

2.3 Meaning of Specific Words and Terms

Flood Hazard Area- The minimum area of the flood plain that, on the average, is likely to be flooded once every one hundred years (i.e., that has a one percent chance of being flooded each year) as identified on the most current Flood Insurance Rate Map Chatham County, North Carolina Unincorporated Area as referenced in the Chatham County Flood Damage Prevention Ordinance by the Federal Insurance Administration on Flood Hazard Area Boundary Maps of Chatham County dated May 19, 1978.

**Comment [js1]:** Reflects changes in the Flood Insurance Rate Maps and Flood Damage Prevention Ordinance.

Lot Area (Useable)- Lot area suitable for septic fields. The area within the lot lines which is a contiguous or non-contiguous area suitable for a septic field, well, house and access. This area does not include areas such as public right-of-ways or, land on the opposite side of a public right of way from the house site on the lot, land within the water hazard area or floodway and land on the opposite side of a water hazard area or floodway from the house site on the lot.

**Comment [js2]:** Revised to include non-contiguous land in useable lot area.

Subdivision- A subdivision means all divisions of a tract or parcel of land into two or more lots, building sites, or other divisions when any one or more of those divisions are created for the purpose of sale or building development (whether immediate or future) and includes all division of land involving the dedication of a new street or a change in existing street[s]; however, the following are not included within this definition and are not subject to any regulations enacted pursuant to this document:

**Comment [js3]:** Revised to conform to amendment to NCGS 153A-335.

**Comment [js4]:** Technical correction.

4.2 General Procedure

B. Sketch Design

(4) Time limit on validity of sketch design approval

Approval of a sketch design shall be valid for a period of ~~six~~ twelve (12) months following the date of sketch approval by the Board of County Commissioners. There shall be no extension of sketch design approval. If sketch design approval expires the subdivision shall not be considered for preliminary approval until and unless another sketch design approval is granted according to applicable regulations and appropriate additional administrative fees are paid. (#15N) This time limit on the validity of sketch design approval shall not apply for Planned Unit Developments, also referred to as Planned Residential Developments, and subdivisions of more than 50 lots. Sketch design approval shall not expire for developments in these categories provided the development continues according to the overall time schedule established at the time of sketch review. (#16A)

**Comment [js5]:** Change sketch design approval from 6 to 12 months.

C. Preliminary Plat

(3) Deadline for Submission of Preliminary Plat

If a preliminary plat and required agency approvals are not received within the required ~~six month~~ validity period of the

sketch plan then the plat shall comply with the regulations in effect at the time of preliminary submission.

#### 4.4 Specific Procedures for Each of the Two Classifications of Subdivisions

A general overview of the review process is provided ~~on page 28 and 29~~ Section 4.4(A) below for Major and Minor Subdivisions. Although the standards and design criteria are basically the same for all subdivisions, the specific review procedure varies significantly depending on the classification of the subdivision as described in Section 4.3. The following is an explanation of each of the steps.

