



GUILFORD COUNTY PLANNING AND DEVELOPMENT

Preliminary/Final Plat Procedures For Septic System Subdivisions

OVERVIEW

The purpose of this bulletin is to summarize the requirements for preliminary plat and final plat procedures. The submittal and approval process, which applies only to subdivisions served by wells and individual lot septic systems, is as follows:

PRELIMINARY PLAT

The preliminary plat submittal consists of the proper Filing Fee (refer to the Guilford County Fee Schedule) and five (5) paper copies of the preliminary plat. The Preliminary Plat Packet is to be submitted to the Planning Department at the staff level or Technical Review Committee (TRC) review. Health fees will be collected by Environmental Health after the plat receives preliminary approval, unless a soil scientist certified subdivision is submitted for approval. Contact the Environmental Health Division at 641-7613. Plats certified by a Soil Scientist will not go to Environmental Health prior to recording. If a proposed lot contains an "existing septic system," the drainage field location shall be shown on the preliminary plat, regardless if the plat is processed through Environmental Health or by a Soil Scientist.

After review and approval of the preliminary plat by the Planning Section, minor subdivisions will have addresses assigned to each lot and the preliminary plat is given to the BZ Technician for entering into the computer. If the subdivision plat will be processed through Environmental Health, three (3) prints are given to the designated Environmental Health Specialist. However, if the plat will be processed by a Soil Scientist, the BZ Tech returns the preliminary plat copies to the planner. As previously stated, a Soil Scientist certified plat will not be processed through Environmental Health before recording in the Register of Deeds. Major subdivisions will not have addresses and will be routed directly to Environmental Health. Addresses will be assigned prior to final approval.

For those plats being processed through Environmental Health before recording, the applicant may create a separate plot plan for each lot or show the plot plan information on the approved preliminary plat. Improvement Permit for approved lots are valid for five (5) years. For processing, the applicant, surveyor, or owner must contact the Environmental Health Division.

The Environmental Health Division schedules soil evaluations or system checks. If during the specialist's soil evaluation any lots are denied, the denied lot(s) can be combined with approved lot(s) or cross-hatched with the note on the lot: "NO IMPROVEMENT PERMIT HAS BEEN ISSUED FOR THIS LOT."

When lot evaluations are complete, the preliminary plat is routed back through the Planning Division from Environmental Health before being forwarded to the surveyor. Any change to the preliminary plat will require additional planning staff review. Any new lot configuration requiring a new soil evaluation will require a new improvement permit application and soil evaluation payment. Contact the Environmental Health Division at 641-7613 for any questions regarding soil evaluations.

FINAL PLAT

If no changes, the surveyor prepares the final plat. The Final Plat should have the Planning Case Number shown at the bottom right of the plat. Each lot on the final plat should show the street address and any denied lots must be cross-hatched. The Final Plat Packet, consisting of the final mylar copy and five (5) paper copies is submitted to the Planning Department for final approval and signatures. Road sign fees must be paid prior to final plat approval. The surveyor is responsible for insuring that all other required signatures and seals are on the final plat when submitted to the Planning Department, including all owners' signatures. Three (3) prints of the final plat will be forwarded to Environmental Health for their final approval. All monuments (iron pins) must be set prior to Environmental Health's approval of the final plat. A Certificate of Health Department Approval will be stamped on the three (3) final prints by Environmental Health.

The final plat mylar, however, will not contain the above health stamp, just the three (3) paper copies. No Environmental Health certificates are required on the mylar.

After a final review by the Planning Department, the final plat is approved and made available for recording in the Register of Deeds office by the surveyor, or his designee. Contact the Register of Deeds at 641-7556 for recording information.

The Towns of Oak Ridge, Pleasant Garden, Sedalia, Stokesdale, and Whitsett may have slightly different processes. All Preliminary Plats require approval by the Town. Contact the Town Planner in the Planning Department at 641-3334 for details.

This document is intended for public information purposes only. It summarizes and omits some provisions. It is not to be construed or used as an official interpretation of the Guilford County Development Ordinance or Health Department interpretation in any legal proceeding.