

This pamphlet is intended to provide general information on the requirements, process and approximate time sequence for obtaining subdivision approval within the unincorporated areas of Brunswick County.

The **Brunswick County Subdivision Ordinance** requires that all subdivisions be reviewed and approved by the Brunswick County Planning Department and/or the Brunswick County Planning Board. This is needed to ensure that the subdivision complies with all applicable land regulations.

WHAT IS A SUBDIVISION?

A subdivision occurs when a parcel of land is divided into one or more parcels of land. It can also include the consolidation of two or more parcels into a single parcel of land or the re-aligning of existing property boundaries. There are several types of subdivisions that are available in Brunswick County.

MINOR SUBDIVISIONS

A division of a parcel of land that consist of five (5) lots or less and is served by a 45' access.

MAJOR SUBDIVISIONS

A division of a parcel of land consisting of six (6) lots or more.

PLANNED UNIT DEVELOPMENTS (PUD)

A large residential, or combination of residential and commercial development project consisting of ten (10) acres or more that is developed under a unified development plan.

Brunswick County also allows for several exemptions (e.g. Estates, Family, Combination/Recombination) under the terms of the **Brunswick County Zoning Ordinance and/or Brunswick County Subdivision Ordinance**.

CAN MY LAND BE SUBDIVIDED?

There are many factors to consider when determining how you can subdivide your land. Zoning designation, use of property, existing structures, road access, minimum lot size, infrastructure and utility feasibility are just a few examples of factors that must be considered when determining the feasibility of subdividing land.

SUBDIVISION REVIEW PROCESS

EXEMPTION APPROVAL

If your proposed subdivision combines parcels of land together, consists of 5 lots or less, is for family members and/or is part of an estate then your subdivision may potentially be approved as one of several exemptions under the terms of the **Brunswick County Zoning Ordinance and/or Brunswick County Subdivision Ordinance**. Exemptions may be subject to an accelerated review process by the Brunswick County Planning Department.

MINOR SUBDIVISION APPROVAL

If your proposed subdivision consists of 5 lots or less and has access to an existing road, it may qualify as either a minor subdivision under the terms of the **Brunswick County Zoning Ordinance and/or Brunswick County Subdivision Ordinance**. Minor subdivisions may be subject to an accelerated review process by the Brunswick County Planning Department.

For more information contact the Planning Department at (910) 253-2025 or (800) 621-0609.

MAJOR SUBDIVISION & PLANNED UNIT DEVELOPMENT APPROVAL

THE FOLLOWING OUTLINES THE BASIC STEPS TO OBTAINING MAJOR SUBDIVISION AND PLANNED UNIT DEVELOPMENT APPROVAL.

Step 1. Pre-Application Meeting:

This meeting will allow the applicant to meet with a Brunswick County Planning Department staff member to advise you regarding approval process and provides an opportunity to exchange information about your ideas and plans. *This pre-application conference might save the applicant valuable time and money by providing crucial information that may impact the project.*

Step 2. Submitting an Application:

The applicant prepares and submits a tentative subdivision plan(s) and completes an application for review. The applicant should use the Major Subdivision and/or Planned Unit Development checklist (whichever is appropriate) to ensure the plan(s) contain the necessary elements. *Deadline schedules are available online at www.brunswickcountync.gov or by contacting the Planning Department.*

Step 3. Plan Review:

After submittal, a staff member will review the application and plan(s) to ensure the application is complete and the plan(s) meet all the required criteria. The plan(s) is then forwarded to the **Technical Review Committee (TRC)** where a thorough review is completed by the TRC members. The TRC is comprised of various County Departments (e.g. Planning, Engineering, Solid Waster, Fire Marshall) and other key parties (e.g. NC DOT, utility providers). The TRC provides an opportunity for input and aids in addressing future

problems and issues. The applicant will take all the comments received at TRC and revise the plan accordingly. *Meeting dates are available online at www.brunswickcountync.gov or by contacting the Planning Department.*