**Comment [js6]:** Revision to remove page references.

##### A. Procedure for All Subdivisions (Steps 1-3)

###### OVERVIEW OF THE MAJOR SUBDIVISION PLAT REVIEW PROCESS

- |  |   |  |
|--|---|--|
| 1. Informal Consultation Planning Board Staff                                      | 2. Contact Attorney   | ← Formatted: Left  |
| 3. Hire Engineer/Surveyor  | 4. Notification of old and historic structures to the Chatham County Historical Association (#21)                               | ← Formatted: Left  |
| 5. Soil Scientist Prepare Soils Map (19)   |   | ← Comment [js7]: Switched 3 and 4 to match text in Section 4.4(A) above.<br>← Formatted: Left                    |
| 6. Submit Sketch Design to Board Staff   | 7. Planning Board Review and Action   | ← Formatted: Left  |
| 8. Board of Comm. Action   | 9. Submit Prelim. Plat to Board Staff   | ← Formatted: Left  |
| 10. Statement of Reasonable Design Certified/Licensed Soil Scientist (19)          |   | ← Formatted: Left  |
| 11. Preliminary Review of proposed road names by Emergency Operations Center (#21) |   | ← Comment [js8]: Items 10 and 11 switched to match the text descriptions in Section 4.4(A).<br>← Formatted: Left |
| 12. Prelim. Review Dept. of Transportation   | 13. Prelim. Review U.S. Army Corps of Engin. & Land Quality Sect. Chatham County Soil Erosion and Sedimentation Control Program | ← Comment [js9]: Items 10 and 11 switched to match the text descriptions in Section 4.4(A).<br>← Formatted: Left |
| 14. Prelim. Review Public water & Public sewer                                     | 15. Prelim. review of stormwater mgmnt. plans (#15F)  | ← Comment [js10]: Revised to indicate County Erosion Control Program.<br>← Formatted: Left                       |
| 16. Prelim. review School Superintendent   | 17. Prelim Review Fire Dept and Dir. Of Emergency Mgmnt.  | ← Formatted: Left  |
| 18. Prelim. Review Telephone   | 19. Planning Board Staff  | ← Formatted: Left  |

	& Electric Company	Review	
20.	Formal Planning Board & Board of Comm. Action	21. Make Site Improvements	← --- Formatted: Left
22.	Submit Final Plat to Staff	23. Final Review Health Dept.	← --- Formatted: Left
24.	Final Review of D.O.T.	25. Approval of Utilities-Water	← --- Formatted: Left
26.	Approval of Utilities-Electric	27. Approval of Utilities-Sewer	← --- Formatted: Left
28.	Final Staff Review	29. Formal Planning Board & Board of Comm Action (#15Q)	← --- Formatted: Left
30.	Record Plat		← --- Formatted: Left

4.4 B. Procedure for Major Subdivisions (Steps 4-29)

- | (1) Step 45 - 78. The sketch design review is required on proposed subdivisions with new roads, but is optional on other subdivisions. The information required on a sketch design map is described in Section 5.1, Section 5.2 A, Section 5.2 B, and Section 5.2 C. (#19) The required number of copies of the information required shall be submitted to the Planning Board staff for review by the Planning Board. (#22) The administrative fee for the subdivision is due at this time. The sketch design map shall be submitted to the Planning Board staff not less than twenty-three (23) days prior to the day on which approval is requested. (#15I) (#23) Following the Planning Board review and action the sketch design map shall be submitted for review and action by the Board of County Commissioners. The required number of sketch design plans shall be submitted to the Planning Board staff for review by the Board of County Commissioners. (#22) When structures of greater than 50 years in age or having historical significance are on the property or within 100 feet of the development property on adjacent property then the developer shall contact the Chatham County Historical Association prior to submittal for sketch subdivision approval. (#21)
 

Comment [js11]: Revise steps to match table.
  
- | (2) Step 89. The information required on a preliminary plat is described in Section 5.1 and 5.2. The required number of copies of the information described in Section 5.1 and in Section 5.2 shall be submitted to the Planning Board Staff. (#22) The standards and design requirements for subdivision plats are specified in Section 6 of these regulations. (#5) A subdivision plat with proposed new roads shall be submitted to the Planning Board staff not less than twenty-three (23) days prior to the day on which approval is requested. (#23) A preliminary subdivision plat with no proposed improvements shall be submitted to the Planning Board staff not less than twenty-three (23) days prior to the day on which approval is requested. (#23) The Planning Board staff shall review the plat to be sure it meets the specifications of these regulations. An
 

Comment [js12]: Revise steps to match table.

on-site inspection may be made of the subdivision at that time by the Planning Board staff. (#15I)

