



Planning, Development & Inspections

TEL (PLANNING) 919 856 6310
TEL (INSPECTIONS) 919 856 6222

A Division of Community Services
P.O. Box 550 • Raleigh, NC 27602
www.wakegov.com

REGULAR FINAL PLAT SUBDIVISION CHECKLIST

APPLICABLE STANDARDS (ORDINANCE REFERENCE)	
Submit a Subdivision plan showing the following:	
1.	Name of Project
2.	Property Lines
3.	'Regular Subdivision' in title block
4.	Add "cluster", "open space" or "lot-by-lot" in your title block.
5.	All Requirements for GS 47-30
6.	Current Parcel identification Number (PIN)
7.	Current Zoning
8.	Show acreage located in each zoning district or jurisdiction (if split zoned)
9.	Graphic Scale (1"=20', 30', 40', 50', 60', 100', or 200')
10.	Information on the plat should be plotted to the scale shown
11.	Tie the survey to and coordinate with a monument of some United States or State Agency survey system such as the National Geodetic Survey System if a monument is located within 2000 feet of the survey corner.
12.	Lot numbers(s) if applicable
13.	Parcel addresses as assigned by this office
14.	Show <u>ALL</u> existing building and wells
15.	Other pertinent man made or natural features
16.	Area of lots and residuals in acres or square feet. This must be determined minus acreage in access easement(s) and/or dedicated road right-of-way on the property.
17.	Area of the residual lot to scale and list the acreage including all pertinent information. This applies to ALL residual lots with an area that is less than ten acres.
18.	Intersecting boundaries of all adjoining parcels
19.	Label Control Corner and any control points
20.	Accuracy of closure before adjustments
21.	Sufficient engineering data to reproduce all boundaries as required by N.C.G.S. 47-30
22.	Show the square footage of each lot.
23.	Show the setback table for the zoning district
24.	Show any residual area as either future development or retained by owner and list acreage.
25.	If proposing to have a sign for the development, then show sign easements. (No signs are approved as part of site plan approval)
26.	Each phase must contain at least 6 lots and the amount of required open space based on the acreage being recorded in the phase is proportional. [Section 8-15]
27.	List total of open space required and the amount provided. [5-12-4]
28.	Note legal entity responsible for open space. [5-12-7]
29.	Note the intended use of open space (i.e. conservation and protection of natural hazard area or active recreations). [5-12-7]



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30.	Label proposed recreation facilities. (recreation facilities are not approved as part of this plat approval)
31.	Label the road as private or public [8-32-3, 4, 5].
32.	Show a name for the road, which has been approved by Wake County GIS. For more information on road name approvals call 856-6210. [8-32-10]
33.	Show a typical cross section of the proposed road. [8-32]
34.	Show a temporary turn around at the end of any stub-out roads.
35.	Add the following note: "At the time of recordation, the roads identified as public were built to public road standards per NCDOT. Roads identified as private were certified as complete by the surveyor/engineer of this development. In each case, Wake County maintains no responsibility for maintenance of the roads."
36.	Add the following disclosure statement for the private road [8-32-5(E)]:
37.	<div style="border: 1px solid black; padding: 10px;"> <p>This disclosure is given in accordance with North Carolina General Statutes 136-102.6.</p> <p>This statement is to advise that one or more of the roads serving this subdivision are designated as private roads, not public roads. All owners of property within the subdivision have easements with one another to travel over and across such roads. The responsibility for maintenance of such private roads falls solely upon the property owners within the subdivision. No representation is made that the private roads within this subdivision meet the minimum requirements necessary to allow such roads to be included in the state secondary road system or that the North Carolina Department of Transportation will eventually assume maintenance of such roads. Moreover, if such private roads are not adequately constructed and maintained, emergency service providers and public service vehicles may be unable to provide adequate service to the residents of the subdivision.</p> <p>Subdivider: _____ Date: _____</p> <p>(See NCGS 136-102.6(f) for subdivision street disclosure statement).</p> </div>
38.	Show the name for existing state road(s).
39.	Show the number for existing state road(s).
40.	Obtain approval for subdivision name from Planning Department, submit copy of approval to staff. [8-39] Please contact Subdivision section at 919-856-6216
41.	Provide to the Planning Department the estimated itemized costs of outstanding improvements for private roads. This must be certified by the applicant's engineer. Upon the Planning Department's approval of the estimate a \$400 processing fee will be required for the performance guarantee.