Step 4. Planning Board Approval and Preliminary Plat Approval:

Upon re-submittal of the revisions and a favorable review by the TRC, the plan is scheduled for the Brunswick County Planning Board. At the Planning Board meeting, the Planning Department Staff will present the case. The developer or his/her agent **must be present** at the meeting to explain plans for the property. Adjacent property owners and other interested parties present are allowed to speak before the Planning Board. Following a discussion and review of the project, the Planning Board will decide final action on the request. The request may be approved as submitted, approved with conditions, denied, or deferred to a later meeting. *Meeting dates are available online at www.brunswickcountync.gov or by contacting the Planning Department. Please note that final scheduling before the Planning Board will not occur until after TRC Revisions have been submitted. The Planning Board typically meets the 2nd and 4th Mondays of each month.*

Step 5. Construction Plan Approval:

After Planning Board approval, the applicant is required to obtain approval for storm water and utilities.

Stormwater

All new Development that disturbs (by grading, removing stumps, filling or excavating) an acre or more must obtain a Sediment and Erosion Control Permit from the North Carolina Department of

Land Resources, Division of Land Quality and a County Stormwater Permit from the Brunswick County Engineering Department. The phone number for the Engineering Department is (910) 253-2500 and the North Carolina Department of Land Resources is (910)796-7215.

Utilities

Approval for Water & Sewer must be acquired from the Brunswick County Engineering Department or Water/Sewer Provider prior to obtaining a final approval. Contact the Engineering Department at (910) 253-2500.

6. Final Plat Approval:

Before plats are recorded, all infrastructure will have to be installed, and inspected and approved by Engineering or the project will be required to have an Improvements Guarantee in place that ensures that the infrastructure will be installed. *Please contact the Planning Department at (910)253-2025 or (800)621-0609 if you have any questions about installation of infrastructure.*

After the Planning Department sign-off on the Final Plats, the applicant may record the plat with the Brunswick County Register of Deeds.

- The total review and approval time is generally about **eight (8) weeks** under normal circumstances but may be subject to a slight delay. *Please note that final scheduling before the Planning Board will not occur until after TRC Revisions have been submitted.*
- All subdivision developments are subject to the terms of the **Brunswick County Zoning Ordinance and Brunswick County Subdivision Ordinance.**
- *Incomplete applications may result in delays.*



**BRUNSWICK COUNTY
PLANNING DEPARTMENT HOURS:
Monday – Friday: 8:30am – 5:00pm**

**BRUNSWICK COUNTY
PLANNING DEPARTMENT
P.O. Box 249
BOLIVIA, NC 28422
(910) 253-2025
(800) 621-0609
FAX (910) 253-2437**

Last Revised: August 31, 2006

**FREQUENTLY CALLED
PHONE NUMBERS**

Central Permitting: (910) 253-2055
(800) 621-0609
Fax(910) 253-2024

Planning (910) 253-2025
(800) 621-0609
Fax(910) 253-2437

Environmental Health: (910) 253-2250
(888) 428-4429

Building Inspections: (910) 253-2050
(800) 822-5986

Utilities-Customer Service:
(910) 253-2655
(888) 428-4426

Geographic Information Systems:
(910) 253-2390
(800) 822-1526

Engineering: (910) 253-2500

Tax Office: (910) 253-2829
(800) 527-9001

Fire Marshal: (910) 253-4376
(800) 522-2565

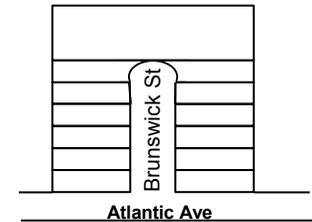
Register of Deeds: (910) 253-2690
(877) 625-9310

N.C. Department of Transportation:
(910) 754-6527

N.C. Department of Land Resources:
(910) 796-7215

**SUBDIVIDING
LAND**

in Brunswick County



**A Guide to Subdividing Land
in Brunswick County**