



Franklin County Major Sub. Process

Franklin County Planning & Inspections
"Working Today to Help Build a Better Tomorrow"

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PURPOSE

The purpose of the following document is to provide guidance to individuals or companies submitting plans that require detailed staff review and/or Planning Board approval involving major subdivision residential developments. Major subdivisions are required to go before the Franklin County Planning Board. (The Franklin County Planning Board meets on the second Tuesday of every month at 7:00 p.m. The meeting is held in the Commissioner's Meeting Room on the second floor of 113 Market Street in Louisburg.)

PROCESS AND PROCEDURE

Step 1. Preliminary Plat

The procedure for the Preliminary Plat review follows the following timeline:

- 6 weeks prior to the scheduled Planning Board meeting date submit preliminary subdivision plat. Please submit 10 large paper copies (size 24" x 36") and 10 small paper copies (size 11' x 17"), along with an electronic copy of the plat. These plans, the Development Review Application Form, and related fees (see fee schedule) shall be submitted simultaneously to the Franklin County Planning Department.
- 2 weeks prior to the Planning Board meeting date the plans will be reviewed by the Technical Review Committee (TRC). The Planning Department will submit copies of the plat to the TRC and they will review the plat. Staff will forward any TRC comments to the applicant/developer.
- Any revisions required to the Preliminary Subdivision plat should be done and new plans submitted to the Planning Department by 5:00 p.m. on the Friday following the TRC meeting.
- Planning Board Meeting: Staff will present the subdivision and the Planning Board will approve (with or without conditions) or disapprove the preliminary plat. The applicant (or a representative) is required to attend the meeting.

Step 2. Technical Review Committee

The Franklin County Planning Staff will consult with the Technical Review Committee during the review process and shall provide the following agencies an opportunity to review and make recommendations concerning the proposed subdivision plat before it is presented to the Planning Board for approval. The Technical Review Committee consists of NC Department of Transportation, Franklin County School Superintendent, Soil Conservationist, Franklin County Economic Development Director, Franklin County Environmental Health Supervisor, Forestry Service, Emergency Management Services, Public Utilities, Tax Office/GIS, and Parks and Recreation.



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Step 3. Planning Board Consideration

Upon completion of the TRC review and comment, any revisions required to the preliminary subdivision plat should be done and new plans submitted to the Planning Department by 5:00 p. m. on the Friday following

the TRC meeting. A total of twenty-five (25) sets of revised plans must be submitted with twenty (20) of the twenty-five sets being 11x17 inches in size while in landscape format. The developer will also be responsible for submitting a set of plans in digital media either in JPEG or PDF format.

All Planning Board meetings are held on the second (2nd) Tuesday of each month and begin at 7:00 pm in the Franklin County Administration Building, Second Floor Conference Room, 113 Market Street, Louisburg, NC.

The Planning Board shall approve or disapprove the preliminary plat. Planning Board approval of the preliminary plat is authorization for the subdivider to proceed with the construction of improvements in preparation for submission of the final plat. If the Planning Board should disapprove the preliminary plat, the reasons for such action shall be stated and recommendations made on the basis of which the proposed subdivision would be approved.

When a subdivision is to be developed in phases, the preliminary plat shall be submitted for the entire development. A final plat shall be submitted for each phase. The first final plat shall be submitted within twenty-four (24) months after approval of the preliminary plat; otherwise, the preliminary plat shall become null and void, unless an extension of time is applied for and granted by the Planning Board.

Step 4. Final Plat Recordation

After the improvements shown on the approved preliminary plat have been installed, or guaranteed, for the whole or portion of a subdivision, the applicant shall submit a final plat of the area covered by such improvements. At this time, all associated fees such as review fees, water and sewer acreage, capacity??, Tar-Pamlico Nutrient Control stormwater, and recreation payment-in-lieu, shall be paid. It is recommended that a paper copy of the plat be submitted to Planning Department for preliminary review so as to make sure all is correct.



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PLAN SUBMITTAL REQUIREMENTS

Subdivision Development Preliminary Plans Set MUST INCLUDE:

- Plan Review Application
- Fees - Preliminary Plat Review Fee (\$220 plus \$22.50 per lot)
Final Plat Review Fee (\$220 plus \$11.00 per lot)
- Plan Review Checklist

Required Improvements And Minimum Standards of Design

- Utilities - Water facilities – new major subdivisions of sixteen (16) lots or more are required to connect, at the expense of the developer, to a public water system. New subdivisions of six (6) lots or more that are located within 2,500 feet of a public water system shall be required to connect, at the expense of the developer, to that public water system. (Franklin County UDO, Section 29-7)
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- Sewer facilities – new major subdivisions of six (6) lots or more that are located within 2,500 feet of a public sewer system shall be required to connect, at the expense of the developer, to the public sewer system.
- Traffic Impact Study – required for all subdivisions containing 80 or more dwelling units or where the estimated traffic generated by the subdivision exceeds 800 trips/day (Franklin Co. UDO, Section 29-6)
- Soil scientist review (when septic tanks are utilized) (Franklin Co. UDO, Section 29-2 (F))
- Street Connectivity Requirement (Franklin Co. UDO, Section 29-5: (F))
- Landscaping Requirement (Article 14. of the Franklin County UDO)
- Recreation requirement (Article 31. Recreation Sites of the Franklin County UDO)
- Tar-Pamlico River Basin Nutrient Control Stormwater Requirement
- Stream buffers (50 ft buffer on perennial & intermittent streams)
- Turn lane requirement (subdivisions with over 100 lots on US and NC highways)
- Water Supply Watershed Requirements (Article 20. of the Franklin County UDO)
- Floodplain Requirements.
- NC DOT driveway permit
- Erosion control plan approval (when more than one (1) acre is disturbed)
- Deed restrictions & covenants



