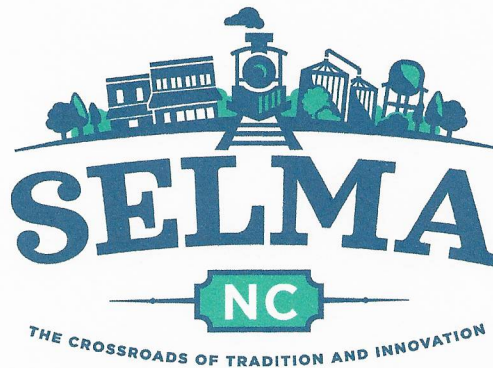


MAYOR
Byron James McAllister

MAYOR PRO-TEM
Joe Scarboro

COUNCILMEMBERS
Amy West Whitley
Susan Parrish Watson
William Overby



**INTERIM
TOWN MANAGER**
Phillip McDaniel

TOWN CLERK
Dalton Larsen-Batten

TOWN ATTORNEY
Alan "Chip" Hewett

2026-05: AN ORDINANCE TO AMEND CHAPTER 17 OF THE CODE OF ORDINANCES OF THE TOWN OF SELMA

WHEREAS, Town of Selma staff has initiated text amendments to Chapter Seventeen of the Town Code of Ordinances to amend PART 2. MAJOR AND MINOR SUBDIVISIONS and Sec. 17-410. Table of Permitted Uses; and

WHEREAS, On March 23, 2026, the Planning Board reviewed the amendment(s); and made a motion to recommend to Town Council with a statement that the proposal is consistent with the Town of Selma Land Use Plan; and

WHEREAS, On April 14, 2026, after dye notice was provided, the Town Council reviewed the formal amendment(s) and unanimously voted to approve all proposals as submitted.

NOW, THEREFORE, BE IT ORDAINED THAT:

Section 1. The Town of Selma Code of Ordinance is hereby amended to read as follows:

PART 2. ~~MAJOR AND MINOR~~ SUBDIVISIONS

Sec. 17-650. Regulation of subdivisions.

See Section 17-600 for the applicability of this Part to the development process. ~~Major S~~ubdivisions are subject to a two-step approval process ~~and sales of lots are permitted after final plat approval as provided per Section 17-654, "Subdivision approval process."~~ Physical improvements to the land to be subdivided are authorized by a special use permit as provided in Part I of this article, ~~and sale of lots is permitted after final plat approval as provided in Section 17-654, "Major Subdivision Approval Process."~~ Minor subdivisions only require a one-step approval process, and the sale of lots is permitted after final plat approval as provided in Section 17-653, "Minor Subdivision Approval."

(Ord. No. 2021-64-R, 7-13-21)

Sec. 17-653. ~~Reserved~~ Minor subdivision approval.

A. ~~The Planning Director shall approve or disapprove minor subdivision final plats in accordance with the provisions of this section.~~

B. ~~Restrictions on the Use of Minor Subdivision Approval Process.~~

1. The minor subdivision process may not be used a second time within three (3) years on any property less than one thousand five hundred (1,500) feet from the original property boundaries by anyone who had an option on or any legal interest in the original subdivision at the time the plat received preliminary or final plat approval. Furthermore, the minor subdivision process may not be used within three (3) years on any property less than one thousand five hundred (1,500) feet from the original property boundaries by any subsequent owner, individual having an adoption on or individual having any legal interest in the original subdivision at the time the subdivision received preliminary or final plat approval. If a subdivision is disqualified from the minor subdivision approval process by this subsection, the major approval process must be used instead.

2. Not more than a total of three (3) lots (or two (2) new lots plus the remainder of the original lot for a total of three (3) lots) may be created out of one (1) tract using the minor subdivision plat approval process, regardless of whether the lots are created at one (1) time or over an extended period of time.

