City of Lowell, NC MINOR SUBDIVISION FLOW CHART*

Applicant attends a required pre-application meeting with the Planning, Zoning & Subdivision Administrator (Administrator) to discuss the proposed minor subdivision plat while the Administrator provides clarification & assistance



Applicant submits a minor subdivision plat & application containing all information required by the City of Lowell



The Administrator conducts a review for compliance to applicable requirements, plat shall be signed by the property owner(s) & certificates & language for the certificates shall appear on the plat



Approval of a plat for a minor subdivision by the Administrator



The applicant shall record the plat in the office of the County Register of Deeds within 60 days following approval by the Administrator or the approval becomes invalid)

NOTE: No plat shall be considered fully approved until the plat has been recorded. No lots in a subdivision shall be sold prior to approval by the Administrator & recording of a plat for the subdivision.