

MINOR SUBDIVISIONS

Any project that divides a property into less than five lots and is served by frontage on an existing public or private road is considered a Minor Subdivision. For a checklist of required steps, please refer to the "[Minor Subdivision Checklist](#)" below.

Step 1: Pre-Application Conference

- Prior to embarking on the minor subdivision process, a pre-application conference is recommended. This conference is designed to foster clear communication between the developer and the city, ensuring both parties have a mutual understanding of the process and schedule. We ask that applicants come to this meeting with a rough sketch plan, the type of development, and an idea of the scale and size of the project in mind. Depending on how much information is provided by the applicant, the city may be able to answer questions on infrastructure extension capability at this point. This conference may include the Developer, Planning Director and/or City Engineer. This collaborative approach ensures that all relevant stakeholders are involved from the outset, paving the way for a smoother development experience.

Step 2: Rezoning (if necessary)

If unnecessary, skip to Step 3.

- During the pre-application conference, the Planning Director will indicate whether the development is zoned correctly for the proposed usage. Every parcel of land within the city's zoning jurisdiction has an assigned zoning district. Each zoning district has a specific set of zoning regulations (rules) that determine how parcels of land may be used. When a property owner is considering utilizing their property in ways that do not conform to their current zoning district regulations, they must fill out an application on our online permitting portal to change to their zoning classification. This application is heard by the Planning and Zoning Board, who will then make a recommendation to City Council. The City Council will make the final decision on the rezoning based on its overall reasonableness and adherence to the Future Land Use Map. The project cannot proceed unless the property is appropriately zoned for the proposed usage.

Step 3: Sketch Plan Submittal

For a checklist of requirements, please refer to the "[Sketch Plan Checklist](#)" below.

- A sketch plan is a required pre-development document for any project with the City of Kings Mountain. This document is not as technically detailed as a construction drawing but rather serves as a more conceptual outline for development and allows for initial feedback from various city departments, often through the Technical Review Committee

structure. This saves the developer time and reduces the cost of the overall project as potential concerns are raised and can be addressed prior to extensive site planning and engineering work. The applicant shall have 18 months from the date that the sketch plan is approved to submit a final plat, after which time a new sketch plan must be submitted for approval. The applicant must provide **4** copies of the sketch plan for city use. A comprehensive list of what is required in a sketch plan is attached below.

Step 4: Preliminary Plat Submittal

For a checklist of requirements, please refer to the "[Preliminary Plat Checklist](#)" below.

- A preliminary plat is a scaled drawing that shows the general layout of the entire project in detail. This document serves as an essential step in the land development and approval process, providing a clear visual representation of the project's scope and design. The applicant must provide **4** copies of the preliminary plat for city use. A comprehensive list of what is required in the preliminary plat is attached below. After a preliminary plat is approved, the applicant shall have 18 months to submit a final plat.

Step 5: Receiving Customer Choice Letter

- Under North Carolina General Statute (N.C.G.S. 160A-332(a)(6b)), municipality-owned utility suppliers are required to disclose the availability of another service provider to the developer. This will come in the form of a letter entitled "**NOTICE TO UTILITY CUSTOMER**" that must be signed by the applicant before further development can continue. All calculated fees are valid for a period of 90 days following the date of issuance of the letter.

Step 6: Minor Subdivision Fee Payment

- After initial drawings are submitted, the applicant is required to pay the minor subdivision fee to cover the cost of administration. This fee is calculated based on utility capacity and can be paid on the online permitting portal or in person at the Planning Department window in City Hall (101 W Gold Street).

Step 7: Internal Review

For a checklist of requirements, please refer to the "[Sketch Plan Checklist](#)" below.

- Once the initial drawings have been submitted and the administrative fee has been paid, the internal review process can proceed. All city departments will eventually get a chance to comment on minor subdivision projects in the Technical Review Committee phase, but this review is meant for closer scrutiny from the departments that are most

involved in the development. These departments include Planning and Zoning, Energy Services, Water Resources, Public Works, and Engineering.

