

The Minor Subdivision process involves the review and approval of a plat. It is recommended that applicants contact Land Use Administration (LUA) staff to discuss the proposed subdivision of land prior to submitting plats for Minor Subdivision review. LUA staff can be contacted by phone at (336)747-7426 or by emailing our department at [planning@cityofws.org](mailto:planning@cityofws.org) to schedule an appointment.

1. The process starts by submitting your subdivision (with applicable fee) electronically by going to: <https://winston-salem.geocivix.com/secure/>. The five working day review period begins once plats are submitted, the review fee has been paid, and the submission has been accepted for review.
2. E911 service providers for Winston-Salem/Forsyth County require that if more than two lots are accessed by a common easement, the easement must be named. All names must be approved by Planning staff and E911 service providers. Additional fees will apply including street naming/renaming, street name signs, and a stop sign. Sign installation is required before plats are signed. Please be aware that the naming process can extend the time frame beyond the normal five-day review. More information can be obtained by calling Forsyth County Addressing at (336)703-2337.
3. Once the review has been completed, the applicant will receive an electronic response denoting any corrections/revisions that need to be made.
4. Once the plat preparer has made any necessary corrections/revisions, two Mylar prints along with any supporting documentation (i.e. Restrictive Covenants, Lien Holder Forms, etc.) and any additional fees for street naming/street signs, etc. will be needed for final approval and recordation. A revised PDF final plat will need to be emailed to Planning staff to verify that all review requirements have been resolved. Planning staff will review the to ensure that all necessary revisions have been made. Once that review has taken place, a designated review officer will sign both Mylar copies. Final plat signature is by appointment only. LUA staff will retain one copy for record keeping purposes.
5. After the plat has been signed, the applicant (or designee of the applicant) will need to record the plat in the Register of Deeds Office. The Register of Deeds Office is located at 201 North Chestnut Street, 2nd Floor and can be reached by phone at (336)-703-2700. An additional fee will be required by the Register of Deeds to record the plat.

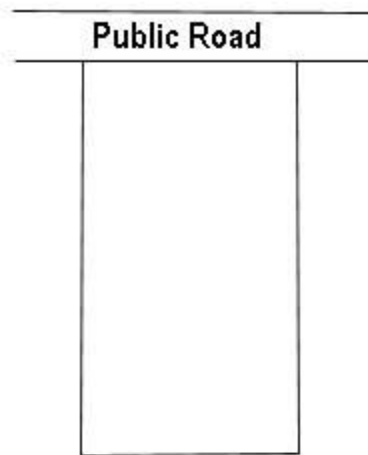
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## "The Three-Cut Rule"

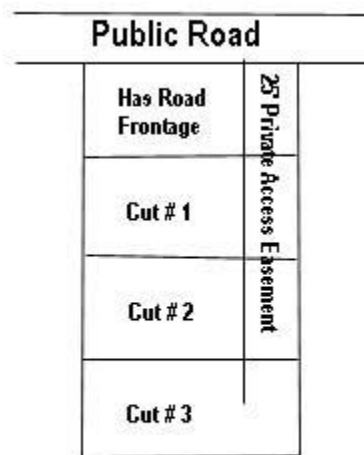
Care should be taken when subdividing property to create "buildable lots" (tax lots for which building permits or special use permits for manufactured homes will be sought). Chapter 7 of the UDO provides the guidelines and a definition for minor subdivisions. The main elements of the guidelines are summarized here for quick reference. For more information contact the Planning staff at (336) 747-7426.

- A tax lot that existed on October 10, 1985, can be subdivided into no more than three (3) lots that do not front on a public road;
- The new lots must each meet UDO zoning requirements with respect to size and width at the building line, and cannot leave a remnant piece of the former lot that does not conform to these requirements;
- An access easement at least twenty-five (25) feet wide must be provided to each lot that does not have public road frontage;
- Two or more lots accessed by a common easement must be officially named and street side yard setbacks will apply to the easement;
- No new lot can block the extension of a public road; and,
- New lots that are ten (10) acres or greater in area are exempt from the "three-cut rule" but must still be reviewed and approved by staff.

An illustration of the application of this rule is included below. In this case an existing lot is being subdivided to create three (3) lots of less than ten acres that are served by a private access easement, and one lot that fronts on a public road.



**Tax Lot as configured in 1985 (and currently)**



**Sample minor subdivision with easement that requires naming**