

STAFF REPORT

DOCKET # UDO-245

STAFF: [David Reed](#)

REQUEST

Zoning text amendment proposed by the City-County Planning Staff to amend Chapter D Subdivision Regulations of the *Unified Development Ordinances* to eliminate the interdepartmental signature requirements for Minor Subdivisions (UDO-245).

BACKGROUND

The platting of Minor Subdivisions has been a requirement since 2007. Prior to the requirement, staff would review and approve deeds. Shortly before platting became a requirement, policies were put in place requiring applicants for deed approval to obtain signatures from several intergovernmental agencies prior to approval of the deed by Planning staff.

When the platting requirement was established, the signature requirement was included as part of the regulations. The Subdivision Regulations include signature blocks for the City Engineer, City and County Fire, Environmental Health, and the Director of Streets.

ANALYSIS

When the platting requirement went into effect, the review period was expanded from three to five days. During that time, comments are collected from Engineering and Streets along with some other departments and those comments are then shared with the customer. Although the City and County Fire Departments and Environmental Health do not review each Minor Subdivision plat, they have worked with Planning staff to develop standard notes to be placed on the face of the plats that accomplish the same goal as the signature blocks for those agencies. Because the offices of both Environmental Health and County Fire are remotely located and because their staff spends a lot of time in the field, it has been very difficult for customers to obtain the signatures.

The original purpose for the signature blocks is now integrated into the review process either by collecting review comments or by standardized notes placed on the face of the plat. Sending customers around to collect signatures is no longer necessary and the requirement for interdepartmental signature blocks should be removed from the Subdivision Regulations.

RECOMMENDATION

APPROVAL

UDO-245
AN ORDINANCE AMENDING
CHAPTER D OF THE *UNIFIED DEVELOPMENT ORDINANCES* TO MODIFY
THE MINOR SUBDIVISION REGULATIONS

Be it ordained by the City-County Planning Board of Winston-Salem/Forsyth County, North Carolina, that the *Unified Development Ordinances* is hereby amended as follows:

Section 1. Chapter D, Subdivision Regulations, Article 2. (F) is amended as follows:

~~(F) — Signature Blocks~~

~~Prior to approval of a minor subdivision plat the following statements shall be shown on the print of the final plat with the signature of the appropriate agency. The appropriate statements for a City or County plat shall be used and the statements shall read as follows:~~

~~City of Winston-Salem plats:~~

~~Certificate of the city engineer, as follows:~~

~~"I, _____, City Engineer, do hereby certify that the subject survey has been examined and found to comply with the engineering requirements set forth in the regulations governing subdivided land adopted by the Planning Board."~~

~~_____
City Engineer~~

~~Certificate of the city fire department as follows:~~

~~"I, _____, Fire Marshal do hereby certify that the subject survey has been examined and found to comply with the fire prevention requirements set forth in this chapter governing subdivided land adopted by the City Council."~~

~~_____
City Fire Marshal~~

~~Certificate of the city streets department as follows:~~

~~"I, _____, Director of Streets do hereby certify that the subject survey has been examined and found to comply with the street and stormwater requirements set forth in this chapter governing subdivided land adopted by the City Council."~~

~~_____
Director of Streets~~

~~Forsyth County Plats:~~

~~*When sewer is not available:* Certificate of the environmental health department as follows:~~

~~*TO BE USED WHEN THE HEALTH DEPARTMENT HAS REVIEWED THE LOTS BEING SHOWN ON THE PLAT FOR IMPROVEMENTS PERMITS OR HEALTH DEPARTMENT RELEASE.*~~

~~FORSYTH COUNTY DIVISION OF ENVIRONMENTAL HEALTH~~

~~"I, _____, Environmental Health Specialist, do hereby certify an improvement permit, letter of denial, or a health department release was issued for the property known as Tax Block __, Tax Lot _____, Address _____ on _____. NC General Statutes and Laws and Rules for Sewage Treatment and Disposal Systems regulate the issuance, suspension or revocation of improvements permits and construction authorizations.~~

~~_____
Environmental Health Specialist Date~~

~~TO BE USED WHEN THE HEALTH DEPARTMENT HAS NOT RE VIEWED THE LOTS BEING SHOWN ON THE PLAT FOR IMPROVE MENTS PERMITS~~

~~FORSYTH COUNTY DIVISION OF ENVIRONMENTAL HEALTH
The Forsyth County Health Department has not evaluated any of the lots represented on this plat for the purposes of issuing Improvements Permits.~~

~~_____
Environmental Health Specialist Date~~

Certificate of the county fire department as follows:

~~"I, _____, Assistant Fire Marshal do hereby certify that the subject survey has been examined and found to comply with the fire prevention requirements set forth in this chapter governing subdivided land adopted by the county commission." Prior to any construction of structures on these lots, the following improvements shall be required for adequate fire protection and fire insurance coverage: A 20 foot wide all weather surface access road with overhead clearance of 13 feet 6 inches must be provided for fire apparatus access. If the road is over 150 feet long, an approved turnaround must be provided. Fire Hydrants must be within 1000 feet of dwelling. If public water is available at the adjoining street, you may be required to install a minimum of a 6 inch diameter water main with fire hydrants spaced every 700 feet.~~

~~_____
Assistant County Fire
Marshal~~

Section 2. This ordinance shall be effective upon adoption.