



LEWISVILLE PLANNING DEPARTMENT

6510 Shallowford Road | P.O. Box 547

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MINOR AND EXEMPT SUBDIVISION PROCEDURES

This document outlines the basic procedures for submitting a minor or exempt subdivision plat to the Lewisville Planning Office for review and approval. The complete standards for minor and exempt plats are detailed in the *Town of Lewisville Unified Development Ordinance (UDO)*. Contacting planning staff to discuss a proposed subdivision of land is encouraged prior to submitting a plat for review.

1. Submit a copy of the preliminary map to the planning office. *Emailing a pdf copy is the preferred means of submission for preliminary plat.* Although, full-size paper copies will be accepted. A preliminary plat shall be prepared exactly as it will be when ready for recording as a final minor or exempt subdivision plat.
2. Planning staff will review the preliminary map for conformance with the UDO and return written or verbal comments within three (3) working days, approving the preliminary plat or requesting revisions.
3. Once any necessary revisions are completed, submit a mylar print to the planning department. Planning staff will review the mylar to ensure that any necessary revisions have been made.
4. Payment of a review fee is required for final approval. Currently the review fee for a minor subdivision is \$500 and for an exempt plat \$175. Once the review is complete and payment of any fee is made, the Review Officer will approve and sign the plat.
5. The final plat must then be recorded with the Forsyth County Register of Deeds. A separate recording fee will be required by the Register of Deeds.

No plat of subdivision within the Town of Lewisville may be recorded until it has been signed by a Plat Review Officer, whose signature will be shown clearly on the face of the final plat.

No subdivision shall be made, platted or recorded, nor shall parcels resulting from such subdivision be sold unless the subdivision meets all of the requirements of the Lewisville UDO.

A parcel of land for which a separate deed has been recorded shall not be occupied until there is a recorded subdivision plat, approved in accordance with UDO regulations.



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THE “THREE CUT RULE”

Care should be taken when subdividing property to create buildable lots (new tax parcels for which a building permit or other type of permit will be sought). The information below is a summary of key UDO requirements:

- A tax parcel can be subdivided into no more than three (3) lots that do not front a public road and right of way.
- All resulting parcels created from the subdivision, including any remnants, must conform to the dimensional standards detailed in the UDO.
- Each parcel created that will lack public road or right of way frontage must be served by a minimum 25-foot wide access easement. This easement must be dedicated and shown on the face of the plat.
- No new parcel can block the extension of a public road or right of way.

