

SITE PLAN FINAL PLAT PROCESS INFORMATION

Town of Apex, North Carolina

Last updated October 2011



SITE PLAN FINAL PLAT SUBMISSION: An applicant shall submit Final Site Plan Plats to the Planning Department after the Site Plan and Construction Plan have been through the review process and have been approved by the Town Council and staff.

SITE PLAN FINAL PLAT FEE: \$150.00 + acreage fees

REVIEW OF PRELIMINARY PLATS: Town staff reviews plats for compliance with approved Site Plans and Construction Plans.

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).

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 there are reviewers' comments that 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 Site Plan 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.

FEES AND BONDS:

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

| Collected by the Planning Dept: | Collected by the Engineering Div: |
|---------------------------------|-----------------------------------|
| Plat Review fee | Engineering Inspection fee |
| Water/sewer acreage fee | Engineering bond |
| Recreation fee | |
| Landscape/Street Tree bonds | |

Electronic Submittal Requirements (submit in IDT): [Click here to access IDT Plans Website](#)

- One electronic submittal of the preliminary final plat (18" X 24")

SITE PLAN FINAL PLAT APPLICATION INFORMATION

Submittal Date _____

Project Name: _____

Location: _____

Property PIN: _____

Acreage: _____ Zoning _____

Town Limits: Inside corporate limits In ETJ Outside corporate limits and ETJ

Applicant Information

Owner or Developer: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

E-mail Address: _____

Prepared By: _____ Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

E-mail Address: _____

Other contacts: _____

Site Plan Final Plat Checklist

Common Acronyms/Definitions

TOA-Town of Apex
 IDT Website-Contractor's Plan Room
 RCA-Resource Conservation Area
 UDO-Town's Unified Development Ordinance

Every item listed on the checklist below must be included on the plan sets. If an item is not applicable, indicate by checking the appropriate box and place a note stating why the item is not applicable. Failure to do so may result in the plan being considered incomplete. Do not attach the checklist to the plan submittal. For assistance, please contact the Planning Department at (919) 249-3426.

General Plan Items

| # | Applicant | | General Plan Checklist Items | | | Staff Use |
|---|--------------------------|----------------|---|--|---|--------------------------|
| | Applicable | Not Applicable | Requirement | Additional Information | Reference | |
| 1 | <input type="checkbox"/> | | Upload to IDT | All uploaded sheets are to be titled in a descriptive manner i.e. Final Plat, Phase I. | TOA Web Site IDT Instructions | <input type="checkbox"/> |
| 2 | <input type="checkbox"/> | | Three Mylar Final Plats | Submit 3 Mylar final plats, 18"x24". | | <input type="checkbox"/> |
| 3 | <input type="checkbox"/> | | Signature Block Area | Include signature and seal of surveyor(s) and notarized signature of owner(s) when submitting for Town signatures. | | <input type="checkbox"/> |
| 4 | <input type="checkbox"/> | | Pay Development and Plat Fees | Fees are paid at Planning Department. | | <input type="checkbox"/> |
| 5 | <input type="checkbox"/> | | Obtain approvals | Approvals by Public Works and Engineering Departments. | | <input type="checkbox"/> |
| 6 | <input type="checkbox"/> | | File Approved Final Plat | File with Wake County Register of Deeds. | | <input type="checkbox"/> |
| 7 | <input type="checkbox"/> | | Final Submittal of One Recorded Mylar Plat and five Paper Copies of Recorded Plat | Submit 1 Mylar and 5 Paper Copies of Recorded Final Plat. | | <input type="checkbox"/> |