Step 8: Technical Review Committee

- Once all the required documents (sketch plan and preliminary plat) have been submitted, they will be reviewed by the Technical Review Committee (TRC). This is a group of key department heads who meet weekly to evaluate prospective projects and review required documents, as well as give general advice on developmental best practices. After this initial review, a comment letter will be sent back to the applicant with any potential concerns that arise from this committee. If necessary, documents may need to be resubmitted based on comments from the committee before final approval. Once approved, the construction plans will be signed by relevant department heads.

Step 9: Subdivision Administrator Review

- After the Technical Review Committee has reviewed and approved the preliminary plat, the Planning Director will give final approval with his signature.

Step 10: Final Plat Submittal

For a checklist of requirements, please refer to the [“Final Plat Checklist”](#) below.

- A final plat is a survey of the entire project in detail. All rights-of-way that will be dedicated to the public will be listed in this document. This document serves as the final drawing required in the land development and approval process. The applicant must provide 3 copies of the preliminary plat for city use. A comprehensive list of what is required in the final plat is attached below.

Step 11: Final Plat Approval

- The final plat will be reviewed by the Planning Director for potential developmental concerns, and comments from each will be left for the applicant in the online permitting portal. It will also be reviewed by the Planning Department to ensure required mapping standards (per the *checklist*) have been met. The Planning Director will then issue a comment letter, asking any additional questions or detailing changes needed to be made to the document before approval, which may address both mapping standards and general departmental concerns. If the final plat is denied, the applicant may appeal this decision to the Planning and Zoning Board within 30 days. If approved, the plat will be signed, and the applicant will receive notice through the online permitting portal. Within 30 days of approval, the final plat will be filed with the Register of Deeds, and addresses will be created for new residences.

Step 12: Building Permits

- After all necessary pre-construction work is done, building permits will be required in order to complete the project. For minor subdivisions, the **residential building permit** will be required. This is available and required to be completed on the online permitting portal. Once approved, the developer can start construction on the project. For more information on building permits, please refer to the “**PERMITS**” section below.

Step 13: Utility Tap Applications

- After building permits have been issued, the applicant must also apply for any necessary utility taps (electric, gas, water, and/or sewer). This is the formal process for entering into our utility system and the approval will allow for physical connection to existing lines. In order to start the process for connecting to city electric and gas infrastructure, applicants are required to submit a Line Extension Application. A Line Extension application shall be submitted on the required form and include the site development plan, construction plan, and additional detailed electric load data (if required). It is the applicant's responsibility to make sure that the site development plan, construction plan and electric load data submitted are accurate and up to date as any subsequent changes will result in additional engineering costs and line extension fees to the applicant. Line Extension fees for all other requests shall be calculated based upon the detailed engineering analysis and design of electric distribution infrastructure and will include the applicable labor, material and engineering costs required to provide standard electric distribution infrastructure at the service location. These applications are available through the online permitting portal.

Step 14: Inspections

- After construction has been completed, all new builds are required to pass inspections completed by the Inspections and Codes Department. This new construction will be evaluated in compliance with State of North Carolina Building Code and the City of Kings Mountain Unified Development Ordinance. Inspections are graded pass/fail, so if part or all of the construction is not up to code and needs to be modified, the applicant will receive notice in the comment section of the online permitting portal and will need to make the necessary improvements before the process can move forward. Once improvements have been made, the applicant will need to schedule an additional appointment for re-inspection. This review process may take multiple inspections. To schedule an appointment with Inspections and Codes staff, please refer to the online permitting portal.

Step 15: Certificate of Occupancy

- The final step in the minor subdivision process is the issuance of a Certificate of Occupancy. Approval of a Certificate of Occupancy and Compliance shall authorize the applicant to occupy the structure or land and will be issued only after all required inspections have been completed. It is unlawful to use, occupy, connect, or provide utilities to or permit the use or occupancy of any building or land created, erected, changed, converted, altered, or enlarged in its use or structure without a Certificate of Occupancy.