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42.	Obtain Certificate of Approval by North Carolina Division of Highways for the public road(s). [Section G.S. 136-102.6(c&d) and 3-3-12(B)] (Sign off from NCDOT on the record plat is required.)
43.	Submit a copy of the approved permit and driveway plan from North Carolina Department of Transportation (NCDOT) for the proposed road. This is required prior to final plat approval. [Section 8-32-4]
44.	Provide a built to standards letter from NCDOT. This is required prior to final plat approval.
45.	<p>Add the following disclosure statement to the plat:</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>As subdivider/owner, I,</p> <p>_____</p> <p>Name, address and phone number</p> <p>am responsible for maintaining required improvements including rights-of-way, to the standards of this ordinance until such time as a unit of government, public or private utility, homeowner association, property owners association, lot owner or other legal entity assumes formal, legal responsibility for maintenance of the improvements</p> <p>_____</p> <p>Signature</p> </div>
46.	Note type of water and sewer system proposed for the development. [Article 12]
47.	A Certificate of Compliance (COC) must be issued by Sedimentation and Erosion Control. Please contact the inspector to request a copy of your COC.
48.	Show the drainage easements as per the approved construction plan. [Section 19-34]
49.	Show the floodway fringe and/or floodway as per construction drawings.[19-34]
50.	Submit a complete Soils Report and Soils Delineation Map.[12-11-4]
51.	Submit approval letter for plans and specifications for the proposed number of lots for the community water system from the North Carolina Department of Human Resources, Environmental Health Section. [Article 12] (if applicable)
52.	Submit evidence that a permit to construct and operate the sewage collection system has been issued by the North Carolina Department of Human Resources and Community Development, Division of Environmental Management, Permits and Engineering Unit. [Article 12] (if applicable)
53.	Reference the community water and/or sewer state permit number on plat (by type of water and sewer note) and add note "No C.O. will be issued until the Water and/or Sewer system is operational and certified by an Engineer."
54.	<p>Show and label the "Tree and Vegetation Protection Zone" where existing trees and vegetation are located.</p> <p style="padding-left: 40px;">50 feet from all public rights-of-way; and</p> <p style="padding-left: 40px;">25 feet from all other property lines</p>
55.	Show location of all creeks, steams, ponds, drainage ways and dams.



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56.	<p>Show applicable impoundment and/or watershed buffers. Please note that some streams may require both water supply watershed buffers and Neuse River riparian buffers. In such cases, please show both buffers and label appropriately. [Article 3 & Article 11]</p> <p>Add the following not to plat: "No building is permitted within the 20 feet of a</p> <p style="padding-left: 40px;">Watercourse or water supply watershed buffer" and show the approximate boundary of this building restriction line.</p>
57.	<p>Add the following notes for driveway and road crossing in Water Supply Watershed Buffers. [Section 11-22]</p> <p><u>Activities Allowed within Required Watershed Buffers and Drainageway buffers</u></p> <p>Road crossings (public or private roads), provided:</p> <ol style="list-style-type: none"> 1. No alternative to their location in the buffer exists; 2. Buffer disturbance does not extend beyond the required right-of-way or easement width, or in no case is more than 90 feet wide; 3. Buffer disturbance is no more than 9,000 square feet in area; 4. The road crosses the buffer at an angle as close to 90 degrees as possible (and not less than 60 degrees); 5. Side slopes do not exceed a 2:1 horizontal: vertical ratio (bridging and/or retaining wall may be used to meet this and the disturbance width standard); and 6. All culverts are designed and constructed for the 25-year storm event or as otherwise required by Wake County Environmental Services <p>Driveway crossings that access single-family dwellings, provided:</p> <ol style="list-style-type: none"> 1. No alternative to their location in the buffer (including opportunity for shared driveway) exists; 2. Buffer disturbance is no more than 60 feet wide [1]; 3. Buffer disturbance is no more than 6,000 square feet in area; 4. The driveway crosses the buffer at an angle as close to 90 degrees as possible (and not less than 60 degrees); 5. Side slopes do not exceed a 2:1 (horizontal to vertical) ratio (bridging and/or retaining wall may be used to meet this and the disturbance width standard); and 6. All culverts are designed and constructed for the 25-year storm event or as otherwise required by Wake County Environmental Services
58.	<p>The property is located within the Neuse River or Cape Fear Basin, and Riparian Buffers may be needed as required by State Statutes 15A NCAC 2B.0233. Please contact DWQ at (919) 733-1786 to inquire if Riparian Buffers are needed. (Please forward a copy of their response)</p>
59.	<p>Add an asterisk (*) to all lots that contain Flood Hazard Soils.</p>



