



SECTION 9.00

Platting Procedures

A Plat is a drawing, map, plan or other graphic representation of a subdivision of a tract of land, or a replat of such a tract of land, into lots of record and which is submitted to the Town of Holly Springs for final approval and signature prior to filing with the Office of the Registrar of Deeds of Wake County, North Carolina. No person shall create a subdivision or transfer or sell land by reference to, exhibition of, or any other use of a plat showing a subdivision or recombination unless the subdivision or recombination has been approved, created, and recorded as provided in the Town of Holly Springs, Unified Development Ordinance, Section 9.05, B., 6.

(Note: The total review time for final plats is dependant on the quality, completeness, and accuracy of the initial draft plat and the subsequent submittals.)

FINAL PLAT

Expected Review Time: Approximately 5-15 business days

Primary Processing Department: Planning & Zoning

Departments involved in Major Subdivision review process: Planning & Zoning, Engineering, Parks & Recreation

A Final Plat may be requested for an approved Master Plan or Preliminary Plan or a Minor Subdivision that contains four (4) or less lots and does not involve new public streets, extensions of public streets, the extension of public utilities, or request for Waivers as specified in UDO Section 9.05,B.,12 may be submitted for review and approval in accordance with the Final Plat Procedures. The review staff shall review the application, determine whether the record plat complies with all applicable regulations, identify any noncompliant features of the plat, and, whenever feasible, suggest modifications to correct the noncompliant features. The applicant will be notified of the identified noncompliant features and suggested modifications, and invite the applicant to discuss the review staff comments.

RECOMBINATIONS

Expected Review Time: Approximately 5-15 business days

Primary Processing Department: Planning & Zoning

Departments involved in Recombination review process: Planning & Zoning, Engineering, Parks & Recreation

A Recombination or Combination of land involves the alteration of property lines. A Recombination may change shape and/or size of a parcel of land, but does not generate additional lots. See requirements listed in UDO Section 9.05, B., 9. for further information.

RE-PLAT/AMENDMENT TO RECORDED PLAT

Expected Review Time: Approximately 5-15 business days

Primary Processing Department: Planning & Zoning

Departments involved in Re-Plat/Amendment to Recorded Plat review process: Planning & Zoning, Engineering, Parks & Recreation

A Re-Plat or Amendment to a recorded plat has two types of classifications. The Amendment is either considered to be Substantial or Minor. Substantial Amendments, which are describe in UDO

Section 9.05(B)(6e), shall be subject to the procedures set forth as applicable, for the initial Master Plan or Preliminary Plans. Minor Amendments are subject to the procedures listed in Section 9.03 of this manual.

VACATION OF PLAT

Expected Review Time: Approximately 5-15 business days

Primary Processing Department: Planning & Zoning

Departments involved in Vacation of Plat review process: Planning & Zoning, Engineering, Parks & Recreation

The Vacation of a Plat means that the plat is being destroyed and all public rights in the streets, alleys, public grounds, and all dedications laid out or described in such final plat are being divested. Please refer to UDO Section 9.05, B., 11, for instructions on the Vacation of a Plat.

ENGINEERING RIGHT-OF-WAY AND EASEMENT PLAT

Expected Review Time: Approximately 5-15 business days

Primary Processing Department: Engineering

Departments involved in Engineering Right-of-Way and Easement Plat review process: Planning & Zoning, Engineering, Parks & Recreation [Amended Resolution #07-31]*

An Engineering Right-of-Way and Easement Plat involves the dedication of easements or right-of-ways. An Engineering Right-of-Way and Easement Plat in no way changes the shape and/or size of a parcel of land, nor does it generate additional lots. [Amended Resolution #07-31]*