

TOWN OF WOODLAND

SUBDIVISION REGULATIONS



AND

ZONING ORDINANCE

Town of Woodland

Subdivision Regulations

Updated 9/6/2007

Town of Woodland Zoning Fee Schedule

3 August 2006

The following Fee Schedule sufficient to cover the costs of administration, inspection, publication of notice and similar matters has been established and approved by Woodland Town Board of Commissioners and will be effective on this date:

Zoning Permit	\$15.00
Conditional Use Permit	\$225.00
Temporary Use Permit	\$225.00
Variance Permit	\$225.00
Appeal	\$225.00
Zoning Amendment	\$225.00

Town of Woodland

By: 

Mayor

ATTEST:


Clerk

Table of Contents

<u>Articles</u>		<u>Number</u>
1	General	1
	Section 1 - Title	1
	Section 2 - Authority	1
	Section 3 - Jurisdiction	1
	Section 4 - Purpose	1
	Section 5 - Administrative Officer	1
	Section 6 - Application of Ordinances	1
	Section 7 - Prerequisite to Plat Recordation	2
	Section 8 - Removal of Rubbish	2
2	Major Subdivision Review Procedure	3
	Section 1 - Sketch Design Plan	3
	Section 2 - Preliminary Plat	3
	Section 3 - Construction Phase	5
	Section 4 - Final Plat	6
3	Review Procedure for Minor Subdivision Plats	10
	Section 1 - Objective	10
	Section 2 - Minor Subdivision Defined	10
	Section 3 - Review Procedure	10
	Section 4 - Final Plat Requirements	10
	Section 5 - Appeal Procedures	10
	Section 6 - Certifications Required	10
4	General Requirements for All Subdivisions	12
	Section 1 - General Requirements for All Subdivisions	12
	Section 2 - Street Layout Guidelines	13
	Section 3 - Design Standards for Streets	14
	Section 4 - Blocks	15
	Section 5 - Lots	15
	Section 6 - Easements	16
	Section 7 - Storm Water Drainage	16
	Section 8 - Water and Sewer Systems	17
	Section 9 - Water and Sewer lines Construction Standards	18
	Section 10 - Sidewalks	18

	Section 11 - Subdivision Plats	18
5	Definitions	19
	Section 1 - Subdivision Defined	19
	Section 2 - Other Definitions	19
	Section 3 - Word Interpretation	22
Appendix A24		

ARTICLE I - GENERAL

Section 1 - Title

This Ordinance shall be known as the Subdivision Regulations of Woodland, North Carolina.

Section 2 - Authority

This Ordinance is hereby adopted under the authority and provisions of the General Statutes of North Carolina, Chapter 160A.

Section 3 - Jurisdiction

These regulations shall govern all subdivisions of land as defined by this Ordinance within Woodland and its extraterritorial planning jurisdiction.

Section 4 - Purpose

The goal of this Ordinance is to establish procedures and standards for the development and subdivision of land within Woodland's planning jurisdiction. Specified objectives shall include, but not be limited to, the following: insure the proper legal description, identification, monumentation, and the recording of real estate boundaries; promote the orderly layout and appropriate use of the land; provide suitable building sites which are readily accessible to emergency vehicles; assure the proper installation of streets and utilities; and generally help conserve and protect the physical and economic resources of the community.

Section 5 - Administrative Officer

The Woodland Town Board shall appoint an Administrator who shall have overall administrative responsibility for this Ordinance. His duties shall include: reviewing sketch plans with the developers; reviewing and approving minor subdivision plats; determining whether or not plats meet the requirements specified in this Ordinance; sending proposed subdivision plats to outside experts such as the North Carolina Department of Transportation, state, and county health officials in order to receive their comments; presenting subdivision plats at the meeting of the Planning Board; and insuring approved final plats are recorded in the Northampton County Register of Deeds Office.

Section 6 - Application of Ordinances

This section of the Subdivision Regulations, Town of Woodland, is hereby amended on 6 September, 2007 to read as follows:

shall a burial site be located directly under a building although it may be located on the same lot as a building. (All burial sites shall be shown on the final plat.)

