lots" (tax lots for which building permits or special use permits for manufactured homes will be sought). Chapter D, Section 3 of the UDO provides the guidelines and a definition for minor subdivisions. The main elements of the guidelines are summarized here for quick reference.

- A tax lot that existed on October 10, 1985, can be subdivided into no more than three (3) lots that do not front on a public road;
- The new lots must each meet UDO zoning requirements with respect to size and width at the building line, and cannot leave a remnant piece of the former lot that does not conform to these requirements;
- An access easement at least twenty-five (25) feet wide must be provided to each lot that does not have public road frontage;
- No new lot can block the extension of a public road; and,
- New lots that are ten (10) acres or greater in area are exempt from the "three-cut rule" but must still be reviewed and approved by staff.

An illustration of the application of this rule is included below. In this case an existing lot is being subdivided to create three (3) lots of less than ten acres that are served by a private access easement, and one lot that fronts on a public road.



**Tax Lot as configured
in 1985 (and currently)**



**Sample minor subdivision
with easement**