

405 County Complex Rd.
Clinton NC 28328
Inspection: 910-592-0146
Planning: 910-631-1039
Fax: 910-596-0773



Hours of Operation:
Mon-Thurs. 7AM-5:30PM

Sampson County Inspection and Planning Department

SUBDIVISION APPLICATION

MAJOR SUBDIVISIONS - Sketch and Preliminary submittals must include 5 18X24 copies of plans.

Sketch plans must meet all applicable requirements in Section 501 of the Subdivision Ordinance.

Preliminary plans must meet all applicable requirements in Section 502 of the Subdivision Ordinance.

Preliminary submittals must also include a complete set of plans. **SKETCH PLAN APPROVAL IS REQUIRED**

BEFORE A PRELIMINARY PLAN IS SUBMITTED PER SECTION 402.1

OF THE SUBDIVISION ORDINANCE. An electronic copy of the plans must be emailed to

planning@sampsonnc.com. This application must also be entirely completed. Sketch submittal fee is

\$200. Preliminary Submittal fee is **\$300**. Applications are due by 5:30 PM on the submittal date **(PLEASE**

SEE THE ATTACHED SUBMITTAL SCHEDULE).

MAJOR SUBDIVISIONS – Final Plat submittals must include 5 18X24 copies of plans to be reviewed

and comments be provided before the mylar copy is printed. Plans must meet all applicable

requirements as outlined in Section 503 of the Subdivision Ordinance. All documents as outlined in

Section 505 of the Subdivision Ordinance must be submitted with the application as applicable. Final

Plats (Mylars) must meet the standards in Section 503, 504 and 506 of the Subdivision Ordinance as

applicable. In the event that all improvements have not been certified and completed, the applicant

must submit detailed cost estimates of incomplete infrastructure so that the surety may be determined,

in accordance with Article VII of the Subdivision Ordinance. A **\$100** filing fee must be included with final

plat recordation at the Register of Deeds.

MINOR & SERVICE SUBDIVISIONS – submittals must include 5 18X24 copies of plans for review

and comments be provided before the mylar copy is printed. Plans must meet all applicable

requirements as outlined in Section 503 of the Subdivision Ordinance. Final Plats (Mylars) must meet the

standards in Section 503, 504 and 506 of the Subdivision Ordinance as applicable. A **\$100** filing fee must

be included with final plat recordation at the Register of Deeds.

DATE SUBMITTED: _____

SUBDIVISION GENERAL INFORMATION

SUBDIVISION NAME: _____

ADDRESS: _____

PARCEL #: _____

SUBDIVISION CLASSIFICATION: Circle the type of subdivision type.

Sketch (Major)

Preliminary (Major)

Final (Major)

Minor

Service

TOTAL ACREAGE: _____

NUMBER OF LOTS: _____

SMALLEST LOT: _____

AVERAGE LOT SIZE: _____

ZONING DISTRICT: _____

DEVELOPMENT TYPE: Circle the development type.

Commercial

Single-Family

Townhouse/Multi-Family

WATER: _____

SEWER: _____

STREETS (PUBLIC OR PRIVATE):

SURVEYOR/ENGINEER INFORMATION

NAME: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

DEVELOPER INFORMATION

NAME: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

PROPERTY OWNER INFORMATION

NAME: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

PLEASE BE AWARE THAT YOU ARE NOT GUARANTEED TO HAVE YOUR APPLICATION HEARD ON THE BOARD OF COMMISSIONERS DATE LISTED IN THE CORRESPONDING COLUMN WITH YOUR SUBMITAL DATE. CERTAIN CIRCUMSTANCES MAY REQUIRE THE APPLICATION TO BE HEARD AT A LATER DATE THAN LISTED. SKETCH PLANS ARE APPROVED BY THE PLANNING BOARD. PRELIMINARY PLANS ARE APPROVED BY THE PLANNING BOARD AND BOARD OF COMMISSIONERS. FINAL PLATS ARE APPROVED ADMINISTRATIVELY.

2023 SUBMITTAL SCHEDULE

SUBMITTAL DATE	PLANNING BOARD	BOARD OF COMMISSIONERS
December 12 th	January 10 th (Tuesday night)	February 6 th
January 4 th	February 13 th	March 6 th
February 1 st	March 13 th	April 3 rd
March 1 st	April 10 th	May 1 st
April 5 th	May 8 th	June 5 th
May 3 rd	June 12 th	July 10 th
June 7 th	July 11 th	August 7 th
July 5 th	August 14 th	September 11 th
August 2 nd	September 12 th (Tuesday night)	October 2 nd
September 6 th	October 9 th	November 6 th
October 4 th	November 13 th	December 4 th
November 1 st	December 11 th	TBA Pending Release of the 2024 BOC Calendar