Step 16: Development Services Survey

- Thank you for completing your project with the City of Kings Mountain! Please take a few minutes to take a short survey about your experiences to help facilitate future development. This survey will be automatically sent to you after the issuance of the Certificate of Occupancy.



Minor Subdivision Checklist:

The following is a checklist designed to ensure all required standards for the Minor Subdivision have been met. For more information on the Minor Subdivision in general, please refer to the detailed descriptions above.

- Pre-Application Conference
- Rezoning (if necessary)
 - Rezoning Fee Paid
 - Application Submitted in online permitting portal
 - Planning & Zoning Board Approval
 - City Council Approval
- Sketch Plan Submittal
- Preliminary Plat Submittal
- Customer Choice Letter Received
- Minor Subdivision Fee Payment
- Internal Review
- Technical Review Committee
- Subdivision Administrator Review
- Final Plat Submittal
- Final Plat Approval
- Building Permits
- Inspections
- Certificate of Occupancy
- Development Services Survey



Sketch Plan Checklist:

The following is a checklist designed to ensure all required standards for the Sketch Plan have been met. For more information on the Sketch Plan in general, please refer to the detailed descriptions above.

- Scaled drawing of entire project with listed phases (not less than 1" = 200')
- Name of Development
- Name of map type (Sketch, Preliminary, Final)
- Owner's name, address, daytime phone
- Developer's name, address, daytime phone
- Location (including address)
- Map preparer name address, daytime phone (if different from developer)
- Date of map (initial or revised)
- Zoning District(s) and watershed classification of property and adjacent properties SR
- Existing land use on property if not vacant
- Tax map, block and parcel number
- Vicinity map at a scale of 1" = 2000' Shown at
- Any jurisdictional lines
- North arrow
- Distances around project boundaries, bearings, distances and curve data (existing property lines)
- Existing right of way lines for road or rail
- Proposed right of way lines and width dimension
- Proposed sidewalks

- Water courses, wetlands, lakes, streams, marshes
- Proposed common area or open space
- Proposed lot lines and dimensions
- Acreage in total tract
- Total number of lots proposed
- Average size of lot
- Setbacks for zoning district
- Plan for providing utilities in graphic or narrative form
- Sketch Plan approval box



Preliminary Plat Checklist:

The following is a checklist designed to ensure all required standards for the Preliminary Plat has been met. For more information on the Preliminary Plat in general, please refer to the detailed description above.

- Name of Development
- Name of map or Plan (sketch plan, preliminary plan, etc.)
- Owner's name with address and daytime phone #
- Location (including address, City, township City & state)
- Date(s) map(s) prepared or revised
- Scale of drawing in feet per inch (drawing shall not be at scale of not less than 1" equal to 200')
- Bar Graph Scale
- Name, address, telephone # of preparer of map
- Developer's name, address, and daytime phone number (if different from owner's)
- Map preparer name address, daytime phone (if different from developer)
- Zoning district(s) and water supply watershed classifications within the property adjacent properties
- Existing land use within the property & adjacent properties
- Existing or proposed easements
- Plat book or deed book references
- Names of adjoining property owners (or subdivisions or developments of record with plat book and/or deed book reference)
- Tax map, block & parcel(s) #
- Vicinity map showing location of site relative to surrounding area typically drawn in upper right-hand corner, at a scale of 1" - 2000'.

