



### CHECKLIST FOR PLAT RECORDING

All of the following information must appear on the final plat upon submission for review. Please note that plats must conform to previously approved master subdivision plans and/or site plans.

Subdivision: \_\_\_\_\_

Date: \_\_\_\_\_

Applicant / Staff

1. **3 PAPER COPIES.** Submitted for first review, 18" x 24" in size. \_\_\_\_\_/\_\_\_\_\_
2. **ZONING OF TRACT.** Zoning classification of the land to be subdivided and of adjoining land. If applicable, reference zoning case number and overlay districts. \_\_\_\_\_/\_\_\_\_\_
3. **BOUNDARY.** The exact boundary lines of the tract to be subdivided fully, dimensioned by lengths and bearings, and the location of intersecting boundary lines of adjoining land with adjacent subdivisions identified by official maps. Plat data block should include total area, area in public right-of-way, area in each lot, and Wake County Tax Pin Number. \_\_\_\_\_/\_\_\_\_\_
4. **MONUMENT AND CONTROL CORNERS.** The accurate locations and descriptions of all monuments, markers, and control points. Provide a legend identifying each marker set. \_\_\_\_\_/\_\_\_\_\_
5. **SURVEY DATA.** Sufficient data is determined readily and reproduced 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 curve street. 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. \_\_\_\_\_/\_\_\_\_\_
6. **HYDROLOGICAL INFORMATION DATA.** \_\_\_\_\_/\_\_\_\_\_
  - a. Provide Flood Insurance Rate Map and FEMA statement, panel number, effective date, and zone. Label floodplain and floodway lines per FIRM's.
  - b. Label Neuse River Riparian Buffer Lines and note that stream buffers shall remain natural and undisturbed except as may be necessary to accommodate utilities and drainage facilities. NRRB rules established by NC-DWQ apply to stream buffers.
  - c. Label all jurisdictional wetlands on property. If wetlands are located on the property to be subdivided, provide wetlands map preparer, USACE#, and note that any use must follow Corp of Engineers guidelines, Section 404 of the Clean Water Act.
  - d. Base flood elevation data shall be provided for subdivision proposals greater than fifty (50) lots or five (5) acres whichever is less.
  - e. Maximum impervious surface area per lot is \_\_\_\_\_ (if applicable).
  - f. Water Supply Drainage way and Impoundment Buffers shall remain natural and undisturbed except as may be to accommodate the allowable facilities as stated in the Wake Forest Zoning Ordinance (if applicable).
7. **STREETS.** The widths and names of all proposed streets and alleys, and of all adjacent streets and alleys, and all adjacent street, alleys, and easements shall be properly located. Label all streets as public or private. \_\_\_\_\_/\_\_\_\_\_
8. **EASEMENTS.** The location of all rights-of-way, easements, and areas to be dedicated to public use with the purpose of each stated. Label all easements as public or private and provide the following notes on all plats:
  - a. Lots are subject to a 5' utility easement envelope.
  - b. Maintenance of public drainage easements terminate at the end of pipe/structure. Remainder of the easement is private.
  - c. All easements are centered on the pipe/facility/utility, unless otherwise noted.
  - d. Conservation easements shall remain in its natural, scenic, open or wooded conditions (if applicable).
 \_\_\_\_\_/\_\_\_\_\_
9. **NAMES AND VICINITY MAP.** The name of the owner and 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. \_\_\_\_\_/\_\_\_\_\_
10. **BUILDING SETBACK LINES.** Minimum building setback lines and dimensional requirements. \_\_\_\_\_/\_\_\_\_\_

- 11. **ADDRESSES, BLOCK, AND LOT NUMBERS.** The blocks numbered consecutively throughout the entire subdivision and the lots numbered consecutively throughout each block. Provide street address on each lot created. \_\_\_\_\_/\_\_\_\_\_
- 12. **OPEN SPACE, COMMON AREAS, AND PARKS & RECREATION.** The location of all open space (private and public), common area, and proposed parks, recreation and greenway areas. Prior to recording a subdivision establishing common area, the appropriate Home Owner's Association documents should be prepared and approved by the Town of Wake Forest. Provide note indicating how the recreation requirements are met. \_\_\_\_\_/\_\_\_\_\_
- 13. **DEED RESTRICTIONS ON THE PROPERTY.** A statement indicating whether deed restrictions exist, the subject, and location. \_\_\_\_\_/\_\_\_\_\_
- 14. **DATE.** Date of the survey and plat preparation, a north arrow indicating whether true or magnetic, and graphic scale. \_\_\_\_\_/\_\_\_\_\_

**REQUIRED CERTIFICATES:**

**CERTIFICATE OF OWNERSHIP & 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 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 sanitary sewer, storm sewer and water lines to the Town of Wake Forest or other public agency as noted on this plat.

\_\_\_\_\_  
Date Owner(s)

**CERTIFICATE OF SURVEY & 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

**CERTIFICATE OF STATUS (one should be provided on all plats) per G.S. 47-30.**

- 1. This survey creates a subdivision of land in an area covered by a subdivision ordinance.
- 2. This survey is of a land in an unregulated area.
- 3. This survey is of an existing parcel or parcels.
- 4. This survey is of another category, such as the recombination of an existing parcel or court ordered survey.
- 5. From information available, the surveyor is unable to make a determination from provisions 1-4.

**Approved for Recording by the Town of Wake Forest.**

\_\_\_\_\_  
Date Town Clerk

**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 Review Officer

**REVIEW FEE (only one will apply to each final plat):**

- Subdivision Final Plat: \$100.00 + \$1 per lot + \$50 per sheet over one sheet.
- Administrative Plat: \$50.00.
- Exempt Plat: \$30.00.
- Home Owner's Documents: \$200.00.

\*\*\*All plats are subject to an additional \$50.00 transmittal fee.\*\*\*

**RECORDING.** The subdivider shall file the approved final plat with the Register of Deeds of Wake County for recording within ninety (90) days after the date that the Town Clerk has signed the plat; otherwise, such approval shall be null and void. The subdivider shall return one (1) mylar sepia of the recorded map to the Town of Wake Forest for permanent copy.

For Town of Wake Forest Use Only:

BM: \_\_\_\_\_ PG: \_\_\_\_\_  
DT: \_\_\_\_\_ TIME: \_\_\_\_\_