

Minor Subdivision Application

Planning and Development Customer Service Center | One Exchange Plaza, Suite 400 | Raleigh, NC 27601 | 919-996-2500



This form is used when submitting a Minor Subdivision (UDO Sec. 10.2.5.H). Submit for Site Permit Review (SPR) using the [Permit and Development Portal](#).

MINOR SUBDIVISION ELIGIBILITY — UDO Sec. 10.2.5.H.3 (all must be met)
☐ Subdivision abuts only existing Local Streets (per UDO Sec. 8.5.2.B).
☐ Site is located entirely within R-1, R-2, R-4, R-6, or R-10 zoning.
☐ Creates no more than six (6) lots.
☐ No new public street proposed.
☐ No portion of the parent tract has been included in a recorded Minor Subdivision within the preceding 5 years.
NOTE: If the subdivision does not meet all eligibility criteria, stop and submit a Preliminary Subdivision Plan.

GENERAL INFORMATION
Development Name (subject to approval):
Property Address(es):
Recorded Deed P.I.N.(s):
NOTE: Subdivisions may require City Council approval if located in a Historic Overlay District.

DEVELOPMENT OPTION AND HOUSING PATTERN			
☐ Conventional Subdivision	☐ Cottage Court	☐ Flag Lot	
☐ Frequent Transit Development			
BUILDING TYPES			
☐ Detached House	☐ Attached House	☐ Townhouse	☐ Apartment
☐ Tiny House	☐ Civic Building	☐ Open Lot	

LOTS AND DENSITY		
# of Detached House Lots:	# of Attached House Lots:	# of Townhouse Lots:
# of Tiny House Lots:	# of Civic Lots:	# of Apartment Lots:
# of Open Lots:	Total # of Lots (max 6):	Total # of Dwelling Units:

PROPERTY OWNER / APPLICANT INFORMATION	
Current Property Owner(s) Name / Company:	
Address:	
Phone #:	Email:
Applicant Name / Company (If different from the owner):	
Relationship to Owner: ☐ Lessee or Contract Purchaser ☐ Owner's Authorized Agent ☐ Easement Holder	
Address:	
Phone #:	Email:
NOTE: Please attach purchase agreement/contract, lease, or easement if applicant differs from owner.	
Project Contact Name / Company:	
Relationship to Applicant:	
Address:	
Phone #:	Email:

SITE DATA	
Gross Site Acreage:	
Zoning District(s) (please provide the acreage of each):	
Overlay District(s) (if applicable):	
Inside City Limits? ☐ Yes ☐ No	Historic District/Landmark:

STORMWATER INFORMATION
Limits of Disturbance (ac): _____
Stormwater Compliance Type
☐ Full Stormwater Requirements 9.2.2.B-H
☐ Exempt Property Requirements 9.2.2.A
☐ Exempt – No Increase in Impervious

SIGNATURE	
Pursuant to state law (N.C. Gen. Stat. § 160D-403(a)), applications for development approvals may be made by the landowner, a lessee or person holding an option or contract to purchase or lease land, or an authorized agent of the landowner. An easement holder may also apply for development approval for such development as is authorized by the easement. Acting as an authorized agent requires written permission from the property owner for the purposes of making this development approval and/or permit application. Written permission from the property owner to act as an authorized agent must be made available to the City of Raleigh upon request. By submitting this application, the undersigned applicant acknowledges that they are either the property owner or one of the persons authorized by state law (N.C.G.S. 160D-403(a)) to make this application, as specified in the application. The undersigned also acknowledges that the information and statements made in the application are correct and the undersigned understands that development approvals are subject to revocation for false statements or misrepresentations made in securing the development approval, pursuant to N.C. Gen. Stat. § 160D-403(f). The undersigned indicates that the property owner(s) is aware of this application and that the proposed project described in this application will be maintained in all respects in accordance with the plans and specifications submitted herewith, and in accordance with the provisions and regulations of the City of Raleigh Unified Development Ordinance. The undersigned hereby acknowledges that, pursuant to state law (N.C.G.S. 143-755(b1)), if this permit application is placed on hold at the request of the applicant for a period of six consecutive months or more, or if the applicant fails to respond to comments or provide additional information requested by the City for a period of six consecutive months or more, then the application review is discontinued, and a new application is required to proceed and the development regulations in effect at the time permit processing is resumed shall apply to the new application.	
Signature:	Date:
Printed Name:	
Signature:	Date:
Printed Name:	