Site Plan Final Plat Checklist

| Applicant | | Site Plan Final Plat Checklist Items | | | Staff Use | |
|-----------|--------------------------|--------------------------------------|--|--|--|--------------------------|
| # | Applicable | Not Applicable | Requirement | Additional Information | Reference | |
| 1 | <input type="checkbox"/> | | Label as "Site Plan Final Plat" | | | <input type="checkbox"/> |
| 2 | <input type="checkbox"/> | | North Arrow (all sheets) | Indicate whether true north or magnetic. | | <input type="checkbox"/> |
| 3 | <input type="checkbox"/> | | Scale | Include a graphic scale and declination. | | <input type="checkbox"/> |
| 4 | <input type="checkbox"/> | | Vicinity Map | Site should be clearly delineated. Map must have sufficient detail and legibility in order to locate the project in reference to nearby roads and developments. | | <input type="checkbox"/> |
| 5 | <input type="checkbox"/> | | Provide boundaries of the tract to be subdivided in metes and bounds. | Include the location of intersecting boundary lines of adjoining lands with adjacent subdivisions identified by official names. | <u>UDO Sec. 8.1.2 (B)(2)(a)</u> | <input type="checkbox"/> |
| 6 | <input type="checkbox"/> | | Provide accurate location and descriptions of all monuments, markers, and control points. | | | <input type="checkbox"/> |
| 7 | <input type="checkbox"/> | | Show street addresses on each lot. | Address(s) should be placed in a rectangular box near street right-of-way. | | <input type="checkbox"/> |
| 8 | <input type="checkbox"/> | | Label streets as approved by Wake County GIS. | | | <input type="checkbox"/> |
| 9 | <input type="checkbox"/> | | Show and label the purpose(s) of all right-of-ways, easements and areas dedicated to public use. | | | <input type="checkbox"/> |
| 10 | <input type="checkbox"/> | <input type="checkbox"/> | Show right-of-way lines and width of all streets. | Show sight triangles where required. | | <input type="checkbox"/> |
| 11 | <input type="checkbox"/> | | Show the location and width of all adjacent streets and easements. | | | <input type="checkbox"/> |
| 12 | <input type="checkbox"/> | <input type="checkbox"/> | Proximity to Western or Southern Wake Freeway Corridor | If the subdivision includes or is immediately adjacent to corridor, NCDOT must approve the plat. | | <input type="checkbox"/> |
| 13 | <input type="checkbox"/> | | Indicate boundaries of the 100 year floodplain and floodway boundaries. | Provide certification if no floodplain exists within the subdivision boundaries. | | <input type="checkbox"/> |
| 14 | <input type="checkbox"/> | <input type="checkbox"/> | Verify minimum Finished Floor Elevation (FFE). | Minimum FFE must be at least 2 feet above the Base Flood Elevation (BFE) on properties affected by FEMA 100 year floodplain. | | <input type="checkbox"/> |
| 15 | <input type="checkbox"/> | <input type="checkbox"/> | Label width and type of buffers. | | | <input type="checkbox"/> |
| 16 | <input type="checkbox"/> | <input type="checkbox"/> | Reservation Conservation Area (RCA) must be shown and dimensioned as approved. | Must reflect the "as-built" RCA provided and described fully by a metes and bounds legal description. Include the size and brief calculations as to how that amount was determined for the required RCA. Include Required Note 6 on the plat. | | <input type="checkbox"/> |
| 17 | <input type="checkbox"/> | <input type="checkbox"/> | Show location of wetlands with metes and bounds description. | Include Required Note 7 on the plat. | <u>UDO Sec. 6.1</u> <u>UDO Sec. 8.1.2</u> <u>(B)(2)(g)</u> | <input type="checkbox"/> |
| 18 | <input type="checkbox"/> | <input type="checkbox"/> | Show access to restricted lots (where | | | <input type="checkbox"/> |

