

The Minor Subdivision process involves the review and approval of a plat. It is recommended that applicants contact Development and Design Review (DDR) Staff to discuss the proposed subdivision of land prior to submitting plats for Minor Subdivision review. DDR Staff can be contacted by phone at (336)-727-8000 or you can visit us at the public counter on the second floor of the Bryce A. Stuart Municipal Building located at 100 East First Street (No appointment is needed).

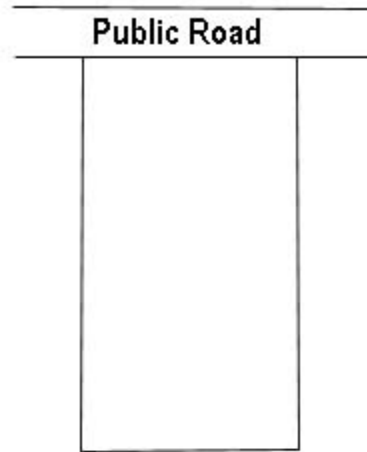
1. The process starts by presenting eight paper copies of the proposed Minor Subdivision plat to the DDR staff for review. Plats will need to be 18"x 24" sheet size for recording purposes. The five working day review begins once plats are submitted.
2. All plats require additional signature blocks to be signed by various City/County staff. Depending on what jurisdiction the property is located in, the corresponding signature blocks will need to be incorporated on the plat and eventually signed on the Mylar copies for recordation. The signature block forms can be obtained at the DDR public counter or on the CCPB website (www.cityofws.org/planning).
3. E911 service providers for Winston-Salem/Forsyth County require that if more than two lots are accessed by a common easement, the easement must be named. All names must be approved by Planning staff and E911 service providers. Additional fees will apply including street naming/renaming, street name signs, and a stop sign. Sign installation is required before plats are signed. Please be aware that the naming process extends the time frame beyond the normal 5-day review. More information can be obtained on the CCPB website (www.cityofws.org/planning) or by calling the Addressing section at 336-747-7048.
4. 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.
5. 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. DDR staff will review the Mylar copies to ensure that all necessary revisions have been made. Once that review has taken place, a designated Review Officer will deem the plats approved by signing both Mylar copies. DDR staff will retain one copy for record keeping purposes, while the second copy will need to be recorded at the Register of Deeds Office.
6. 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 201 North Chestnut Street, 2nd Floor 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"

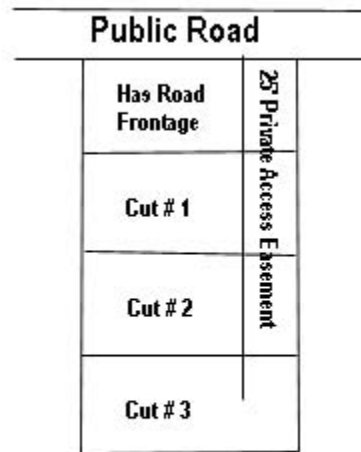
Care should be taken when subdividing property to create "buildable lots" (tax lots for which building permits or special use permits for manufactured homes will be sought). Chapter D, Section 3 of the UDO provides the guidelines and a definition for minor subdivisions. The main elements of the guidelines are summarized here for quick reference. For more information contact the Planning staff at 727-8000.

- 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;
- Two or more lots accessed by a common easement must be officially named;
- 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 that requires naming