C. The applicant for minor subdivision plat approval, before complying with subsection D., shall submit a sketch plan (i.e., a preliminary plan) to the Planning Director for a determination of whether the approval process authorized by this section can be and should be utilized. The Planning Director may require the applicant to submit whatever information is necessary to make this determination, including, but not limited to, a copy of the tax map showing the land being subdivided and all lots previously subdivided from that tract of land within the previous five (5) years.

D. Applicants for minor subdivision approval shall submit to the Planning Director two (2) copies of a plat conforming to the requirements set forth in Sections 17-655B. and C., except that a minor subdivision plat shall contain the following certificates in lieu of those required in Section 17-655:

1. Certificate of Ownership.

"I hereby certify that I am the owner of the property described hereon, which property is within the subdivision regulation jurisdiction of the Town of Selma, North Carolina, and that I freely adopt this plan of subdivision."

_____	_____
Owner	Date

2. Certificate of Approval for Minor Subdivision.

"I hereby certify that the minor subdivision shown on this plat does not involve the creation of new public streets or any change in existing public streets, that the subdivision shown is in all respects in compliance with Selma Code of Ordinance Chapter 17, and that therefore this plat has been approved by the Town of Selma Planning & Economic Development Director, subject to its being recorded in the Johnston County Registry within thirty (30) days of the date below."

_____	_____
Planning & Economic Development Director	Date

3. A Certificate of Survey and Accuracy, in the form stated in Section 17-655C.

4. Notice to homeowners to connect to public utility system.

In subdivisions that provide a public water distribution system and/or a public sewage collection system, other than that provided by the Town of Selma, a note shall be placed on the final plat indicating that all homeowners are required to connect to the public utility system prior to the issuance of a certificate of occupancy for their principal structure.

5. Certification of approval of individual water supply and sewage disposal systems.

For lots utilizing an individual drinking water supply and/or sewage disposal system the following shall be placed on the final plat:

I hereby certify that the water supply, sewage disposal systems installed, or proposed for installation for the property shown on this plat, meet the necessary public health requirements.

