



TOWN of WAKE FOREST

Planning Department
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MINOR SUBDIVISION & FINAL PLAT CHECKLIST

(Last updated: July 2013)

For Department Use Only:

Project Name: _____
Permit/Case No: _____

PROCESS INFORMATION:

Minor Subdivision Submissions: It is required that every applicant for a Minor Subdivision meet with the Administrator prior to the submittal of an application. The purpose of this meeting is to provide clarification and assistance in the preparation and submission of plats for approval. It is recommended that the applicant provide a Sketch Plan (15.4.2) to the Administrator prior to or at the pre-application meeting. The provision of a sketch plan will allow the Administrator an opportunity to review the proposal before the applicant expends funds on the preparation of a detailed Minor Subdivision Plan.

Final Plat Submissions: All plats for review by the Administrator must conform to previously approved master plan or construction plan. Three (3) paper copies must be submitted for the first review, 18" x 24" in size along with an application for plan review.

PLAN/PLAT INFORMATION:

- Zoning of Tract:** Zoning classification on the land to be subdivided and on adjoining land. If applicable, reference zoning case number and overlay districts.
- Boundary:** The exact boundary lines of the tract(s) to be subdivided (fully dimensioned by lengths and bearings) and the location of intersecting boundary lines of adjoining lands, with adjacent subdivisions identified by official maps. The square footage and acreage of the resultant lots shall also be included.
- Permanent Concrete Monuments:** Permanent concrete monuments shall be placed at not less than 2 corners of the subdivision and at all corners of all intersections, provided that additional monuments shall be placed where necessary so that no point within the subdivision lies more than 500 feet from a monument. Two or more of the required monuments shall be designated as control corners.
- Markers:** All lot corners, all points where the street lines intersect the exterior boundaries of the subdivision, and all angle points and points of curve in each street shall be marked with iron pipe.
- Property Control Corner Tie:** One or more corners of the subdivision shall, by a system of azimuths or courses and distances, be accurately tied to a monument of some United States or State Agency Survey System, such as the United States Coast and Geodetic Survey Systems, where such monument is within 2,000 feet of said corner. Where the North Carolina Grid System coordinates of said monument have been published by the North Carolina Department of Natural and Economic Resources, the coordinates of the referenced corner shall be computed and shown X and Y ordinates on the map. Where such a monument is not available, the tie shall be made to some pertinent and permanent recognizable landmark or identifiable point.
- Survey Data:** Sufficient data to determine readily and reproduce on the ground every straight or curved boundary line, street line, lot line, right-of-way, easement line, and setback line, including dimensions, bearings, or deflection angles, radii, arcs, chords, central angles, and tangent distances for the center line of curved streets and curved property lines that are not the boundary of curved streets. All dimensions shall be measured to the nearest one-

hundredth (1/100th) of a foot and all angles to the nearest one-half (1/2) minute.

- Data Box:** Plan/plat data box should include total area, area in public right-of-way, area in each lot and Wake Co. Tax Pin Numbers.
- Hydrological Information:**
 1. Provide FIRM panel number, effective date, and zone. Note if located in a special flood hazard area. Label all flood lines per FIRM & based flood elevation where applicable.
 2. Label watercourse buffers and jurisdictional wetlands on property. Note that stream buffers & wetlands shall remain natural and undisturbed except where permitted in the Wake Forest UDO and applicable state or federal agencies.
 3. Impervious surface area information (if applicable).
- Streets:** The widths, and names where appropriate, of all proposed streets and alleys, and of all adjacent streets and alleys, and easements which shall be properly located.
- Easements:** The location of all rights-of-way, easements, and areas to be dedicated to public or private use with the purpose of each stated. The following notes should be provided where applicable:
 1. Lots are subject to 5' utility easement envelopes.
 2. Maintenance of public drainage easement terminates at the end of pipe/structure.
 3. All easements are centered on pipe/facility/utility unless otherwise noted.
 4. Conservation easements shall remain in natural, scenic, open or wooded conditions (if applicable).
- Names and Vicinity Map:** The name of the owner, and the surveyor, and their respective addresses and telephone numbers. Also, the name of the subdivision and a sketch vicinity map showing relationship between subdivision and surrounding areas at a legible scale.
- Building Setback Lines:** Minimum building setback lines & dimensional requirement.
- Address, Block and Lot Numbers.** The blocks numbered consecutively throughout the entire subdivision and the Lots numbered consecutively throughout each block. Provide street addresses on each lot shown on plan/plat.
- Deed Restrictions on the Property:** A statement indicating whether deed restrictions exist, the subject, and location.
- Date:** Date of the survey and plat preparation, a north arrow indicating whether true or magnetic, and graphic scale.
- Recreation Fee, Parks & Open Space Land:** The location of all open space (public & private), common areas, & proposed parks, recreation & greenway areas. Prior to recording a subdivision establishing common area, the appropriate Property Owners Association documents should be prepared & approved by the Town of Wake Forest. Provide note indicating how the recreation requirements will be met.
- Improvement Guarantees & Performance Securities:** In lieu of the permanent improvements required by the UDO, the developer shall guarantee that all such improvements will be carried out according to the Town of Wake Forest's specifications at his/her expense. See Section 6.12 of the UDO for information on this process.
- Administrative Fees:** Final Plat: \$100.00 + \$1 per lot + \$50 per sheet over one sheet;
Minor Subdivision: \$50.00;
Exempt Plat: \$30.00;
Property Owners Document Review: \$200.00.
**All plats are subject to an additional \$50.00 transmittal fee.*
*** Town of Wake Forest fees and charges are subject to change without notice. Please call 919-435-9510 to confirm current fees and charges.*

REQUIRED CERTIFICATES & APPROVALS:

Certificate of Ownership and Dedication

I hereby certify that I am the owner of the property shown and described hereon, which is located in the subdivision jurisdiction of Wake Forest, and that I hereby adopt this 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.

_____ Date

_____ Owner(s)

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 _____, etc.); (other); that the boundaries not surveyed are shown as broken lines plotted from information found in Book _____, Page _____; that this plat was prepared in accordance with G.S. 47_30 as amended. Witness my original signature, registration number and seal this the ____ day of _____ A.D., 20 ____.

_____ (Surveyor)

_____ (SEAL OR STAMP)

_____ Registration Number

Approval from Wake County Health Department

If septic tanks are to be installed, a letter from the Wake County Health Department will be required indicating their approval of the subdivision.

_____ Date

_____ Approving Authority

Approved for Recording by the Town of Wake Forest

State of North Carolina – County of Wake

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

_____ Date

_____ Town Clerk