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60.	<p>Add the following notes on the plan:</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"><p>"There shall be no filling or the erection of permanent structures in the areas of Wake County Flood Hazard Soils or Federal Emergency Management Agency (FEMA) 100 Year Flood Zones until a flood study is approved by Wake County and/or FEMA" [14-14-1,2(A-H)]</p></div> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"><p>"Before acquiring a building permit for lots marked by an * (asterisk) the builder may need to obtain a Flood Hazard Area Use Permit from the Wake County Environmental Services. The builder's engineer, architect and/or surveyor (as appropriate) must certify on any permit that all flood hazard requirements are met." [14-14-1,2(A-H)]</p></div>
61.	<p>Wake County Review Certifications:</p> <div style="border: 1px solid black; padding: 10px; margin: 5px 0;"><p style="text-align: center;">WAKE COUNTY CERTIFICATION</p><p>I, _____, Planning Director and Review Officer of Wake County, certify that this plat creates a subdivision subject to and in accord with the Wake County Unified Development Ordinance, and that it meets all statutory requirements for recording.</p><p>_____ Date</p><p>_____ Planning Director/Review Officer</p><p>Approval expires if not recorded on or before _____</p></div> <div style="border: 1px solid black; padding: 10px; margin: 5px 0;"><p style="text-align: center;">AND</p><p>Wake County hereby accepts, for the use and benefit of the general public, the rights-of-way easements, open spaces, and recreation areas shown or otherwise provided for on this plat as dedicated for public roads, public utilities, public recreation facilities, and other public improvements. This acceptance does not include the county's acceptance of any responsibility to construct, install, or maintain the roadway, utility line, recreation facility, or other public improvement intended to be constructed or installed within the right-of-way, easement, open space, or recreation area.</p><p>_____ Date</p><p>_____ Planning Director/Review Officer</p></div>



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62.	Owner's Certification: WAKE COUNTY, NORTH CAROLINA I certify that I am (we are) the owner(s) or the property shown and described hereon, which is in the subdivision jurisdiction of the County of Wake and that I (we) hereby adopt this plat with my (our) free consent. Owner: _____ Date: _____
63.	Stormwater Management Certification: STORMWATER MANAGEMENT CERTIFICATION I, _____, certify that the plat shown heron complies with Article 9, Stormwater Management of the Wake County Unified Development Ordinance and meets all statutory requirements for recording in the Register of Deeds office. _____ Date Stormwater Management
64.	Provide documentation from the USPS regarding approval of Mail Delivery System (i.e. central locations, etc.). Contact the local USPS Postmaster or Supervisor for the proposed development area for appropriate documentation.
65.	Add the following note: "Approval and a tree survey is required prior to any activity and/or construction in the tree and vegetation protection zone."
66.	Subdivision Review Fee \$600

Notes:

- All documents and maps submitted as required become the property of Wake County.
- The Wake County Unified Development Ordinance are on the web at www.wakegov.com
- All application fees are non-refundable.
- CSS portal www.wakegov.com/permitportal

The File Number should be used on all correspondence subsequent to application acceptance.