County Health Officer or Authorized Representative

Date: _____

6. Plat Review Officer Certificate (as required by G.S. § 47-30.2).

State of North Carolina

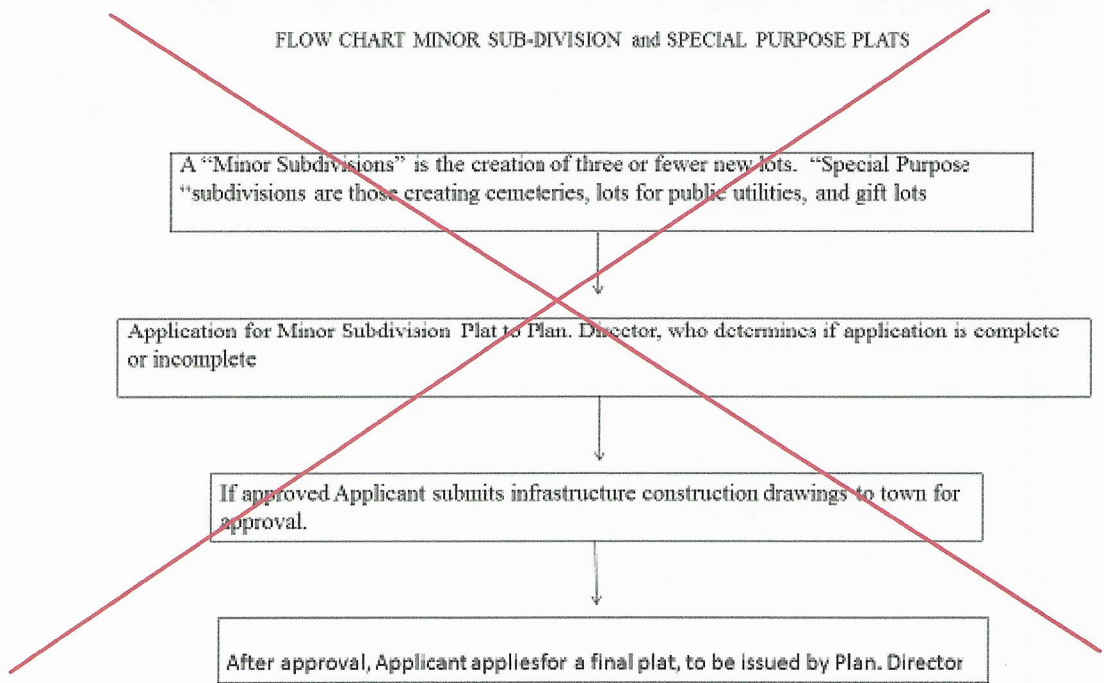
County of Johnston

I, _____, Review Officer of Johnston County, certify that the map or plat to which this certification is affixed meets all statutory requirements for recording.

_____ Review Officer	_____ Date
-------------------------	---------------

- E. The Planning Director shall take expeditious action on an application for minor subdivision plat approval. However, either the Planning Director or the applicant may at any time refer the application to the major subdivision approval process.
- F. Subject to subsection E., the Planning Director shall approve the proposed subdivision unless the subdivision is not a minor subdivision as defined in Section 17-200 "Definitions," the proposed subdivision is disqualified as a minor subdivision pursuant to subsection B., or the application for subdivision fails to satisfy any other applicable requirement of this chapter.
- G. If the subdivision is disapproved, the Planning Director shall promptly furnish the applicant with a written statement of the reasons for disapproval.
- H. Approval of any plat is contingent upon the plat being recorded in the Johnston County Registry within sixty (60) days after the date the Certificate of Approval for Minor Subdivision is signed by the Planning Director or his or her designee.
- I. Review of Decision. Any party aggrieved by the Planning Director's administrative decision to approve or disapprove a request for minor subdivision plat approval pursuant to this section may seek to have the decision reviewed by filing an action in Johnston County Superior Court seeking appropriate declaratory or equitable relief. Such action must be filed within the time frame specified in G.S. § 160A-1405(D)) and Section 152-117 of this ordinance for petitions in the nature of certiorari.

~~FLOW CHART MINOR SUB-DIVISION and SPECIAL PURPOSE PLATS~~



{Ord. No. 2021-64 R, 7-13-21}

Sec. 17-654. Major Ssubdivision approval process.

- A. The applicant (or developer) shall submit a ~~special use permit application~~ with an application for a site plan/preliminary plat containing all the information listed in Appendix A. The Planning Director shall process the application as provided in Section 17-608 et seq.
- B. If the site plan ~~and special use permit~~ **is** approved by the Town Council following Planning Board review, then the applicant may submit construction drawings. Construction drawings will be reviewed by the Technical Review Committee. (See Article XVI, Administrative Mechanisms, Part 6. Staff.) The applicant/developer may install the infrastructure as provided on the site plan ~~and special use permit~~ and then apply for a final ~~major~~ subdivision plat.