- (3) Step ~~9~~10. The subdivider is responsible for having the site and the preliminary plat reviewed and signed by a certified/licensed soil scientist concerning the reasonableness of the design ~~(see Appendix A Form 1)~~. The plat submitted shall exhibit a statement of reasonable design or be accompanied by a letter from the Division of Environmental Management (DEM) signifying approval (issuance of a discharge permit and permit to construct). (#19)
- Comment [js13]:** Revise steps to match table.
- Comment [js14]:** Plat stamp no longer required.
- (4) Step ~~10~~11 - 12. Where new public roads are proposed the plat shall be reviewed and approved by the Division of Highways of the North Carolina Department of Transportation. Where new roads are proposed, road names shall be submitted to the County Emergency Operations Center for approval prior to submittal for preliminary subdivision approval. (#21)
- Comment [js15]:** Revise steps to match table.
- (5) Step ~~11~~13. When the development improvements may involve the placement of excavated material or fill material into streams, creeks, lakes, or wetlands, the subdivider is responsible for contacting the U.S. Army Corps of Engineers for a determination of whether a permit is required. A permit or a letter indicating no permit is required shall be provided twenty-three(23) days prior to the meeting of preliminary plat review. (#23) Failure of the U.S. Army Corps of Engineers to respond within thirty (30) days of an appropriate request to said agency shall not prohibit the subdivision application from proceeding through the county review 4.4 B. Procedure for Major Subdivisions procedures. (#150) ~~The Land Quality Section of the North Carolina Department of Natural Resources and Community Development or the local District Conservationist of the United States Soil Conservation Service Soil Erosion and Sedimentation Program of the Division of Environmental Health of the Chatham County Public Health Department shall review and approve plat and erosion control plans when required by law or when new roads are proposed.~~
- Comment [js16]:** Revise steps to match table.
- Comment [js17]:** Revise to indicate County Erosion Control Program.
- (6) Step ~~12~~14. Where public water will be provided, the subdivider is responsible for obtaining an approval letter from the State Division of Environmental Health assigning a project identification number. If the public water improvements will be dedicated to the County, approval by the County is also required in addition to state approval. This review is to be considered and fees associated with water plan review by the County shall be paid prior to submission of the preliminary plat. The approval of the public water and sewerage system plans is required at the time the preliminary plat is submitted twenty-three (23) days prior to the Board meeting. (#15I) (#23)
- Comment [js18]:** Combines language from item (8) below.
- (7) The Planning Board Staff may assist the developer upon request with steps ~~9-13~~10-14. The preliminary plat application shall be considered incomplete and shall not be scheduled for review by the Planning Board unless the plat along with the approvals specified in steps ~~9, 10, 11, and 12,~~ 10, 11, 12, 13 and 14 are received not less than twenty-three (23) days prior to the Board
- Comment [js19]:** Corrects referencing errors.

meeting. (#23) ~~Failure of the approving agencies in steps 10, 11, 12, and 13 to respond within thirty (30) days of an appropriate request to said agency shall not prohibit the subdivision application from proceeding through the county review procedure. (#17D).~~

**Comment [js20]:** This sentence is to be deleted because the sketch design approval is extended from 6 to 12 months.

(8) ~~(Reserved) Step 14. The approval of the public water and sewerage system plans is required at the time the preliminary plat is submitted twenty three (23) days prior to the Board meeting. (#15I) (#23)~~

(17) Steps 23-27. These steps need not be taken in order. It is the developer's responsibility to have each of the listed appropriate agencies review the final plat and affix the agency's stamp of certification or provide their respective approval. The Planning Board Staff may assist the developer upon request. Two sets of as-built drawings of utility plans and fees for periodic water improvements inspections by the County shall also be submitted to the County Water Department at this time or prior to the release of a financial guarantee by the County. (#17F)

**Comment [js21]:** Reflects change that some departments no longer sign plats, but will provide other documentation of approval.

(18) Step 28. After all certification stamps are signed or other form of approval is obtained, the developer shall submit the required number of signed plats (#22), along with one (1) reproducible plat to the Planning Board staff for their final review, (#17G) a minimum of twenty-three (23) days prior to the date of the Planning Board meeting approval is requested. (#23)

**Comment [js22]:** Reflects change that some departments no longer sign plats, but will provide other documentation of approval.

