



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) through the and a copy of the preliminary plat. Application fees may be paid, and a copy of the preliminary plat must be uploaded through the Enterprise Permitting and License (EPL) Civic Access Portal. The Preliminary Plat may be reviewed at the staff level if it is a minor subdivision or by the Technical Review Committee (TRC) if it is a major subdivision. 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.

Addresses for proposed lots will be assigned during preliminary plat review. Road sign fees; if applicable, may be paid after preliminary plat review. If the subdivision plat will be processed through Environmental Health, the approved preliminary plat will be assigned for Environmental Health review. However, if the plat will be processed by a Soil Scientist, the Inspections' Office returns the preliminary plat 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.

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, any change to the preliminary plat may 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 336-641-7613 for any questions regarding soil evaluations.

FINAL PLAT

If no changes to the preliminary plat are required, the surveyor prepares the final plat and uploads it to the corresponding case through the EPL Civic Access Portal for final submittal. The Final Plat should have the Subdivision 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. Road sign fees must be paid and all required or proposed improvements must be properly installed or guaranteed prior to final plat approval. The Final mylar copy is submitted to the Planning Department for final approval and signatures. 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. 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 final prints by Environmental Health.

After a final review by the Planning Department and Environmental Health, the final plat is 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 Pleasant Garden, Sedalia, Stokesdale, and Whitsett may have slightly different processes. All Preliminary Plats require approval by the Town. Contact a 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 Unified Development Ordinance or Health Department interpretation in any legal proceeding.