- C. **The** Planning Director shall approve or disapprove ~~major~~ subdivision final plats. Notwithstanding the foregoing, if, at the time the ~~special use permit~~ was issued for the subdivision pursuant to Part 1 of this article, the Town Council requested that the final plat be reviewed by it, then the Town Council shall approve or disapprove the ~~major~~ subdivision final plat.
- D. The applicant for ~~major~~ subdivision plat approval shall submit to the Administrator the following: (i) one (1) copy of the plat either in original ink on polyester film (mylar) or a reproduced drawing, transparent and archival (as defined by the American National Standards Institute), (ii) two (2) paper copies of the plat, and (iii) one (1) digital copy of the plat. When more than one (1) sheet is required to include the entire subdivision, all sheets shall be made of the same size and shall show appropriate match marks on each sheet and appropriate references to other sheets of the subdivision. The scale of the plat shall be at one (1) inch equals not more than one hundred (100) feet.
- E. In addition to the appropriate endorsements, as provided in Section 17-655 "Endorsements on ~~Major~~ Subdivision Plats," the final plat shall contain the following information:
1. The name of the subdivision, which name shall not duplicate the name of any existing subdivision as recorded in the Johnston County Registry;
 2. The name of the subdivision owner or owners;
 3. The township, county, and state where the subdivision is located;
 4. The name of the surveyor and his registration number and the date of survey;
 5. The scale according to which the plat is drawn in feet per inch or scale ratio in words or figures and bar graph; and
 6. All the additional information required by G.S. § 47-30.
- F. The applicable final approval authority shall approve the proposed plat unless it is found that the plat or the proposed subdivision fails to comply with one (1) or more of the requirements of this ordinance or that the final plat differs substantially from the plans ~~and specifications approved in conjunction with the special use permit~~ that authorized the development of the subdivision.
- G. If the final plat is disapproved by the Planning Director, the applicant shall be furnished with a written statement of the reasons for the disapproval.
- H. Approval of a final plat is contingent upon the plat being recorded within sixty (60) days after the approval certificate is signed by the Planning Director or his or her designee.

