

TOWN OF DALLAS SUBDIVISION REGULATIONS

MINOR SUBDIVISION REVIEW PROCESS

As outlined in the Town of Dallas Code of Ordinances Chapter 152: Subdivision Regulations

Minor Subdivision: The division of a tract or parcel of land into two or more lots, building sites, or other divisions for the purpose of sale or building development where:

1. No new roads are proposed or right-of-way dedicated;
2. The entire tract to be subdivided is ten acres or less in size;
3. No more than ten lots will result after the subdivision is complete; and
4. The subdivision will not be served by public or community water or sewer.

Review Process

1. Applicant completes and submits a Subdivision Permit Application (**along with non-refundable fee: see fee schedule**) and of two (2) copies of a sketch plan containing:
 - Sketch vicinity map
 - Boundaries of lot(s) to be subdivided
 - Total acreage to be subdivided
 - Existing and proposed uses of land within the subdivision and existing uses of adjoining land
 - Proposed street layout
 - Name, address, and telephone number of owner(s) of tract
 - Name of proposed subdivision
 - Zoning classification of the property to be subdivided and adjacent property
 - Tax map and parcel numbers of the lot(s) to be subdivided
2. Development Services Director reviews sketch plan for general compliance with the requirements of this chapter and any applicable zoning regulation.
3. Owner/Applicant prepares and submits 5 copies of a final plat, including one digital version, for Town of Dallas review and signature **along with the \$200 final plat submittal fee.**
 - Must be prepared by registered land surveyor
 - Must contain all of the info listed in Chapter 152.058 of the Town of Dallas Code of Ordinances- see Checklist
 - All copies of the final plat must contain the signed certificates found in the Town of Dallas Subdivision Regulations
4. Once the final plat is approved, the Owner/ Applicant has 21 days to have the plat recorded in the Gaston County Register of Deeds office, or the approved final plat will be considered null and void.
5. Owner/ Applicant obtains all Zoning Permits required for construction on subdivided lots.