| Applicant | | Site Plan Final Plat Checklist Items | | | Staff Use |
|--|--------------------------|--------------------------------------|---|--|---|
| # | Applicable | Not Applicable | Requirement | Additional Information | Reference |
| | | | applicable). | | |
| 19 | <input type="checkbox"/> | <input type="checkbox"/> | Where there are private streets: | Streets should be labeled as "private streets – no town maintenance"; Public and/or private utility easements should be labeled as "Storm Drainage Private" or "Town of Apex Public Utility Easement"; Street signs should be posted as "End of Town Maintenance". | |
| 20 | <input type="checkbox"/> | <input type="checkbox"/> | Show boundaries of any greenway dedicated to the Town of Apex. | Label as "Public Greenway Dedicated to the Town of Apex". | |
| 21 | <input type="checkbox"/> | | Certificates | See <i>Certificates</i> list for the required certificates. | |
| 22 | <input type="checkbox"/> | <input type="checkbox"/> | Any other information considered pertinent to the review of the final plat by either the applicant or the Town. | | |
| 23 Project Data (tabular format): | | | | | |
| a | <input type="checkbox"/> | | Name, address(s) and parcel ID(s) of the project | Include any phase numbers. | <input type="checkbox"/> |
| b | <input type="checkbox"/> | | Owner's name, address, phone number, fax number, and e-mail address | | <input type="checkbox"/> |
| c | <input type="checkbox"/> | | Surveyor's or professional engineer's name, seal and registration | | <input type="checkbox"/> |
| d | <input type="checkbox"/> | | Date of the survey and plat preparation | | <input type="checkbox"/> |
| e | <input type="checkbox"/> | | Zoning of the property | Include zoning, ownership and current use of adjacent tracts. List uses such as residential, vacant, etc. Include uses on opposite side of adjoining streets. | <u>Zoning Map</u> <input type="checkbox"/> |
| f | <input type="checkbox"/> | <input type="checkbox"/> | List all zoning conditions if property is zoned conditional or conditional use. | Contact the Planning Department to get a copy of the zoning conditions. | <input type="checkbox"/> |
| g | <input type="checkbox"/> | | Area of tract | In square feet and acres. | <input type="checkbox"/> |
| h | <input type="checkbox"/> | | Minimum setback requirements | | <input type="checkbox"/> |
| i | <input type="checkbox"/> | | Location (township, county and state) of property. | | <input type="checkbox"/> |
| j | <input type="checkbox"/> | <input type="checkbox"/> | Annexation number(s) for property | If property is not annexed and water and/or sewer is requested, an annexation petition must be submitted with the first set of construction plans. | <u>Annexation Petition</u> <input type="checkbox"/> |
| k | <input type="checkbox"/> | <input type="checkbox"/> | Indicate if the site is in the Primary or Secondary Watershed Protection Area | <u>Watershed Protection Overlay District Map</u> | <u>UDO Sec. 6.1</u> <u>UDO Sec. 8.1.2 (B)(2)(i)</u> <input type="checkbox"/> |
| l | <input type="checkbox"/> | <input type="checkbox"/> | Indicate if the site contains a FEMA designated floodplain | Include FIRM panel reference number and effective date. <u>Floodplain Map</u> | <u>UDO Sec. 6.2</u> <input type="checkbox"/> |

Required Notes:

- 1. 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 town infrastructure and appurtenances. Where paved private streets, driveways, parking lots, etc. have been installed over public infrastructure, the Town of Apex shall not be responsible for the repair or replacement of pavement, curbing, etc., which must be approved 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.
- 2. 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”.
- 3. No person shall place any part of a structure, any permanent equipment, or impoundment upon the 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.
- 4. 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.
- 5. Any and all street signs shall be provided and installed by the Town of Apex.
- 6. **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.
- 7. **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.

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 and 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 planning jurisdiction of the Town of Apex, and that I hereby adopt this site plan 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 of the installation of the required improvements in an amount and manner satisfactory to the Town of Apex has been received.

Date

Planning Director

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

Director of Public Works & Utilities

Certificate of approval for recording:

“I hereby certify that the site plan plat shown hereon has been found to comply with the Unified Development Ordinance 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

Planning Director

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

Planning Director

Review Officer Certificate:

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

Date

Review Officer

Approval expires if not recorded on or before _____.

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 herby 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 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)