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Contacts

Franklin County Public Utilities
(919) 494-5415 (Bryce Mendenhall)
Water & sewer

Franklin County Health Department
(919) 496-8100
Septic system permits

Franklin County Inspections Department
(919) 496-2281
Building permits

NC Department of Transportation
(District Engineers Office)
(252) 492-0111
Driveway permits, subdivision road approval

NC Division of Water Quality
(919) 791-4250
Stream buffers

NC Division of Land Quality
(919) 791-4200
Soil erosion & sedimentation control plans

US Army Corps of Engineers
(919) 876-8441
Bulkheads, boat slips & ramps



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Date of Submittal: _____

Name of Project: _____

Owner of Property: _____

Contact Person: _____

Address: _____ City/State/Zip: _____

Phone No: _____ Fax No: _____ Email: _____

Developer: _____

Contact Person: _____

Address: _____ City/State/Zip: _____

Phone No: _____ Fax No: _____ Email: _____

Design Engineering Company: _____

Contact Person: _____

Address: _____ City/State/Zip: _____

Phone No: _____ Fax No: _____ Email: _____

Type of Application (check one)

- Sketch Plan – Site Plan
- Minor Subdivision Preliminary Plat
- Major Subdivision Preliminary Plat
- Construction Drawings
- Major Subdivision Final Plat
- Amendment

Total Acreage of Property To Be Developed: _____ Total Number of Phases: _____

Total Number of Lots: _____ Average Square Footage of Lot: _____

Smallest Developable Lot Square Footage: _____ Largest Developable Lot Square Footage: _____

I, as owner, developer, engineer, and/or agent, understand that I am responsible for all applicable review fees due upon submittal of these plans. I understand that no review will take place until all review fees have been paid. I have read all information within the Development Review Procedures Packet and understand the process and my requirements with the proposal.

Signature

Date



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MAJOR SUBDIVISION PRELIMINARY PLAN REVIEW CHECKLIST

The preliminary plat shall be at a scale of two hundred (200) to one (1) inch or larger. The preliminary plat will show the following:

- (a) The scale, north point, and date.
- (b) The proposed name of the subdivision.
- (c) The name and address of the owner, the subdivider, and the surveyor or engineer preparing the plat.
- (d) A location map showing the relationship between the subdivision and the surrounding area.
- (e) The names and locations of adjoining subdivisions and streets, the location and ownership of adjoining unsubdivided property, and the location of county and/or municipal limits if falling within or immediately adjoining the tract.
- (f) The existing zoning classification of the tract to be subdivided and adjoining land.
- (g) The boundaries of the tract to be subdivided with all bearings and distances indicated.
- (h) The location of existing buildings, railroads, and bridges.
- (i) The land contour with vertical intervals of not less than ten (10) feet. Land contours shall be in relation to mean sea level datum.
- (j) The location of water, water courses, ditches, drainage channels, and sub-surface drainage structures, and the proposed method of disposing of all run-off from the proposed subdivision, and the location and size of all drainage easements and structures relating thereto, whether they are located within or outside of the proposed plat.
- (k) The location of sanitary sewers (other than septic tanks), easements for electric and gas lines, and other surface and sub-surface structures showing connections to existing systems if applicable, or proposals for developing new water supply, storm drainage, and sewage disposal systems if applicable.
- (l) The rights-of-way of streets, location of streets within the rights-of-way, street widths, street names, and street designation public or private, where applicable.
- (m) A typical roadway cross-section showing proposed street construction within the proposed right-of-way to include drainage design, where applicable.
- (n) The lot lines, approximate lot dimensions, lot and block numbers, and minimum building setback lines along street rights-of-way.
- (o) Areas to be used for purposes other than residential, if any, with the purpose, location, and dimensions of each indicated, including any land dedicated for recreation purposes.
- (p) The subdivision sign location with a detailed drawing of the proposed sign.
- (q) The total acreage in the tract, acreage in public or other land usage, minimum lot size, and total number of lots.
- (r) The proposed location of planned thoroughfares as shown on the Franklin County Thoroughfare Plan.
- (s) Fire hydrants – the location and specifications for fire hydrants and fire access easements.
- (t) The approximate delineation of Corps of Engineers Section 404 Wetlands.
- (u) The location of the 100-year flood area per Franklin County's Flood Insurance Rate Map.



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- (v) Detailed water and sewer hydraulic analysis prepared by a registered engineer, stamped and sealed.
- (w) If public water is to be provided, proper approval by either county or state.