



PASQUOTANK COUNTY FAMILY SUBDIVISION APPLICATION

Please complete the following:

TRANSFER DATA

Grantor

Grantee

Mailing Address

Mailing Address

City State Zip

City State Zip

Property Location

Township

Brief Description of Request:

The following information is required to be submitted with the application:

1. The applicant must provide legal documentation reflecting the property owner's family relationship with the child, parent, or grandchild that is to receive the lot (can be in the form of a birth certificate, adoption certificate, marriage certificate, etc.).
2. An Improvement Authorization Permit must be provided from the Environmental Health Department regarding the soil suitability for an on-site septic tank disposal system.
3. A recorded deed showing a continuous family ownership of the property for at least 5 years.
4. A subdivision plat (survey) of the property showing the parcel to be created. The plat must be labeled as a "Family Subdivision." In addition, a statement must be included on the plat which states "The lot created by this plat shall not be further subdivided for 10 years from its date of recordation in the Pasquotank County Register of Deeds office."

If further information is needed for approval by the Board of Commissioners, it may be requested by the Planning Department.

Signature of Applicant

Date

Contact Phone Number

Procedure For Family Subdivision Review *(Amended 7-9-2007)*

- (a) Lots divided as a family subdivision, as defined in Article V, shall be approved under the following conditions:
- 1) Lots created by means of a Family Subdivision shall have a minimum of 25' of frontage upon a State-maintained road.
 - 2) Lots shall be a minimum of 43,000 square feet in area, with at least 140' of lot width at the front minimum building setback.
 - 3) To qualify as a family subdivision, the property owner must provide proof that ownership of the tract to be subdivided has been in continuous ownership for a minimum of 5 years. *(Amended 4-21-08)*
 - 4) Lots created through the Family Subdivision review shall not be eligible for further subdivision for 10 years.
 - 5) Lots shall be approved under the family subdivision provisions as a one-time gift of a single lot to each child, grandchild or parent of the property owner. A gift of any additional lot to the same child or parent shall require compliance with the major subdivision provisions within the County's Subdivision Ordinance.
- (b) Family subdivision plats shall be approved by the Board of Commissioners and submitted in accordance with the following:
- 1) The application and plat indicate that it qualifies as a family subdivision as defined in this Article;
 - 2) The applicant must provide documentation that attests to the linear relationship that qualifies the applicant for the family subdivision;
 - 3) The plat shall state that the lot may not be further subdivided for a period of at least 10 years; and
 - 4) An Improvement Authorization Permit must be provided from the Environmental Health Department regarding the soil suitability for an on-site septic tank disposal system.