



**SUBDIVISION PLAT APPROVAL POLICY  
CERTIFICATE OF FINAL APPROVAL SAMPLE TEXT**

Zoning Code Section 150.022 distinguishes between a “minor subdivision” which may be approved and signed by the Subdivision Administrator and “major subdivision” which requires Planning Board and Board of Commissioner approval.

Zoning Code Section 150.021 defines a Major Subdivision as those subdivisions which involve any of the following conditions

- More than 5 lots
- More than 10 acres of land
- Dedication of new street segments
- Involvement of a special development as permitted by the Zoning Code
- Involvement of special dedication or reservation of land for open space or public purposes

All other subdivisions will be considered minor subdivisions and may be approved by the Subdivision Administrator. Developers should arrange to meet with Subdivision Administrator to discuss a preliminary or sketch plan prior to submitting a plat. All subdivisions are officially approved in two phases: First, the submittal and approval of preliminary plat and second, the submittal of a final plat. Plat must be completed by a Professional Land Surveyor (PLS) or other similarly licensed professional allowed by Cleveland County. Final plats must contain a “Certificate of Final Approval” with the appropriate wording, otherwise they cannot be signed and recorded with the county.

**Major Subdivision Certificate of Approval:**

Approved for recording by the Boiling Springs Town Council on this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ pursuant to Town of Boiling Springs N.C. Subdivision Ordinance. Must be recorded within thirty (30) days of this date.

\_\_\_\_\_  
Town Clerk

**Minor Subdivision Certificate of Approval:**

Approved for recording by the Subdivision Administrator of the Town of Boiling Springs, N.C. on this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ pursuant to Town of Boiling Springs Subdivision Ordinance. Must be recorded within thirty (30) days of this date.

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Subdivision Administrator