

## **TOWN OF DALLAS SUBDIVISION REGULATIONS**

### **MAJOR SUBDIVISION REVIEW PROCESS (less than 50 lots)**

As outlined in the Town of Dallas Code of Ordinances Chapter 152: Subdivision Regulations

**Please Note:** All proposed subdivisions must comply in all respects with the requirements of the Zoning Ordinance in effect in the area to be subdivided, and any other officially adopted plans.

**Major Subdivision:** The division of a tract or parcel of land into two or more lots, building sites, or other divisions for the purpose of sale or building development where:

1. New roads are proposed or rights-of-way are dedicated;
2. The entire tract to be subdivided is greater than ten acres;
3. More than ten lots will result after the subdivision is complete; **and/or**
4. The subdivision will be served by public or community water or sewer.

#### **Review Process**

1. Applicant completes and submits a Subdivision Permit Application (**along with non-refundable fee**) and of two (2) copies of a sketch plan containing:
  - Sketch vicinity map
  - Boundaries of lot(s) to be subdivided
  - Total acreage to be subdivided
  - Existing and proposed uses of land within the subdivision and existing uses of adjoining land
  - Proposed street layout
  - Name, address, and telephone number of owner(s) of tract
  - Name of proposed subdivision
  - Zoning classification of the property to be subdivided and adjacent property
  - Tax map and parcel numbers of the lot(s) to be subdivided
2. Development Services Director reviews submitted application with the Town Engineer, and provides feedback within 21 days to the Applicant/Owner for incorporation into a preliminary plat. **The Applicant/ Owner is responsible for all Town Engineer fees.**
3. Applicant submits seven (7) copies of Preliminary Plat for review by Planning Board.
  - Must contain all of the information listed in Chapter 152.058 of the Town of Dallas Code of Ordinances- see attached.
  - Must be submitted to the Development Services Director least 10 days prior to the meeting at which it is to be reviewed
4. The Planning Board meets to discuss the proposed subdivision, and has 45 days from meeting date to make their decision to approve (with or without conditions), or disapprove the preliminary plat.
  - The Planning Board may request a report from any person or agency directly concerned with the proposed development before making a decision.
    - If approved with conditions, Owner/ Applicant must comply with requirements within 12 months unless otherwise noted, or the approval will be considered null and void.
  - If disapproved, Owner/ Applicant has 60 days to resubmit without paying an additional fee. Resubmitted preliminary plats will need to repeat Step 3.

5. Once the preliminary plat is approved, the Owner/ Applicant can begin preparing the final plat.
  - Must contain all of the information listed in Chapter 152.058 of the Town of Dallas Code of Ordinances- see attached.
  - Only include the portion of the approved preliminary plat to be recorded and developed at this time. If project will be completed in phases, the final plat should only include phases to be developed within
  - Must be submitted no later than 24 months after approval of the preliminary plat unless a longer time period was stipulated in that approval.
  - Owner/ Applicant may request an extension of up to 12 months.
  - Improvements Guarantees: In lieu of installing required improvements prior to final plat approval, an Owner/ Applicant may enter into an agreement with the Town to guarantee installation through the provision of a surety performance bond(s) or cash or equivalent securities. The amount of guarantees shall be 1.25 times the cost of installing all required improvements, and the agreement must be approved by the Board of Aldermen.
6. Owner/ Applicant submits seven (7) copies of the final plat to the Development Services Director, along with a **\$100 non-refundable fee**, at least 10 days prior to the Planning Board meeting where it will be reviewed.
  - All copies of the final plat must contain the signed certificates found in the Town of Dallas Subdivision Regulations
7. The Planning Board meets to review the final plat, has 45 days from meeting date to approve (with or without conditions), disapprove, or refer to the Board of Aldermen for review and approval.
  - If improvements guarantees exist, the Board of Alderman is required to approve the final plat.
  - If disapproved, the Owner/ Applicant has 21 days to resubmit plat without paying an additional fee.
8. The Board of Alderman meet to review the final plat for approval- if required.
  - If disapproved, the Owner/ Applicant has 21 days to resubmit plat without paying an additional fee.
9. Once the final plat is approved, the Owner/ Applicant has 21 days to have the plat recorded in the Gaston County Register of Deeds office, or the approved final plat will be considered null and void.
10. Owner/ Applicant obtains all Zoning Permits required for construction on subdivided lots.
  - If Multifamily/ Commercial/ Industrial: Owner/ Applicant begins the Site Plan review process, and submits a Preliminary Site Plan Review application (**along with accompanying fee**) for review, comments, and approvals.