**Comment [js23]:** Technical correction.

4.4 C. Procedure for Minor Subdivisions (Steps ~~A-D 4-7~~)

**Comment [js24]:** Corrects referencing errors.

(1) Step ~~4A~~. Minor Subdivisions may be submitted to the Planning Board staff for both preliminary and final review simultaneously since there are no public improvements involved. Since minor subdivisions are easily reviewed by the Planning Board staff there is no deadline for submittal. The applicant shall submit one (1) print and one reproducible plat to the Planning Board staff. Applicants shall pay any administrative fee established by the County at the time of the application or request. (#5) The staff shall inform the applicant of necessary modifications to the plat, and shall affix the necessary certification stamps. (#21) Minor Subdivisions involving access to more than two lots shall have the access road name approved by the Emergency Operations Center (EOC).

**Comment [js25]:** Corrects referencing errors.

(2) Steps ~~B5~~. Minor subdivisions shall be reviewed and approved by the Division of Environmental Health of the Chatham County Health Department or the Division of Environmental Management (issuance of a discharge permit and permit to construct.) This approval may be by letter or signing of the designated certification stamp. (See Appendices) shall be in a form prescribed by the issuing agency.

**Comment [js26]:** Corrects referencing errors.

**Comment [js27]:** Added for clarification.

**Comment [js28]:** Reflects change that some departments no longer sign plats, but will provide other documentation of approval.

(3) Step ~~6~~ 6. The Planning Board staff shall review the plat and if everything is in order the Director of Planning or his authorized agent shall approve the plat as a minor subdivision. (See Appendices)

Comment [js29]: Corrects referencing errors.

(4) Step ~~7D~~ 7D. The plat shall be recorded by the applicant within the time limit specified in these regulations.

Comment [js30]: Corrects referencing errors.

## 5.2 Additional Sketch Design or Preliminary Plat Information (#9)

### D. Drainage Plan and Erosion Control Plan

For all subdivisions with new roads the developer shall submit a drainage plan and an erosion control plan which provides information as specified in the regulations of the ~~Land Quality Section of the North Carolina Department of Natural Resources and Community Development (See Appendix)~~ Soil Erosion and Sedimentation Control Program of the Division of Environmental Health of the Chatham County Public Health Department. The official submission date shall be considered the date of the Board meeting at which a plat is considered for approval. This is not the date upon which the plat is submitted to the Planning Board staff for review. The submission deadline is ~~sixteen (16)~~ **twenty-three (23)** days prior to the day on which approval is requested for subdivisions. ~~with new roads and fourteen (14) days prior if no new roads are required.~~ (#15I)

Comment [js31]: Revise to indicate County Erosion Control Program.

## 5.3 Final Subdivision Plat

### B. Features

(22) Certificate of sewerage system approval ~~(See Appendices)~~ (#15C)

Comment [js32]: Plat stamp to be removed from appendices.

## 6.1 Suitability of the Land

### B. Land Subject to Flood

Land within any floodway shall not be platted for residential occupancy or other building site and shall not be raised by fill. Other land subject to flood may be platted for residential use only if filled to such height as will secure a flood-free site based on data submitted by the subdivider and prepared by competent engineers, provided such use or fill does not endanger health, life, or property or restrict the flow of water or increase flood heights. To prevent such hazards, fill material should be taken from between the stream bank and the area to be filled. In applying these provisions, land subject to flood shall be defined as follows:

(1) Land lying within the ~~s~~Special Flood Hazard Area as indicated on the ~~most current~~ Flood Insurance Rate Map Chatham County, North Carolina Unincorporated Areas ~~as referenced in the Chatham County Flood Damage Prevention Ordinance with an effective date of July~~

~~16, 1991 prepared by the Federal Emergency Management Agency~~ or best available data. The maps are available for review at the Chatham County Planning Department. Land within a flood hazard area boundary shall not be considered a portion of the lot when calculating minimum lot area. (#31)

**Comment [js33]:** Reflects changes in the Flood Insurance Rate Maps and Flood Damage Prevention Ordinance.

6.2 Rural Roads

A. Classification

Streets and roads are hereby classified according to the function which they are to serve, the type, speed, and volume they will carry. The broad categories shall be (a) arterials, (b) collectors, and (c) local roads. The designation in the thoroughfare plan of arterials and collectors does not prevent other streets proposed in or adjoining subdivisions from being similarly classified. Classifications of rural roads are defined ~~on page 13,~~ in Section 2.

**Comment [js34]:** Deletes an unnecessary reference.

Appendix A

PRELIMINARY

Form 1

~~I~~ have reviewed the property shown hereon and the lot sizes and plat design is reasonable for the existing soil conditions.

Name	Title	Date
<del>(19) (Reserved)</del>		

**Comment [js35]:** No longer used on plats.

Form 8

~~CERTIFICATION OF GENERAL APPROVAL FOR INSTALLATION OF SUBSURFACE SEWAGE DISPOSAL SYSTEMS~~

~~General approval is hereby granted for lots proposed hereon as being suitable for subsurface sewage disposal.~~

~~Before the initiation of construction, the location of the house or other structures and the specifications for the subsurface sewage disposal system shall be approved by the Chatham County Health Department.~~

N.C. Department of Natural Resources and Community Development  
Division of Land Resources  
Land Quality Section

GUIDE FOR DEVELOPING SOIL EROSION AND SEDIMENT CONTROL PLANS

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Purpose of the Guide

The purpose of these guidelines is to provide general instructions for preparing plans for control of accelerated erosion and sedimentation resulting from land disturbing activities.

Definition of Plan

A Soil Erosion Control Plan is a plan that includes a narrative and the drawings and specifications that define and measure any techniques that are necessary for carrying out land disturbing activities in a manner that will hold erosion and sediment damage to a minimum.

Plan Content

Narrative

The narrative should include as a minimum, a general description of the area to be cleared or graded and the expected length of time the project is to be under construction.

The narrative shall include the description of the erosion control measures that are to be installed during and after each phase of construction. If a vegetative ground cover, either temporary or permanent is to be used, the narrative shall include the types and rates of seed, lime, fertilizer, and mulch.

All engineering assumptions and calculations for runoff computations and structural measures shall be included in the narrative.

Maps and Plan Drawings

Erosion and sediment control measures may be shown on drawings with other project facilities as appropriate or on separate drawings. The map and plan drawings shall describe the topography of the area, the proposed alterations to the area, and the planned erosion and sediment control measures. A location map shall be included in sufficient detail to locate the site.

All temporary measures to be used during construction and all permanent measures for restoring the stability and providing long term protection to the site, shall be located on the drawings and shall be dimensioned in detail. Upon completion of construction, all temporary structures



shall be removed and the area restored to its original contour or as shown on the plan and stabilized.

Guide for Developing Soil Erosion and Sediment Control Plans:

Listed below are items that should be included in the plan submitted to the Land Quality Section, Regional Engineer, for review and approval:

I. NARRATIVE

1. General description of the project.
2. General description of the accelerated erosion and sediment control provisions.
3. Expected date project is to begin and expected date final stabilization will be completed; or, the expected length of time from initial disturbance of the ground to final stabilization.
4. Design consideration and calculation, if applicable, of temporary and permanent measures.

II. ITEMS TO BE INCLUDED ON THE MAPS AND PLAN DRAWINGS OR IN THE SPECIFICATIONS

1. Location map: sufficient in detail to locate the site.
2. Temporary measures: Those measures used during active construction that are to be removed upon completion of the project, such as diversions, silt fences, silt ditches, hay or bale barriers, brush barriers, sediment basins, slope drains, temporary vegetative plans, etc.
3. Permanent measures: for restoring the stability of the site and providing long term protection, describe or show such things as diversions, retaining walls, rip-rap, jute netting, vegetative plan, storm water culverts, culvert outlet protection, channels, and ditch stabilization, drop structures, etc.
4. Location and dimensional details of temporary and permanent measures.

III. MAINTENANCE OF MEASURES

1. Schedule describing the methods and frequency of maintenance for both temporary and permanent measures shall be provided either on the plans or in the narrative.

Soil erosion and sediment control plans shall conform to the rules and regulations of the Soil Erosion and Sedimentation Control Program of the Chatham County Division of Environmental Health.

**Comment [js37]:** No longer necessary with the start of the County Erosion Control Program.