

# MINOR SUBDIVISION FINAL PLAT PROCESS

**Final Plat Submission**  
Electronic plat submittal (18" x 24") through IDT Plans;  
[Click here to access IDT Plans Website](#)



Planning Staff Reviews Preliminary Final Plat



**Planning Department Feedback**

- Required Changes Sent to Surveyor (if applicable)
- Required development fees sent to developer
- Required bonds to be posted sent to developer (from Engineering)



**Final Plat Submittal**

- 3 Mylar Final Plats (18" x 24")  
Including:
  - Signature and Seal of Surveyors
  - Notarized Signature of Owner(s)
- Obtain Public Works and Engineering Approvals
  - Plat Fees paid at Planning Department



Plat in Compliance with the UDO  
Staff Signs Plats

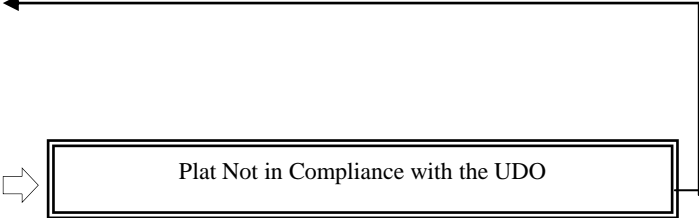


**Recordation**  
File the Approved Final Plat with the Wake County  
Register of Deeds



**Final Submittal**

- 1 Recorded Mylar Plat
- 1 Paper Copy of Recorded Plat



## **MINOR SUBDIVISION FINAL PLAT PROCESS**

**DEFINITION OF A MINOR SUBDIVISION:** The following conditions must be met in order for a land division to be considered a Minor Subdivision.

1. A division of a tract or parcel of land into not more than four lots, each of which has at least 20 feet of frontage on a public street.
2. Does not dedicate or offer for dedication any new street or require construction of any private road for access to any of the lots.
3. Allows reasonable access to the remainder of the tract from which the lot or lots are conveyed of at least 60 feet in width.
4. Does not require extension of sanitary sewer mains or storm sewer mains or water mains to service the lots.
5. Creates no residual parcels which themselves do not conform to the requirements of the Unified Development Ordinance.

Subdivisions that do not meet these requirements are considered Major Subdivisions. See Town of Apex Major Subdivision Final Plat Application.

**TIMING OF APPROVALS:**

Final Plats must be approved by the Planning and Public Works Departments prior to the issuance of building permits (for subdivisions) and certificates of occupancy (for site plans).

**COMPLETE APPLICATION:** The following items are required for the Final Plat to be considered sufficiently complete. Please note that the required information to be included within these items is included on the Minor Subdivision Final Plat Checklist.

- One (1) electronic submittal of preliminary final plat (18"x24")

**REVIEW OF PRELIMINARY PLATS:** Town staff reviews plats for compliance with the Unified Development Ordinance.

**REQUIRED CHANGES TO FINAL PLATS:** Staff comments will be sent to the applicant. The applicant must address all of the comments and submit revised plats.

**SUBMISSION OF MYLAR FINAL PLATS:** The applicant must submit 3 hard copies of the Mylar Final Plats to the Planning Department. Each of these plats should include the signature and seal of the surveyor as well as the notarized signature of the owner(s).

**FEES AND BONDS:** The applicant must pay all requisite fees and post required bonds prior to the final review of revised plats. These fees and bonds include, but are not limited to:

***Collected by the Planning Department:***

1. Plat review fee
2. Water/sewer acreage fee
3. Recreation fee
4. Landscaping/street tree bond

***Collected by the Engineering Division:***

5. Engineering inspection fees
6. Engineering bond

## MINOR SUBDIVISION FINAL PLAT PROCESS

**REVIEW OF MYLAR FINAL PLATS:** The Planning Staff reviews the mylar plats. If the plats are correct, the Town staff will sign the plats. If problems still need to be rectified, the applicant must resubmit mylar plats.

**RECORDATION:** The 3 signed Final Plats must be recorded at the Wake County Register of Deeds. Wake County will keep one of the recorded plats. One copy of the recorded Final Plat must be returned to the Planning Department. The applicant keeps the remaining recorded Final Plat.

**FINAL SUBMISSION:** The applicant must return 1 Mylar copy of the recorded Minor Subdivision Final Plat and five (5) paper copies of the recorded plat to the Planning Department. The recorded Final Plat must be on file prior to the issuance of any building permits.