FLOW CHART MAJOR SUB-DIVISION PLAT Legislative

A "Major Subdivisions" is the creation of four or more new lots



Application for Major Subdivision Plat to Plan. Director, who determines if application is complete or incomplete.



Planning Board makes a Recommendation in 30 days, or application proceeds with "No recommendation".



Public Hearing Advertised



Town Council holds a public hearing to determine the facts.



Council may approve, study or deny. Council may not add conditions



If approved Applicant submits infrastructure construction drawings to town for approval. After approval, Applicant applies for a final plat, to be issued by Plan. Director

[Art. VI – Permits, Subdivision Plat Approval, Part 2. Major and Minor Subdivisions]

FLOW CHART MAJOR SUB-DIVISION PLAT Quasi Judicial

A "Major Subdivisions" is the creation of four or more new lots or the use requires a Special Use Permit. .



Application for Special Use Permit/Major Subdivision Plat to Plan. Director, who determines if application is complete or incomplete.



Planning Board makes a Recommendation in 30 days, or application proceeds with "No recommendation".



Public Hearing Advertised



Town Council holds an evidentiary hearing to determine the facts.



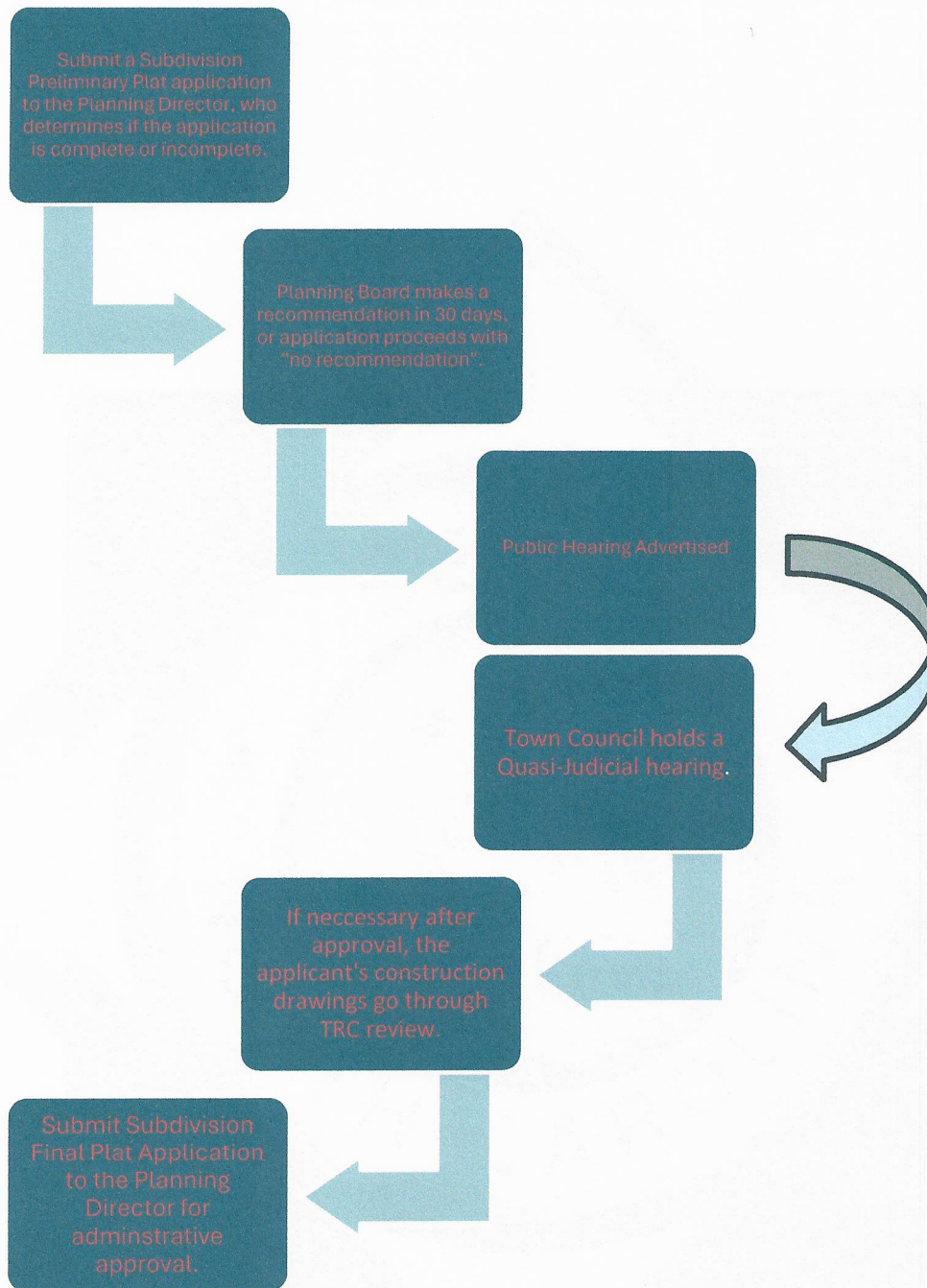
TWO-STEP APPROVAL PROCESS
1) Motion to find facts
2) Motion to make conclusions of law based on the facts



If approved Applicant submits infrastructure construction drawings to town for approval. After approval, Applicant applies for a final plat, to be issued by Plan. Director

[Art. VI – Permits, Subdivision Plat Approval, Part 2. Major and Minor Subdivisions]

(Ord. No. 2021-64-R, 7-13-21)



Sec. 17-655. Endorsements on ~~major~~ subdivision plats.

All ~~major~~ subdivision plats shall contain the endorsements listed in subsections A., B. and C. herein and in Section 17-653D.6. The endorsements listed in subsection D. and F. shall appear on plats of all ~~major~~ subdivisions located outside the corporate limits of the Town but within the planning and development regulation jurisdiction. Endorsement E. shall be affixed only if the Town Council accepts dedication. The following endorsements from Section 17-653 shall be affixed applicable: subsections D.4. and D.5. Other endorsements may be required to comply with State or Federal law.

A. Certificate of Approval.

I hereby certify that all streets shown on this plat are within the Town of Selma's planning jurisdiction, all streets and other improvements shown on this plat have been installed or completed or that their installation or completion (within twelve (12) months after the date below) has been assured by the posting of a performance guarantee and that the

subdivision shown on this plat is in all respects in compliance with Selma Code of Ordinance Chapter 17, and therefore this plat has been approved by the Selma Town Council subject to its being recorded in the Johnston County Register of Deeds within sixty (60) days of the date below.