ARTICLE 2- MAJOR SUBDIVISION REVIEW PROCEDURE

Section 1 - Sketch Design Plan

The sketch plan review allows an exchange of information between the developer and the regulating body. It is a voluntary process for any subdivision with 25 lots or less, but mandatory for subdivisions with more than 25 lots. Normally, it is an informal discussion between the developer and the Town Board. The process is simply an opportunity for the developer and the community to review the project in light of the Town's development practices and requirements. No formal application or fee is required. It is suggested, however, that plans should be on the same size paper and scale as required for preliminary and final plat. Once the review process has been completed, one copy shall be returned to the subdivider and one copy kept on file in the Town Office.

It is important to remember that this review shall not in any way be construed as constituting an official action of approval for recording of the subdivision plat.

Section 2 - Preliminary Plat

2.1 Review Procedure

The subdivider or his authorized agent shall submit 6 copies of the preliminary plat of the total project, even if the project is planned in phases, to the Administrator at least 21 days prior to a regular meeting of the Planning Board. During this period, the Administrator and other appropriate personnel as deemed necessary by the Planning Board shall evaluate the plat to determine whether or not it meets the requirements of this Ordinance. The Administrator may receive comments from outside experts and agencies directly impacted by the project. The comments from the any outside experts or agencies shall be submitted to the Planning Board. The Planning Board shall approve, approve conditionally, or disapprove the plat within 45 days after first consideration; otherwise, the plat shall be automatically approved. If the preliminary plat is **not** submitted to the Administrator at least 21 days prior to the regular meeting of the Planning Board, the plat may not be submitted to the Planning Board until their next regular meeting.

2.2 Appeal

If the subdivider disagrees with the Planning Board, he may appeal to the Town Board, provided the appeal is made within 30 days after the official action of the Planning Board. The appeal shall be submitted to the Administrator in writing who shall forward it to the Town Board at their next regular scheduled meeting.

disapproved, the subdivider may make the recommended changes and submit a revised preliminary plat to the Administrator within 60 days after the Planning Board action.

Section 3 - Construction Phase

3.1 Installation of Improvements

Once the preliminary plat and construction plans have been reviewed and approved by the Town, the subdivider can begin development activities on the site. All construction plans shall be sealed by a licensed engineer in the State of North Carolina. All water and sewer lines, roads, and drainage plans shall be approved by the Town of Woodland to insure compliance with the Town's Sewer and Water Requirements, NC Department of Transportation, Secondary Road Standards or other applicable development standards.

3.2 Improvements Installed Prior to Submittal of Final Plat

Before a final plat is eligible for review by the staff and approval by the Planning Board, all site improvements shall be installed or guarantees approved as specified below in Subsection 3.5.

3.3 Performance Guarantees

If a subdivider wants to record a final plat without installing all the required site improvements, the Town of Woodland may accept a guarantee for those improvements.

3.4 Defects Guarantees

The Town shall require a bond guaranteeing utility taps, curbs, gutters, street pavement, sidewalks, drainage facilities, water and sewer lines, and other improvements against defects for one year from the date of acceptance by the Town. Within the final 30 days prior to the expiration of the one year defects guarantee, the Town shall inspect the project to insure it is in good working order before releasing the bond.

3.5 Types of Guarantees

Types of guarantees include, but are not limited to, the following:

A. A surety bond by a surety company licensed to do business in North Carolina;

B. Certified check to be cashed by the Town with the proceeds held in an escrow account; or,

The final plat shall be prepared by a surveyor or engineer licensed and registered to practice in the State of North Carolina.

4.6 Administrative Fees

At the time of submittal of the final plat, the subdivider shall pay the Town of Woodland a filing fee as established by the Woodland Town Board.

4.7 Certifications Required

The final plat shall contain the following certifications before it is submitted to the Administrator:

A. Certificate of Ownership and Dedication

I (we) hereby certify that I (we are) am the owner(s) of the property shown and described hereon and that I (we) hereby adopt this plan of subdivision with my (our) free consent, establish all lots, and dedicate all roads, walks, parks, easements, right-of-way, and other open spaces to public or private uses as noted.