**MINOR SUBDIVISION FINAL PLAT CHECKLIST**

**TOWN OF APEX  
DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT**

**DEVELOPMENT SUBMITTAL APPLICATION**

**Submittal Date:** \_\_\_\_\_

**Minor Subdivision Final Plat**

\_\_\_ \$100.00 + acreage fees (if applicable)

**Fee due when worksheet is completed by Town and mylars are ready for signature.**

The required contents of complete Plats are listed on the “Minor Subdivision Final Plat Checklist.”

The following **must** be submitted to the Planning Department to begin the review cycle:

- One (1) electronic submittal of preliminary plat (18”x24”) through IDT Plans

[Click here to access IDT Plans Website](#)

Project Name \_\_\_\_\_

Location \_\_\_\_\_

Property PIN \_\_\_\_\_

Acreage \_\_\_\_\_ Zoning \_\_\_\_\_

Town Limits: \_\_\_ Inside \_\_\_ ETJ

Owner or Developer \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax # \_\_\_\_\_

E-mail Address \_\_\_\_\_

Prepared by \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax # \_\_\_\_\_

E-mail Address \_\_\_\_\_

## MINOR SUBDIVISION FINAL PLAT CHECKLIST

1.  Project data (in tabular form):
  - Name of the subdivision (include any phase numbers)
  - Owner's name and address
  - Surveyor's or professional engineer's name, seal and registration
  - Date of the survey and plat preparation
  - Zoning of the property and special zoning conditions (if applicable)
  - Area of tract (in square feet and acres)
  - Number of lots per acre (density)
  - Annexation number relevant to the property
  - Names of the township, county and state in which the subdivision is located
  - Indicate if the site is in the Primary or Secondary Watershed Protection Area
  - Indicate if the site contains a FEMA designated flood plain (including FIRM panel reference number and effective date)
2.  Labeled as "Minor Subdivision Final Plat"
3.  North arrow indicating whether true north or magnetic and a graphic scale, declination.
4.  The exact boundary lines of the tract to be subdivided fully dimensioned by metes and bounds and the location of intersecting boundary lines of adjoining lands with adjacent subdivisions identified by official names.
5.  Accurate location and descriptions of all monuments, markers, and control points.
6.  Location of all rights-of-way, easements, and areas dedicated to public use with the purpose of each stated.
  - Public easements shall be labeled "Town of Apex Public Utility Easement".
  - The following notes shall appear on the plat map:
    - a. Where Town of Apex Public Utilities are installed within easements crossing private property, the Town's Public Works Department shall have the right to enter upon the easement for purposes of inspecting, repairing, or replacing the sewer main and appurtenances. Where paved private streets, driveways, parking lots, etc. have been installed over public sewer mains, the Town of Apex shall not be responsible for the repair or replacement of pavement, curbing, etc. which must be removed to facilitate repairs. The Public Works Department shall excavate as necessary to make the repair, and shall backfill the disturbed area to approximately the original grade. Replacement of privately owned pavement, curbing, walkways, etc. shall be the responsibility of the property owner and/or Homeowner's Association.
    - b. All off-site easements shall be acquired by the developer and these off site easements shall be recorded by a deed of easements prior to utility infrastructure construction approval. These easements shall be dedicated to the Town of Apex and labeled "Town of Apex Public Utility Easement".
    - c. No person shall place any part of a structure, any permanent equipment, or impoundment upon Town of Apex Public Utility Easements. Prohibited structures include, but are not limited to: buildings, houses, air conditioning units, heat pump units, decks, garages, storage/tool sheds, swimming pools, walls, retaining wall mechanisms/appurtenances, and fences. Upon prior written approval by the Public Works Department, fences may be permitted across easements; provided that an access gate is installed for the full width of the easement.
    - d. No person shall plant trees, shrubs, or other plants within a Town of Apex Public Utility Easement without prior written approval from the Public Works Department.
    - e. Any and all street signs shall only be provided and installed by the Town of Apex.
7.  Location, purpose and dimensions of areas to be used for purposes other than residential and public.
8.  Blocks numbered consecutively throughout the entire subdivision and the lots numbered consecutively throughout each block. Lot numbers should be placed in a circle or labeled Lot\_\_.