Planning & Economic Development Director	_____
	Date

B. Certificate of Ownership and Dedication.

I hereby certify that I am the owner of the property described hereon, which property is located within the subdivision regulation jurisdiction of the Town of Selma, that I hereby freely adopt this plan of subdivision and dedicate to public use all areas shown on this plat as streets, alleys, walks, greenways, parks, open space, and easements, except those specifically indicated as private, and that I will maintain all such areas until the offer of dedication is accepted by the appropriate public authority. All property shown on this plat as dedicated for a public use shall be deemed to be dedicated for any other public use authorized by law when such other use is approved by the Selma Town Council in the public interest.

Owner	_____
	Date
Notarized	

C. Certificate of Survey and Accuracy.

I, _____ certify that this map was drawn under my supervision from an actual survey map under my supervision (deed description recorded in Johnston County Registry at Book _____ Page _____); that the boundaries not surveyed are clearly indicated as shown as drawn from information found in Johnston County Registry at Book _____, Page _____; that the ratio of precision or positional accuracy as calculated is 1: _____; that this map was prepared in accordance with G.S. 47-30 as amended. Witness my original signature, license number and seal _____ day of _____, 20__17.

Seal or Stamp

Professional Land Surveyor _____
License Number

D. Division of Highways District Engineer Certificate.

I hereby certify that the public streets shown on this plat have been completed, or that a performance guarantee has been posted to guarantee their completion, in accordance with at least the minimum specifications and standards of the N.C. State Department of Transportation for acceptance of subdivision streets on the State highway system for maintenance.

District Engineer	_____
	Date

E. Optional Acceptance of Offer of Dedication.

NOTE: To be used only if Town Council accepts the offer of dedication at the time the final plat is approved.

"I hereby certify that all streets and sidewalks, parks and greenways, potable water, sanitary sewer, and/or stormwater infrastructure (or any other easements, lots and/or infrastructure) shown on this plat were accepted by the Town Council by a resolution adopted at the meeting held on __, 2__."

Town Clerk	_____
	Date

F. Optional Certification that Town of Selma Ordinances Apply.

NOTE: To be used only where a (i) portion of a property lies outside of the Town's jurisdiction and a portion of the property is within the Town's jurisdiction and (ii) the property owner wishes to have the entire property developed under the Town's ordinances and standards. The Town must enter a mutual agreement with the governing body of the adjacent jurisdiction and obtain the written consent of the landowner in order to hold exclusive planning and development regulation jurisdiction for the entire property.

"We hereby certify that the application or enforcement of the Town's ordinances to the property shown on this plat is not under coercion or otherwise based upon any representation by the Town that the Town's approval of any land use planning would be withheld from the property owner without the application or enforcement of the Town's ordinance outside the territorial jurisdiction of the Town.

Planning & Economic Development Director	_____ Date
Owner	_____ Date

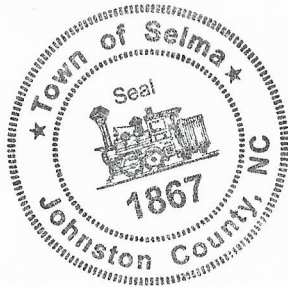
(Ord. No. 2021-64-R, 7-13-21)

27.000 SUBDIVISIONS															
27.100 Major	SUP	SUP	SUP	SUP	SUP	SUP	X	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP
27.200 Minor	P	P	P	P	P	P	X	P	P	P	P	P	P	P	P

Section 2. The Clerk is hereby authorized to insert such amendments into the official Code of Ordinances of the Town of Selma kept on file in the Office of the Clerk.

Section 3. This ordinance shall become effective upon adoption.

This is the 14th day of April, 2026.



Byron James McAllister
Byron James McAllister, Mayor

ATTEST:

Dakota Larsen-Batten
Dakota Larsen-Batten, Town Clerk