_____	_____
Owner	Date
_____	_____
Owner	Date

B. Certificate of Survey and Accuracy

State of North Carolina _____ County
I, _____ certify that this map was (drawn by me) (drawn under by supervision) from (an actual survey made by me) (an actual survey made under my supervision) (deed description recorded in Book ____, Page ____, Book ____, Page ____, etc.) (other); that the ratio of precision as calculated by latitudes and departure is 1: _____ (that the boundaries not surveyed are shown as broken lines plotted from information found in Book ____, Page ____); that this map was prepared in accordance with G.S. 47-30, as amended. Witness my hand and seal this ____ day of _____, A.D. 19__.

Official Seal

Registered Land Surveyor

Registration Number

containing the information required shall be returned to the subdivider or his authorized agent for completion and resubmission.)

4.9 Disposition of Final Plat

One reproducible copy shall be signed and executed as required for recording by the Northampton County Register of Deeds within 30 days after approval by the Planning Board. One copy shall be on file at the Register of Deeds Office. The subdivider shall submit a paper copy of the recorded plat to the Administrator.

4.10 Plan Submittal Time Limit

At least the first phase of the final plat shall be submitted not more than 12 months after the date on which the preliminary plat was approved; otherwise, the approval of the preliminary plat shall be null and void. In that case, the preliminary plat shall be resubmitted as if it were a new subdivision. The final plat shall represent only that portion of the preliminary plat that the subdivider plans to record.

4.11 Resubdivision Procedures

For any replatting or resubdivision of land, the same procedures, rules, and regulations shall apply as required for the original subdivision.

4.12 Recording Final Plat

The subdivider shall be responsible for recording the final plat in the Northampton County Register of Deeds Office within 30 days after final approval. A paper copy of the recorded plat shall be given the Administrator by the subdivider within 5 working days after recordation.

A. **Certificate of Ownership and Dedication**

I (we) hereby certify that I (we are) the owner(s) of the property shown and described hereon and that I (we) hereby adopt this plan of subdivision with my (our) free consent.

Owner

Date

B. **Certificate of Survey and Accuracy**

State of North Carolina, _____ County. I, _____, certify that this map was drawn under my supervision from an actual survey made under my supervision. Witness my hand and seal the ____ day of _____, A.D. 19__.

Registered Land Surveyor

Registration Number

C. **Certificate of Approval for Recording by Administrator**

I hereby certify that the subdivision plat shown hereon has been found to comply with the Subdivision Regulations of Woodland, North Carolina, with the exception of such variances, if any, as noted in the minutes of the Planning Board and recorded on the plat and that it has been approved for recording in the Office of the Register of Deeds.

Date

Administrator, Town of Woodland

1.7 Design Review and approval

All signs and landscaping shall be reviewed and approved by the Administrator and/or the Planning Board.

Section 2 - Street Layout Guidelines

2.1 Street Names

The 911 Emergency Planning Coordinator, if applicable, shall review all plats to insure any proposed street shall not duplicate nor closely approximate the name of an existing street within Northampton County.

2.2 Coordination and Continuation of Streets

The proposed road layout within a subdivision shall be coordinated with the existing street system of the surrounding area and, where possible, existing principle streets shall be extended.

2.3 Collector and Local Streets

Collector and local streets shall be so laid out that their use by through traffic will be discouraged. Streets shall be designed or walkways dedicated to assure convenient access to parks, playgrounds, schools, and other places of public assembly.

2.4 Marginal Access Streets

Where a tract of land to be subdivided adjoins an arterial street, the subdivider may be required to provide a marginal access street parallel to the arterial street or reverse frontage on a minor street for the lots to be developed adjacent to the roadway. Where reverse frontage is established, private driveways shall be prevented from having direct access to the arterial street.

2.5 Access to the Proposed Subdivision

Every subdivision shall have permanent access to a public street. Where it is necessary to cross the lands of private property owners in order to provide access, the subdivider shall provide documentation satisfactory to the Planning Board that he has obtained from the property owners a permanent right-of-way from the state-system road to his subdivision. The right-of-way shall be of sufficient width that it could be developed as a state-system road. Full disclosure concerning the right-of-way shall be made on the final plat prior to recording at the Register of Deeds Office. Any subdivision containing more than 100 lots shall have two or more

comply with the appropriate standards established by the N.C. Department of Transportation, Division of Highways.

Section 4 - Blocks

4.1 Block Length

Blocks shall have sufficient width to allow 2 tiers of lots of minimum depth except where single-tier lots are required to separate residential development from through vehicular traffic or another type of use, or when abutting a water area.

4.2 Block Width

Blocks shall have sufficient width to allow 2 tiers of lots of minimum depth except where single-tier lots are required to separate residential development from through vehicular traffic or another type of use, or when abutting a water area.

4.3 Pedestrian Crosswalks

Where deemed necessary by the Planning Board, a pedestrian crosswalk at least 15 feet in width may be required to provide convenient public access to a public area such as a stream, river or lake.

Section 5 - Lots

5.1 Smallest Lot

All lots in a new subdivision shall conform to the Zoning Ordinance requirements for lots.

5.2 Double Frontage Lots

Lots that front on two streets should be avoided whenever possible.

5.3 Side Lot Lines

Side lot lines shall be substantially at right angles to or radial to street lines.

5.4 Building Setback Lines

The building setback lines shall be established by the Zoning Ordinance.

- D. Surface drainage courses shall have side slopes of at least 3 feet of horizontal distance for each one foot of vertical distance, and courses shall be of sufficient size to accommodate the drainage area without flooding.
- E. The minimum grade along the bottom of a surface drainage course shall be a vertical fall of at least one foot in each 200 feet of horizontal distance.
- F. Streambanks and channels downstream from any land-disturbing activity shall be protected from increased degradation by accelerated erosion caused by increased velocity of runoff from the land disturbing activity in accordance with the N.C. Sedimentation Pollution Control Act, G.S. 143-34.12 Chapter 113A, Article 4, and the N.C. Administrative Code, Title 15, Chapter 4.
- G. Anyone constructing a dam or impoundment within the subdivision must comply with the North Carolina Dam Safety Law of 1967 and the North Carolina Administrative Code Title 15, Sub-Chapter 2K.
- H. In all areas of special flood hazards, all subdivision proposals shall have adequate drainage to reduce exposure to flood damage.

Section 8 - Water and Sewer Systems

8.1 Water Supplies

Where a privately owned public water system is reasonably accessible, the subdivider should contact each lot to that system. Otherwise, each lot shall have an approved individual well water system.

8.2 Sewer System

Within the Town of Woodland, any new subdivision with more than 10 lots and located within 1,000 feet of adequate sewer lines shall connect to that system. The Town may require subdivisions containing 10 lots or fewer to connect to the system. The decision of the Town shall be based on density of development, feasibility of connecting and other relevant factors. Other areas in the Woodland Planning Area may be served by public sewer, if approved by the Town. When a new subdivision is not connected to public sewer, each lot in that development shall have an approved wastewater disposal system approved by the Northampton County Health Department or the N.C. Department of Environment, Health, and Natural Resources, Division of Environmental Management before a building permit is issued. The developer shall pay the full cost of connecting to the system.

ARTICLE 5 - DEFINITIONS

Section 1 - Subdivision Defined

This section of the Subdivision Regulations, Town of Woodland, is hereby amended on 14 August, 2007 to read as follows:

For the purpose of this Ordinance, "subdivision" means all divisions 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 (whether immediate or future), excluding the original tract and includes all division of land involving the dedication of a new street or a change in existing streets; however, the following is not included within this definition and is not subject to any regulations enacted pursuant to this Ordinance.

