

What is a Major Subdivision?

Major Subdivision - the division of land excluded from subdivision exemption, [limited subdivision](#), or minor subdivision

Submittal Requirements:

- Subdivision Application
- Filing Fee
- Two hard and one digital (PDF) copy of plans
- Additional applicable documentation

Major Subdivision Process

Standard Steps

- **Sketch Plan** (reviewed by Planning Board & approved by Council)
 - a conceptual plan which shall indicate the intentions for the lands planned to be subdivided
- **Preliminary Plat*** (approved by Planning Board)
 - a detailed plan consistent with the Sketch Plan, accompanied by all applicable local, state or federal permits
- **Final Plat**** (approved by Planning Board)
 - A plat with completed improvements or improvements guaranties (1.25%)

Required info for each step described in [UDO section 4-32](#)

Planned Development Steps

- **Sketch Development Plan/Rezoning**
- **Site Development (Master) Plan** (reviewed by Planning Board & approved by Council)
 - a plan as described in [UDO subsection 12-1.6](#)
- **Preliminary Plat***
- **Final Plat****

*Preliminary Plat – Grading, clearing, construction or installation of improvements may begin (excepting soil tests, wetlands surveys, etc.)

**Final Plat shall be submitted not more than twenty-four (24) months after Preliminary Plat approval

**Final Plat and other pertinent info shall be submitted in a digital format compatible with the Town's Geographic Information System (GIS)

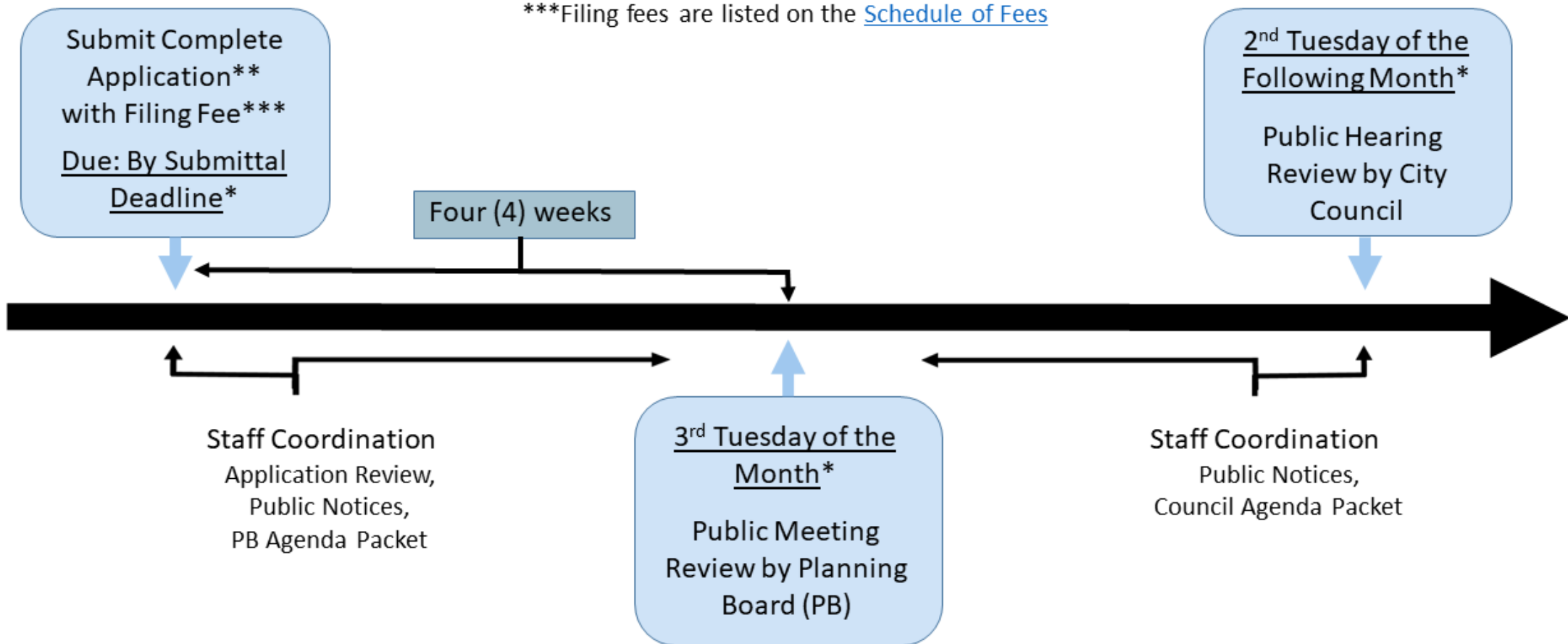
**Final Plat must be recorded within ninety (90) days of Final Plat Approval

Major Subdivision Review Process

PLEASE NOTE: *View specific dates by visiting the [Planning Board](#) & [Council](#) Schedule

Applications **must be complete in order to be placed on the next agenda.

***Filing fees are listed on the [Schedule of Fees](#)



For more information

Contact Planning & Inspections by:

Phone - (252) 726-6848 ext. 125

or

Email - mhcpi@moreheadcitync.org

or

In-person

9 a.m. – 5 p.m.

Monday – Friday

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