

EASEMENT & RIGHT-OF-WAY DEDICATION PLAT APPLICATION

Town of Apex, North Carolina



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Application #:	_____	Submittal Date:	_____
Fee Paid	\$ _____	Check #	_____

Easement & Right-Of-Way Plat Applications are accepted on a rolling basis throughout the month.

Electronic submittal requirements:

[Click here to access IDT Plans Website](#)

- One copy of preliminary easement plat (18"x24")
- One easement plat application
- Easement Plat Application Fee – \$100.00

Project information:

Project Name: _____

Location: _____

Property PIN: _____

Acreage: _____ Zoning: _____

Jurisdiction: Inside corporate limits In ETJ Outside corporate limits and ETJ

Applicant information:

Owner or Developer: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ Email: _____

Plans prepared by: _____

Contact: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ Email: _____

Definition of an Easement Plat

A map which depicts easements such as, but not limited to, right-of-way, utility, water, wastewater, stormwater, electric, gas, telephone, landscape, or access and which is intended for recording with the Wake County Register of Deeds.

Easement Plat Process Summary

1. Staff member reviews electronic plan submittals and hard copies submitted to the Planning Department for completeness.
2. If application is complete, Town Staff will review plat application and send comments to applicant.
3. The applicant must address all of the comments and submit revised plats.
4. The applicant must submit three (3) Mylar plats. Each copy should include the signature and seal of the surveyor as well as the notarized signature of the owner(s).
5. The applicant must pay all requisite fees prior to the final approval of revised plats.
6. The three (3) signed Final Plats must be recorded at the Wake County Register of Deeds within 60 days after approval. Wake County will keep one of the recorded plats. Plat must be stamped and signed by Register of Deeds.
7. The applicant must return one (1) Mylar copy of the recorded Exempt Plat and one (1) paper copy of the plat to the Planning Department. The recorded Exempt Plat must be on file prior to the issuance of any building permits.

Contact Pam Filicky of the Property Mapping Team for Wake County - 919-856-6384 or pfilicky@wakegov.com to ensure updates are made to the County tax property maps.

EASEMENT AND RIGHT-OF-WAY PLAT CHECKLIST

FOR APPLICANT USE ONLY
PLEASE DO NOT INCLUDE THIS CHECKLIST WITH YOUR APPLICATION SUBMITTAL

COMMON ACRONYMS/DEFINITIONS

IDT Website	Contractor's Plan Room	UDO	Town's Unified Development Ordinance
TOA	Town of Apex	NCDEQ	North Carolina Dept. of Environmental Quality
RCA	Resource Conservation Area	DDM	Design & Development Manual

CONTACT INFORMATION

TOA Planning Department	(919) 249-3426	Soil & Erosion Control Officer	(919) 249-3427
Parks & Recreation Department	(919) 249-3344	Electric Utilities Division	(919) 249-3427
Traffic Engineer	(919) 249-3358	Environmental Services	(919) 249-3413

GENERAL PLAT CHECKLIST ITEMS

#	Requirement	Additional Information	Reference
1.	Upload to IDT	All uploaded sheets must be titled in a descriptive manner i.e. Final Plat, Phase I.	
2.	Three Mylar Final Plats	Submit 3 Mylar final plats, 18"x24".	
3.	Signature Block Area	Include signature and seal of surveyor(s) and notarized signature of owner(s).	
4.	Pay Development and Plat Fees	Fees are paid at Planning Department.	
5.	File Approved Final Plat	File with Wake County Register of Deeds.	
6.	Final Submittal of One Recorded Mylar Plat and Two Paper Copies of Recorded Plat	Submit 1 Mylar and 1 Paper Copies of Recorded Final Plat.	

EASEMENT AND RIGHT-OF-WAY PLAT CHECKLIST ITEMS

#	Requirement	Additional Information	Reference
1.	Base Information:		
a.	Name of the subdivision, address(es) and parcel ID(s) of the project	Include any phase numbers.	
b.	Owner's name, address, phone number, fax number, and e-mail address		
c.	Surveyor's or professional engineer's name, seal and registration		
d.	Date of the survey and plat preparation		
e.	Zoning district & case # of the property	Contact the Planning Department to get the case number.	
f.	Zoning, ownership and current use of adjacent tracts and on opposite side of adjoining streets.	List uses such as residential, vacant, etc.	
g.	Area of tract	In square feet and acres.	
h.	Minimum setback requirements		
i.	Location (township, county and state) of property.		
j.	Annexation number(s) for property		
k.	Indicate if the site is in the Primary or Secondary Watershed Protection Area	See the Watershed Protection Overlay District Map	UDO Sec. 6.1
l.	Indicate if the site contains a FEMA designated floodplain	Include FIRM panel reference number and effective date.	UDO Sec. 6.2
2.	Label as "Easement Plat" and/or "Right-of-Way Dedication Plat", as appropriate		

