



# TOWN of WAKE FOREST

## Plat Review Submittal Checklist

The Plat Review (Section [15.9.3](#) & [15.4.6](#) of the UDO) is a map of a parcel(s) of land that will be recorded at the County's Register of Deeds typically subdividing lots, dedicating easements, recombining lots, etc. The final plat shall be prepared by a professional land surveyor, licensed to practice in the State of North Carolina and shall meet the requirements of NCGS 47-30.

<b>A</b>	<b>General Requirements</b>
1	Plat shall contain specific information in accordance with NCGS 47-30(f).
<i>Include the following elements within the corresponding sheet type:</i>	
<b>B</b>	<b>Title Block Requirements</b>
1	Name of project, address(es), and County PIN(s).
2	Owner's name, address, phone number, and e-mail address.
3	Location of property which includes the County, State, Township, and City as Per NCGS 47-30.
4	Applicable Dates:
	i. Survey and plat preparation
	ii. Revision history (with descriptions)
5	Design Professional's name, seal, and registration.
6	Numerical and graphic scale.
<b>C</b>	<b>Site Data Table</b>
1	Zoning of tract; if applicable, reference zoning case number and overlay districts.
2	Area of tract in square feet and acres.
3	Number of lots and density.
4	Impervious Surface Area calculations per approved construction plans. Please include square footage and percentage per lot. Calculations must include impervious limits on HOA maintained open spaces.
5	Minimum (or maximum, if applicable) setback and dimensional requirements.
6	Lot width and frontage requirement (if applicable).
7	Indicate if the site:
	i. is within a Special Highway Overlay District
	ii. is within a Water Supply Watershed Protection Overlay District
	iii. contains Special Flood Hazard Areas
	iv. is within a National Register, Local Historic District or Character Preservation Overlay District
8	Specify the type of Plat (Subdivision, Recombination, etc.).
9	Area in public or private right-of-way, if applicable.
10	Area in public or private open space.
<b>D</b>	<b>Plat Layout Information</b>
1	North Arrow.

2	Vicinity Map.
3	Legend.
4	Exact boundary of the tract(s) fully dimensioned by lengths and bearings.
5	Provide accurate location and descriptions of:
	i. Permanent concrete monuments
	ii. Markers
	iii. Property control corner ties
6	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.
7	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.
8	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.
9	Hydrological Information:
	i. 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
	ii. 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
10	Zoning, ownership, and current use of adjacent tracts and on opposite side of street.
11	Minimum (or maximum, if applicable) setback and dimensional requirements.
12	Label lot and block numbers consecutively throughout the subdivision and each block.
13	Label street address on each lot.
14	Label street names as approved by Wake County Addressing.
15	Label right-of-way widths of streets (public or private) and label as public or private.
16	Label width and type of existing and proposed easements (public and private) and include metes and bounds.
17	Sight triangles, with dimensions.
18	Label the required maintenance easements for all retaining walls.
19	Water course buffers and wetlands, label top of bank, zone 1 and zone 2.
20	Location of required landscape buffers and tree save areas, if applicable, with metes and bounds description. Label buffer width and type.
21	Square footage and dimensions of each lot.
22	Location of any greenway easements with metes and bounds descriptions.
23	Any other information considered pertinent to the review of the final plat by either the subdivider or the Town.
24	The following notes shall be provided where applicable:
	i. Lots are subject to 5' utility easement envelopes
	ii. Maintenance of public drainage easement terminates at the end of pipe/structure
	iii. All easements are centered on pipe/facility/utility unless otherwise noted
	iv. Conservation easements shall remain in natural, scenic, open, or wooded conditions, if applicable
25	Provide following Certificates:
	i. Certificate of Ownership and Dedication, add the following block:

	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.
	ii. Certificate of Survey and Accuracy
	iii. Approval of Wake County Health Department, if applicable
	iv. Review Officer Certificate, add the following block:
	<p>I, _____, REVIEW OFFICER FOR WAKE FOREST, NORTH CAROLINA CERTIFY THAT THE MAP OR PLAT TO WHICH THIS CERTIFICATE IS AFFIXED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.</p> <p>_____</p> <p>REVIEW OFFICER <span style="float: right;">DATE</span></p> <p>_____</p> <p>ADMINISTRATOR <span style="float: right;">DATE</span></p>
<b>E</b>	<b>Additional Plat Info</b>
1	Provide reference to any deed restrictions on property.
2	Identify if recreation fee will be paid, if fee is pro-rated or requirement is met through land dedication approved by Board of Commissioners.
3	Additional certificates, if required.
4	Submit O&M documents, including the O&M Legal Agreement, for review by Town Stormwater Engineer. Required to be recorded concurrently with plat, if applicable.
5	Provide reference (deed book and page number) to the recorded O&M Agreement for SCM Access and Maintenance easements, if applicable.
6	Submit HOA Documents for review, if applicable.
7	Submit Improvement Guarantees and Performance Sureties once review is approved by Town, if applicable. Required to be submitted prior to plat issuance.
8	Payment of inspection fees once applicant receives Town invoice. Required to be paid prior to plat recordation.
9	Any other information considered pertinent to the review of the final plat by either the subdivider or the Town.
10	Identify if HOA is responsible for maintenance of private drainage easements.