

To start the process, login to the Portal: <https://cityview.hollyspringsnc.us/portal>

You will need to have a registered account to proceed.

Navigate to Preliminary Development Approval and click on Apply for a Planning & Zoning Review:



Preliminary Development Approval
[Apply for a Planning & Zoning Review](#)
[Estimate Fees](#)
[Application Search](#)
[Upload Submittals](#)

Choose project type: Final Plat and follow the prompts.

Choose the project type: * ▼ ?

Project Descriptive Name: *

Please give your project a brief description. This will become the project name. Maximum 500 characters

Comments: *

Please add any additional comments about the project. Maximum 4000 characters

On the next page, choose **ONLY** one:

— ▼ Please choose the appropriate item(s) for your project. —

Search for planning types

Easement & Right-of-Way Plat

Exempt Subdivision Plat

Final Plat - New

Final Plat Amendment

Minor Subdivision Plat

Recombination Plat

Continue to follow the prompts. Minimum requirements for every plat submission include the following items: (1) Plat Petition (2) Plat checklist and (3) final plat.

NOTES:

- Find up-to-date Final Plat Applications and Certifications on our website:
<https://www.hollyspringsnc.us/335/Forms-Review-Schedules-Fee-Sheet>
- If your submittal is deemed incomplete, a \$50 processing fee will be charged.
- Staff will contact you once your submittal has been accepted.
- Review fees must be paid upon receipt. Failure to pay review fees may result in delays.