

REQUIREMENT FOR MINOR SUBDIVISION PLAT APPROVAL FOR NEW BUILDING LOTS

1. **Present the survey map of the property** to the Town of Lewisville Planning staff for review as a Minor Subdivision. It may be submitted at the Lewisville Town Hall, 6510 Shallowford Road, Lewisville.
2. By ordinance the Planning staff has three (3) working days to review the plat. The name and phone number of the person leaving the deed to be reviewed should be left for notification purposes.
3. The proposed subdivision will be checked to ensure that it meets the requirements of the Lewisville Subdivision Ordinance and *Unified Development Ordinances* (UDO). If it does, a “Town Seal Approval” stamp will be placed on the face of the plat and will be signed by the Town Planner and an appointed North Carolina Review Officer prior to its recordation by the Forsyth County Register of Deeds.

Plats for approval shall receive a Lewisville Control number to be shown in a location near the title block or along the margin close by. Also, addresses shall have been assigned by the Forsyth County Addressing Officer for all new lots created by the plat. These addresses shall be shown on the plat.

4. **A fee of five hundred dollars (\$500.00) is required for each plat submitted for approval.** This may be paid in cash or by check at the time it is picked up.
5. The approved plat may then be presented to the Forsyth County Register of Deeds for recordation and/or to the Inspections Division for the issuance of a building permit.

Note: It is a misdemeanor subject to a fine of One Hundred Dollars (\$100.00) per building lot to record a subdivision of property in the office of the Register of Deeds without getting the deed approved as a Minor Subdivision of land. This fine is applicable to any parties involved in the drafting of the deed as well as the parties who record an unapproved subdivision of land.

“The Three-Cut Rule”

Care should be taken when subdividing property to create “buildable lots” (tax lots for which building permits or special use permits for manufactured homes will be sought). Chapter D, Section 3 of the UDO provides the guidelines and a definition for minor subdivisions. The main elements of the guidelines are summarized here for quick reference. For more information contact the Town Planner at 945-1023.

- A tax lot can be subdivided into no more than three (3) lots that do not front on a public road;
- The new lots must each meet UDO zoning requirements with respect to size and width a the building line, and cannot leave a remnant piece of the former lot that does not conform to these requirements;
- An access easement at least twenty-five (25) feet wide must be provided to each lot that does not have public road frontage, and this easement should be referenced in the deed;
- No new lot can block the extension of a public road; and,
- New lots that are ten (10) acres or greater in area are exempt from the “three-cut rule” but must still be reviewed and approved by staff.

An illustration of the application of this rule is included below. In this case an existing lot is being subdivided to create three (3) lots of less than ten acres that are served by a private access easement, and one lot that fronts on a public road:

