

## **SUBDIVISION PLAT REVIEW PROCESS**

### **PRELIMINARY PLAT**

- 1) The plat is submitted to the **Winterville Planning Department** by the **Applicant**.
  - the **Applicant** is responsible for providing copies to any other agencies that provide service to the subject property if the applicant desires direct feedback from such agency
    - ex. Greenville Utilities, Department of Transportation, Eastern Pines Water Corp., Bell Arthur Water Corp., Sprint, Suddenlink, etc., as applicable.
  - the **Applicant** shall provide a list of all proposed street names to the **Pitt County Planning Department**; All street names must be approved by **Pitt County** under the E-911 Addressing System.
  
- 2) The **Planning Department** distributes review copies to necessary town personnel including the **Subdivision Review Committee** members;
  - ex. Winterville Public Works, Winterville Electric, Winterville Building Inspections, Winterville Fire The Wooten Company, Winterville Police, & Pitt County Planning (where applicable).

Other interested review agencies may pick up a copy either from the **Planning Department** or from the **Applicant**;

  - ex. Greenville Utilities, Department of Transportation, Eastern Pines Water Corp., Bell Arthur Water Corp., Sprint, Suddenlink, etc., as applicable.
  
- 3) **Town Departments** review with special attention to features that fall within the area(s) of expertise and/or responsibility of their Department and Job Description:
  - a) **Planning Department** – general compliance with Subdivision Ordinance and Zoning Ordinance;
  - b) **Engineer & Public Works** – compliance with Design Standards – water, sewer, streets, drainage, construction detail;
    - Construction Plans may be submitted at the same time as the Preliminary Plat. Construction of improvements may begin ONLY AFTER approval of the preliminary plat by the **Planning Board** and the **Board of Aldermen** AND approval of Construction Plans by the **Town Engineer**;
  - c) **Electric Department** – electric service needs – adequate easements, rights-of-way, etc., any other electric service issues.
  - d) **Police Department** – law enforcement and/or emergency services issues; recommendations on traffic control, speed limits, traffic control signage, etc;
  - e) **Fire Department** – fire hydrant locations; any other fire protection issues;
  
- 4) The **Planning Department** schedules a **Development Review Committee (DRC)** meeting. These meetings are held at **9:00am on the first Tuesday of the month**. Plans **must be submitted 3 weeks prior** to be placed on the upcoming DRC agenda.

- 5) The **Development Review Committee** meeting is held. The **Planning Department** records comments and requests for revisions and communicates these to the **Applicant**.
- 6) A draft signage layout should be developed – showing locations of required street name, speed limit, stop, yield, etc. signs. This layout will be used at the Final Plat stage to establish the signage the applicant will be required to install as a required improvement.
- 7) The **Planning Department** communicates review comments and revision requests to the **Applicant**. More complex issues may require direct communication between **other Town Departments** personnel and the **Applicant**.
- 8) The **Planning Department** schedules the Preliminary Plat for consideration by the **Planning Board**.
- 9) The **Planning Board** takes action on the Preliminary Plat. If conditional approval is given, the conditions for approval are recorded by the **Planning Department**, communicated to the **Applicant**, and communicated to the **Board of Aldermen**.
- 10) The **Planning Department** schedules the Preliminary Plat for consideration by the **Board of Aldermen**.
- 11) The **Board of Aldermen** takes action on the Preliminary Plat. If conditional approval is given, the conditions for approval are recorded by the **Planning Department** and communicated to the **Applicant**.
- 12) The **Applicant** makes any required revisions to the Preliminary Plat and provides 2 originals to the **Planning Department**.
- 13) The **Planning Department** has the approved Preliminary Plat signed by the **Planning Board Chairman** and by the **Mayor**. One original is retained by the **Planning Department** and one original is returned to the **Applicant**.
- 14) The **Planning Department** prepares paper prints of the approved Preliminary Plat and distributes copies to Town Departments and to other review agencies that have requested to receive copies. A copy is provided to the Pitt County Planning Department for E911 address purposes.
- 15) If not previously provided, the **Applicant** submits Construction Plans for approval. The Construction Plans are reviewed by the **Town Engineer**. The **Town Engineer** communicates any required revisions to the **Applicant**. When the Construction Plans meet with his approval, the **Town Engineer** approves the plans and communicates the approval to the **Applicant**.

The approval of **other agencies** may also be required for various aspects of construction – i.e. Water & Sewer Plan approval by State of North Carolina, Driveway Permit approval by NCDOT, Soil Erosion and Sedimentation Control Plan approval by Pitt County, etc.

The **Applicant** may begin construction of improvements AFTER completing all of the following:

- Preliminary Plat approval by Planning Board and Board of Aldermen;
- Construction Plan approval by Town Engineer;
- Approval of plans / permits issuance by - any other applicable agencies.