

Lot Line Adjustments and Lot Recombinations

An abbreviated process is permitted to simplify and speed up the review procedure for lot line adjustments and lot recombinations. Please note that plat review is required for both processes.



Lot Line Adjustments

A lot line adjustment is the relocation of an existing lot line or lines to a new location that do not result in:

- The creation of a new parcel in addition to existing parcels; or
- The modification of an existing parcel to a new configuration that does not meet the minimum standards of the Unified Development Ordinance.

Lot Recombinations

A lot recombination is a combination of portions previously subdivided and recorded parcels where the total number of lots is not increased and the resultant lots are equal to or exceed the standards of the municipality.

Lot recombinations are not subject to approval or disapproval by the Town, however they are subject to the same review process as lot line adjustments in order to ensure accurate records with Union County and the Town of Indian Trail.

External Agency Contact Information

Union County Public Works
400 North Church St.
Monroe, NC 28112
704-296-9898

Union County Environmental Health
500 North Main St. Suite 36
Monroe, NC 28112
704-283-3553

Union County Building Department
500 North Main St. Suite 36
Monroe, NC 28112
704-283-3816

NC DOT Division 10, District 3
130 S. Sutherland Avenue
Monroe, NC 28112
704-289-1397



Questions? Contact Us!

The Indian Trail Planning Department is located within the Administrative Services Building at 130 Blythe Dr. Reach us by phone at 704-821-5401 or by web at www.indiantrail.org

Plan 
INDIAN TRAIL PLANNING DEPARTMENT



Minor Subdivisions



A Quick Guide to the Minor Subdivision Process

Indian Trail Planning
Administrative Services Building
130 Blythe Drive
Indian Trail, NC 28079

704-821-5401
www.indiantrail.org

What is a Minor Subdivision?

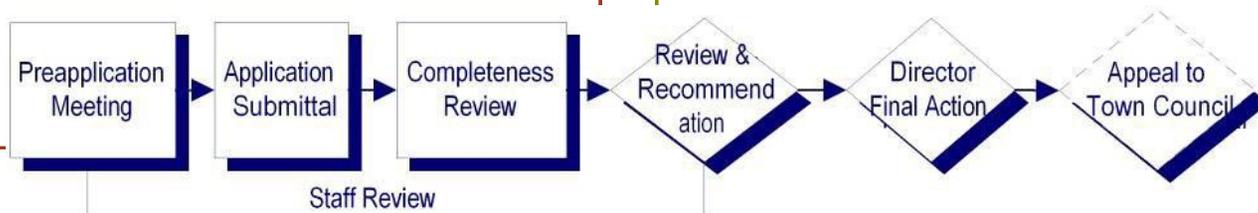
A minor subdivision is the division of land into two or more parcels, for potentially the purpose of sale or development (immediate or future).

A minor subdivision does not involve any of the following:

- The creation of more than a total of five lots since 1978;
- The creation of any new public streets or right-of-ways;
- The extension of water and sewer system facilities operated by the Union County Public Works Department;
- The installation of drainage improvements through one or more lots to serve one or more other lots;
- The installation of a private waste water plant or private water supply system for more than one lot or building site.

A complete application for a minor subdivision includes a completed paper application, 8 sets of plans, a digital PDF file of the plat and the required fees.

The minor subdivision review process



Helpful Tips for Applicants

Below are some helpful tips for submitting minor plats for review:



- Meet with a planner early to resolve any questions you may have.
- Submit a sketch plan ahead of time for staff comment and review. By doing this, you save time during the formal review stage.
- Verify recording fees prior to submitting payment.

Minor Subdivision Procedure

1. Submit a sketch plan of the minor subdivision for staff review. At this stage, the proposal is reviewed informally and allows for opportunity for early comment from staff.
2. After initial review has been completed, the applicant prepares a final plat and submits it for formal staff review and comment.
3. The project is also routed by Town staff for outside agency review (NCDOT, Union County Public Works, Environmental Health). Outside agency approvals are required before final project approval, including proof of water/well and sewer/septic service.

4. The applicant is notified of the approval or disapproval of the plat. If approved, the applicant is required to provide 2 Mylar copies of the plat and applicable recording fees made payable to the Union County Register of Deeds.

The plat must be recorded within 30 days of the approval date at the Register of Deeds.

What Information to Include on a Minor Subdivision Plat?

The following is a broad summary of the information required on the plat for review. A comprehensive list of requirements can be found in Unified Development Ordinance section 350.130.

- The following certifications are required on all copies of the final plat (UDO 350.060):
 - ◊ Certificate of ownership and dedication
 - ◊ Certificate of survey accuracy
 - ◊ Division of Highways District Engineer Certificate or Certification of NCDOT and Town Engineer for roads.
 - ◊ Certification by Planning Director
- Total acreage
- Zoning classification for subject and adjoining parcel.
- Names of adjacent property owners
- Boundaries of flood hazard, floodway, or flood fringe areas as identified in the latest edition of FEMA maps.
- All applicable easements
- Street names