## MINOR SUBDIVISION FINAL PLAT CHECKLIST

9.  Minimum building setbacks are to be noted.
10.  Right-of-way lines and width of all streets and the location and width of all adjacent streets and easements. Sight triangles noted where required.
11.  Street names as approved by Wake County GIS.
12.  Location of the 100 year floodplain and floodway boundaries or certification that no flood plain exists within the subdivision.
13.  Verification of minimum Finished Floor Elevation (FFE). The minimum FFE must be at least 2 feet above the Base Flood Elevation (BFE) on properties affected by FEMA 100 year flood plain.
14.  If the subdivision includes or is immediately adjacent to the Western or Southern Wake Freeway corridor, the NCDOT must approve the plat.
15.  Street addresses on each lot in a rectangular box near street right-of-way.
16.  Width and type of buffers noted (where applicable).
17.  The Resource Conservation Area (RCA) must be shown and dimensioned on the plat exactly as shown on the approved site plans or construction plans, and must reflect the “as-built” RCA provided, and described fully by a metes and bounds legal description. Also include the size of the required RCA and brief calculations as to how that amount was determined. Include the following note on the plat:

### RCA NOTE:

The Resource Conservation Area (RCA) shown hereon is being provided per the requirements of Article 8 of the Town of Apex’s Unified Development Ordinance (UDO). This RCA must be preserved in perpetuity and shall not be disturbed in any manner.

18.  Location of wetlands with metes and bounds description. Include the following note on the plat:

### WETLANDS NOTE:

Certain portions of the property depicted hereon have been determined to meet the requirements for designation as a regulatory wetland and are designated hereon as “WETLANDS”. No subsequent fill or alteration of any property so designated shall be permitted except in compliance with the current applicable wetlands rules adopted by the federal government and/or the State of North Carolina. Such rules may require submission of an application for fill by the property owner to the governmental agency or authority then having jurisdiction for wetlands regulations, which application shall report the name of the subdivision and may be approved or denied within the discretion and authority of such agency. This restriction shall run with the land and shall be binding on all parties and all persons having interest therein and shall inure to the benefit of, and may be enforced by, any and all governmental agencies or authorities having jurisdiction for the wetlands regulations.

19.  Access to lots restricted (where applicable).
20.  Where there are private streets:
  - HOA documents approved by town attorney
  - Streets labeled “private streets-no town maintenance”
  - Public and/or private utility easements clearly labeled (Storm drainage private or Town of Apex Public Utility Easement)
  - Street signs posted “end of town maintenance”

**MINOR SUBDIVISION FINAL PLAT CHECKLIST**

- 21.  Indicate boundaries of any greenway dedicated to the Town of Apex with the following label: "Public Greenway Dedicated to the Town of Apex".
- 22.  Any other information considered by either the subdivider or the town to be pertinent to the review of the final plat.
- 23.  Certificates:

Where buffers apply, the following shall appear on the map:

All buffers reserved for the maintenance of trees and shrubs pursuant to Article 8 of the Apex Unified Development Ordinance, as amended. This area shall remain undisturbed except for supplementary plantings. No trees shall be removed and no structures are to be erected inside this buffer. Fences shall only be permitted in buffers where they are planned and constructed as an integral part of the buffer by the developer.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner

**Certificate of Ownership and Dedication**

"I hereby certify that I am the owner of the property shown and described herein, and all sheets related hereto, which is located in the subdivision jurisdiction of the Town of Apex, and that I hereby adopt this plan of subdivision with my free consent, establish minimum building setback lines and dedicate all streets, alleys, walks, parks and other sites and easements to public or private use as noted. Furthermore, I hereby dedicate all electrical systems which are located within the municipal electric service area, sewer and water lines to the Town of Apex."

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner  
(Signature Must Be Notarized)

Where Structural BMPs apply, the following shall appear:

"The Operation and Maintenance Agreement for all Structural BMP's has been recorded in the Wake County Register of Deeds Book \_\_\_\_\_ Page \_\_\_\_\_. All future development or redevelopment activities on this property shall be consistent with this approved plan. No changes to this plan shall be permitted without the Town of Apex's prior written approval.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner

**Certificate of approval of the design and installation of streets, utilities and other required improvements.**

"I hereby certify that all streets, utilities and other required improvements have been installed in an acceptable manner and according to Town specification and standards or that guarantees

**MINOR SUBDIVISION FINAL PLAT CHECKLIST**

of the installation of the required improvements in an amount and manner satisfactory to the Town of Apex has been received.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Subdivision Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Public Works

**OR, if only an easement or easement is being recorded**

Certificate of compliance of easement location:

This easement generally complies with the approved construction plans.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Public Works & Utilities Department

Certificate of approval for recording.