- Corporate limits, City lines, and other jurisdiction lines, if any, on the tract
- North arrow & orientation (North arrow shall be oriented toward top of map where practicable)
- Floodway and floodway fringe field survey boundaries
- Boundaries of the tract to be subdivided or developed:
 - Distinctly and accurately represented and showing all distances; show bearings and distances and curve data on outside boundaries and street centerlines on preliminary with street centerline tied to boundary.
 - Showing locations of intersecting boundary lines of adjoining properties
- Location and descriptions of all monuments, markers and control corners
- Existing property lines on tract to be subdivided. If existing property lines are to be changed, label as "old property lines" and show as dashed lines
- Dimensions, location and use of all existing buildings; distances between buildings measured at the closest point; distance from buildings to closest property lines; buildings to remain on final.
- The name and location of any property or building on the National Register of Historic Places or locally designated historic property
- Railroad lines and right-of-way
- Water courses, ponds, lakes or streams
- Marshes, swamps and other wetlands
- Areas to be dedicated or reserved for the public or a local jurisdiction
- Areas designated as common area or open space under control of an Owners Assoc.
- Existing and proposed topography of tract and 100 feet beyond property showing existing contour intervals of no greater than 5 feet (2 feet where available) and labeling at least two contours per map and all others at 10-foot intervals from sea level
- Proposed lot lines & dimensions; show bearings and distances on final
- Square footage of all proposed lots under one (1) acre in size; smallest lot indicated
- Acreage for all lots over one acre

- Site calculations including:
 - Acreage in total tract
 - Acreage in public greenways and other open space
 - Total number of lots proposed
 - Linear feet in streets
 - Area in newly dedicated right—of—way
- Lots sequenced or numbered consecutively
- R/W Lines
- Total R/W width dimension
- R/W width dimension from centerline of existing public streets
- Cul-de-sac R/W radius from center point
- Existing and proposed streets showing:
 - Pavement or curb lines
 - Pavements width dimensions (face-to-face) (or EP to EP)
 - Cul-de-sac pavement radius from center point
 - Existing & proposed street names
 - Location, dimension & type of all easements (Existing and proposed)
- Utility Layout Plan showing connections to existing systems, line sizes, material of lines, location of fire hydrants, blow offs, valves, manholes, catch basins, force mains, etc. for the following types of utility lines: (Not to substitute for construction plans)
 - Sanitary sewer
 - Water distribution
 - Storm sewer
 - Natural gas, electric, cable TV



Final Plat Checklist:

The following is a checklist designed to ensure all requirements for the Final Plat have been met. For more information on the Final Plat in general, please refer to the detailed description above.

- Scaled drawing of entire project with listed phases (not less than 1" = 200')
- Bar Graph Scale
- Name of Development
- Name of map type (Sketch, Preliminary, Final)
- Owner's name, address, daytime phone
- Developer's name, address, daytime phone
- Map preparer name address, daytime phone (if different from developer)
- Date of map (initial or revised)
- Zoning District(s) and watershed classification of property and adjacent properties SR
- Plat Book or Deed Book References
- Names of adjoining property owners
- Tax map, block and parcel number
- Vicinity map at a scale of 1" = 2000' Shown at
- Any jurisdictional lines
- North arrow
- Distances around project boundaries, bearings, distances and curve data (existing property lines)
- Tie at least one corner to NC grid and provide grid coordinates where at least one of two control monuments needed are within 2000' feet of the boundary or tie to nearest street intersections
- Name and Location of any property on National Register of Historic Places or locally designated historic property
- Existing right of way lines for road or rail
- Proposed right of way lines and width dimension

- Right of way width dimension from centerline of existing public streets
- Proposed sidewalks
- Water courses, wetlands, lakes, streams, marshes
- Proposed common area or open space
- Existing and proposed topography of tract and 100 feet beyond property showing existing contour intervals of no greater than 5 feet (2 feet where available) and labeling at least two contours per map and all others at 10-foot intervals from sea level
- Proposed lot lines and dimensions
- Acreage in total tract
- Acreage in Public Greenways and other open space
- Total number of lots proposed
- Linear feet in streets
- Area in newly dedicated right of way
- Lots sequenced or numbered consecutively
- Existing and proposed street names
- Location, dimension and type of all easements
- Average size of lot
- Setbacks for zoning district
- Sketch Plan approval box