

2.5) Exempt & Minor Subdivision Plats

Submission of exempt plat applications are accepted on a rolling basis throughout the month.

1. All review fees are to be paid prior to the review of an exempt plat.
2. All plans must include the following:
 - North arrow indicating whether true or magnetic
 - Certificate of Ownership and Dedication
 - Certificate of Survey and Accuracy
 - Approval of Wake County Health Department (as applicable)
 - Approval for Recording by the Town of Wake Forest
 - Zoning of tract; if applicable, reference zoning case number and overlay districts
 - Boundary; the exact boundary lines of the tract(s) fully dimensioned by lengths and bearings
 - Property control corner tie(s)
 - Existing and proposed easements (as applicable)
 - 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 on-hundredth (1/100th) of a foot and all angles to the nearest one-half (1/2) minutes
 - Data box: area in each lot, Wake County Tax PIN numbers, etc.
 - Hydrological Information:
 - Provide FIRM panel number, effective date, and zone. Note if located in a special flood hazard area. Label all flood lines per FIRM & base flood elevations where applicable
 - Label watercourse buffers and jurisdictional wetlands on property. Note that stream buffers and wetlands shall remain natural and undisturbed except where permitted in the Wake Forest UDO and applicable state or federal agencies
 - Impervious surface area information (as applicable)
 - Streets: label the widths and names of all adjacent streets and alleys
 - 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.
 - Lots are subject to 5' utility easement envelopes
 - Maintenance of public drainage easement terminates at the end of pipe/structure
 - All easements are centered on pipe/facility/utility unless otherwise noted
 - Conservation easements shall remain in natural, scenic, open or wooden conditions
 - Names and Vicinity Map: the name of the owner, the name of the surveyor and their respective addresses and telephone numbers. Also, include the name of the minor subdivision or exempt plat and a vicinity map showing the relationship between the parcel(s) and the surrounding areas at a legible scale.
 - Street address(es)
 - Lot and block number references
 - Date of the survey and plat preparation
 - Numerical and graphic scale

Please refer to the complete submittal checklist found here for detailed examples of the above requirements.