- 1.1 The combination or recombination of portions of previously subdivided and recorded lots where the total number of lots is not increased and the resultant lots are equal to or exceed the standards of Woodland, North Carolina, as shown in its subdivision regulations;
- 1.2 The division of land into parcels greater than 10 acres where no street right-of-way dedication is involved;
- 1.3 The public acquisition by purchase of strips of land for the widening or opening of streets; and
- 1.4 The division of a tract in single ownership whose entire area is not greater than 2 acres into not more than 3 lots, where no street right-of-way dedication is involved and where the resultant lots are equal to or exceed the standards of Woodland, North Carolina, as shown in this Ordinance.
- 1.5 The division of property among heirs for the sole purpose of settling an estate; (this exemption does not relieve the property owner from this or any other ordinance or regulations of the Town of Woodland); and
- 1.6 The division of grave sites within a cemetery.

Section 2 - Other Definitions

Alley - A strip of land, owned publicly or privately, set aside primarily for vehicular service access to the back or side of properties otherwise abutting on a street.

Buffer Strip - A buffer strip shall provide a visual barrier between incompatible land uses. An undisturbed natural area may be used if it provides an effective screen. When a buffer is planted, it shall consist of deciduous or evergreen trees, spaced not more than 10 feet apart, planted so that one tree is offset from the next one, and not less than one row of dense

Private Driveway - A roadway serving 2 or fewer lots, building sites, or other division of land and not intended to be public ingress or egress.

Private Street - A roadway providing access to 3 or more lots, building sites, or other divisions of land, and not to be dedicated to the public. If allowed, private streets shall be so designated on the final plat of a subdivision. A written disclosure statement is required in accordance with G.S. 136-102.6.

Public Sewage Disposal System - A system serving 2 or more dwelling units and approved by the Northampton County Health Department or the North Carolina Department of Environment, Health and Natural Resources, Division of Environmental Management.

Public Water System - A system for the provision to the public of piped water for human consumption if such system has at least 15 service connections or regularly serves an average of at least twenty-five (25) individuals daily at least 60 days out of the year. Such terms include:

- A. any collection, treatment, storage, and distribution facility under control of the operator of such system and used primarily in connection with such system; and
- B. any collection or pretreatment storage facility not under such control which is used primarily in connection with such system.

A public water system is either a "community water system" or a "non-community water system".

- A. "Community water system" means a public water system which serves at least 15 service connections used by year-round residents or regularly serves at least 25 year-round residents.
- B. "Non-community water system" means a public water system which is not a community water system.

(Approval by the Sanitary Engineering Division, Division of Health Services, Department of Human Resources, is required for all public water systems.)

Recreation Area or Park - An area of land or combination of land and water resources that is developed for active and/or passive recreation pursuits with various man-made features that accommodate such activities.

Reserve Strip - A strip of land (*usually only a foot or two wide owned privately*) and set aside around a subdivision in order to prevent access to adjacent property by way of subdivision streets.

STREETS

F. The word “lot” shall include the meanings “plot”, “parcel”, or “tract”.

G. The word “shall” is always mandatory and not merely directory.

15. The following data concerning utilities: -location and dimension of easements -utility layouts including: sanitary sewer storm water water distribution natural gas telephone electric lines	X X X X X X X X	X X X X X X X X
16. Other easements showing locations, widths, and purposes	X	X
17. Location and dimension of areas to be used for other than residential uses	X	X
18. Areas to be dedicated or reserved for public use	X	X
19. Future ownership of recreation and open space lands	X	
20. Sufficient engineering data to determine readily and reproduce on the ground every straight or curved line, street line, lot line, right-of-way line, easement line, and setback line including dimensions, bearings, or deflection angles, radii, central angles, and tangent distance for the center line of curved property lines that are not the boundary line of curved streets.		X
21. All dimensions shall be measured to the nearest one-tenth (1/10) of a foot and all angles to the nearest minute.		X
22. The accurate locations and descriptions of all monuments, markers, and control points		X
23. A copy of any proposed deed restrictions or similar covenants. Such restrictions are mandatory when private recreation areas are established	X	X
24. A copy of the erosion control plan submitted to the appropriate authority	X	
25. A letter of Offer of Dedication and a letter of Acceptance by the municipality		X