

What is a Minor Subdivision?

Minor Subdivision - the division of five (5) acres or less into five (5) or fewer lots and which creates no new public or private streets or roads, no right-of-way dedication, and no new easements except for electrical, drainage, cable, or telephone easements, and no utility extensions.

Submittal Requirements:

- Property Owner's Report (authorization from all property owners to subdivide)
- Proposed Plat shall:
 - be prepared by NC Registered Land Surveyor
 - shall meet the specifications for final plats in [UDO section 4-32](#)
 - include three certificates:
 - Certificate of Ownership
 - Certificate of Survey and Accuracy
 - Certificate of Approval for Recording

Minor Subdivision Review Process

Plat Submission*

A Filing Fee** and electronic (PDF) stamped survey*** is required.

Email draft plats to mhcpu@moreheadcitync.org

Staff Review

Staff will email about any deficiencies to be addressed. Once all comments have been addressed, Staff will request a Mylar****.

Planning Director's Signature

Staff will coordinate the signature.

Recordation

Once signed, Staff will contact the applicant.



***** Visit the Carteret County Register of Deeds to officially record the plat.

** Filing fee(s) are listed on the [Schedule of Fees](#)

** Recreation fee(s) may apply

*** Plat and other info shall be submitted in a digital format compatible with the Town's Geographic Information System (GIS)

**** Mylars **must** be prepared by NC Registered Land Surveyor

***** Approved Plat must be recorded within thirty (30) days after approval by the Planning Director

For more information

Contact Planning & Inspections by:

Phone - (252) 726-6848 ext. 125

or

Email - mhcpi@moreheadcitync.org

or

In-person

9 a.m. – 5 p.m.

Monday – Friday

1100 Bridges St.

Morehead City, N.C. 28557