“I hereby certify that the subdivision plat shown hereon has been found to comply with the subdivision regulations for Apex, North Carolina, with the exception of such variances, if any, as are noted and that this plat has been approved by the Town of Apex for recording in the office of the Register of Deeds of Wake County.”

\_\_\_\_\_  
Date

\_\_\_\_\_  
Subdivision Administrator

Water Supply Watershed Certificate (for Primary and Secondary Watershed Protection Areas)

“I hereby certify that the plan shown hereon complies with the Watershed Protection Overlay District Ordinance of the Town of Apex and is approved for recording in the Wake County Register of Deeds office. This property is located within a protected watershed. Development restrictions apply.”

\_\_\_\_\_  
Date

\_\_\_\_\_  
Subdivision Administrator

Review Officer Certificate:

I, \_\_\_\_\_ Review Officer of Wake County, certify that this Plat meets all statutory requirements for recording.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Review Officer

**MINOR SUBDIVISION FINAL PLAT CHECKLIST**

Certificate of survey and accuracy.

I, \_\_\_\_\_, certify that this plat was drawn under my supervision from an actual survey made under my supervision, (deed description recorded in Book \_\_\_\_\_, page \_\_\_\_\_) (other); that the boundaries not surveyed are clearly indicated as drawn from information found in Book \_\_\_\_\_, page \_\_\_\_\_; that the ratio of precision as calculated is 1: \_\_\_\_\_; that this plat was prepared in accordance with G.S. 47-30 as amended. Witness my original signature, registration number and seal this \_\_\_\_ day of \_\_\_\_\_, A.D., 20\_\_.

Seal or Stamp:

\_\_\_\_\_  
Surveyor

\_\_\_\_\_  
Registration Number

For sites with EXISTING STRUCTURES, the following certification must be included on the plat:

**CERTIFICATION OF REVIEW BY LICENSED SOIL SCIENTIST FOR EXISTING  
STRUCTURE WITH RESPECT TO RECOMBINATION OF  
PROPERTY LINES**

I hereby certify that lots(s) \_\_\_\_\_ shown on this plat for \_\_\_\_\_ has been reviewed with respect to minimum available space to provide for repair of an existing wastewater disposal system in accordance with regulations governing sewage treatment and disposal systems in Wake County as amended form time to time. I further certify that to the best of my knowledge, the existing wastewater system is located within the boundaries of the subject lots(s) and meets minimum setback requirements as specified in the aforementioned regulations.

This certification does not represent approval or a permit for any site work or wastewater system modifications/repairs. Additionally, any change in use, site alteration or misrepresentation may result in suspension or revocation of certification.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
NC LICENSED SOIL SCIENTIST (SEAL)

For sites with NO EXISTING STRUCTURES, the following certification must be included on the plat:

**CERTIFICATION OF REVIEW BY LICENSED SOIL SCIENTIST**

I hereby certify that lots(s) \_\_\_\_\_ Shown on this plat for \_\_\_\_\_ have been reviewed as appropriated and with respect to minimum lot requirement set forth in Section V of the Regulations

**MINOR SUBDIVISION FINAL PLAT**

governing sewage treatment and disposals systems in Wake County as amended from time to time. As of this date, and based on this review of existing site conditions the lots numbered above on this plat will presumably meet these regulations.

I hereby certify that lots(s) \_\_\_\_\_ shown on this plat for \_\_\_\_\_ have been reviewed as appropriate and with respect to alternative requirements set forth in Section VI of the regulations governing sewage treatment and disposal systems in Wake County as amended from time to time. As of this date, and based on this review of existing site conditions the lots numbered above on this plat will presumably meet these regulations.

Preliminary certification does not represent approval or a permit for any site work, nor does it guarantee issuance of an improvement permit for any lot. Final site approval for issuance of improvement permits is based on regulations in force at the time of permitting and is dependent on satisfactory completing of individual site evaluations following application for an improvement permit detailing a specific use and siting.

Any change in use or any site alteration may result in suspension or revocation of certification.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
NC LICENSED SOIL SCIENTIST (SEAL)