EASEMENT AND RIGHT-OF-WAY PLAT CHECKLIST

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#	Requirement	Additional Information	Reference
3.	North Arrow (all sheets)	Indicate whether true north or magnetic.	
4.	Scale	Include a graphic scale and declination.	
5.	Vicinity Map	Site should be clearly delineated. Map must have sufficient detail and legibility in order to locate the project in reference to nearby roads and developments.	
6.	Provide boundaries of the tract to be subdivided in metes and bounds.	Include the location of intersecting boundary lines of adjoining lands with adjacent subdivisions identified by official names.	
7.	Provide accurate location and descriptions of all monuments, markers, and control points.		
8.	Blocks numbered consecutively throughout the entire subdivision and the lots numbered consecutively throughout each block.	Lot numbers should be placed in a circle or labeled Lot __.	
9.	Show street addresses on each lot.	Address(s) should be placed in a rectangular box near street right-of-way.	
10.	Label streets as approved by Wake County GIS.		
11.	Show and label the purpose(s) of all right-of-ways, easements and areas dedicated to public use.	Public easements shall be labeled "Town of Apex Public Utility Easement".	
12.	Show existing structures on affected lots.	Minimum building setbacks are to be noted.	
13.	Show areas to be used for purposes other than residential and public.	Include the location, purpose and dimensions of each use.	
14.	Show right-of-way lines and width of all streets.	Show sight triangles where required.	
15.	Show the location and width of all adjacent streets and easements.		
16.	Indicate boundaries of the 100 year floodplain and floodway boundaries.	Provide certification if no floodplain exists within the subdivision boundaries.	
17.	Verify minimum Finished Floor Elevation (FFE).	Minimum FFE must be at least 2 feet above the Base Flood Elevation (BFE) on properties affected by FEMA 100 year floodplain.	
18.	Label width and type of buffers.		
19.	Show any right-of-way abandonment, if applicable, including the deed book and page number of the recorded Abandonment Resolution.	Right-of-way abandonments must follow the <i>Town of Apex Policy on Closing Public Rights-of-Way for Streets, Roads and Alleys</i> .	
20.	List any notations previously required to be placed on a prior plat of the property by action of any approving authority.		
21.	Leave 2 inch by 2 inch space for the Wake County Register of Deeds stamp on the plat.	All final plats must be stamped and signed before they can be accepted by the Town.	
22.	Certificates	See last pages of this application for the required certificates.	
23.	Required Notes: See required notes listed below		
24.	Any other information considered pertinent to the review of the final plat by either the subdivider or the Town.		

EASEMENT AND RIGHT-OF-WAY PLAT REQUIRED NOTES & CERTIFICATES

REQUIRED NOTES:

1. Where Town of Apex Public Utilities are installed within easements crossing private property, the Town’s Water Resources Department, Public Works and Transportation Department, and Electric Utilities Department shall have the right to enter upon the easement for purposes of inspecting, repairing, or replacing the sewer main and appurtenances. Where paved private streets, driveways, parking lots, etc. have been installed over public sewer mains, the Town of Apex shall not be responsible for the repair or replacement of pavement, curbing, etc. which must be removed to facilitate repairs. The Water Resources Department, Public Works and Transportation Department, and Electric Utilities Department shall excavate as necessary to make the repair, and shall backfill the disturbed area to approximately the original grade. Replacement of privately owned pavement, curbing, walkways, etc. shall be the responsibility of the property owner and/or Homeowner’s Association.
2. All off-site easements shall be acquired by the developer and these off-site easements shall be recorded by a deed of easement prior to utility infrastructure construction approval. These easements shall be dedicated to the Town of Apex and labeled “Town of Apex Public Utility Easement”.
3. No person shall place any part of a structure, any permanent equipment, or impoundment upon the Town of Apex Public Utility Easements. Prohibited structures include, but are not limited to: buildings, houses, air conditioning units, heat pump units, storage/tool sheds, swimming pools, walls, retaining wall mechanisms/appurtenances, decks, garages, and fences. Upon prior written approval by the Water Resources Department, Public Works and Transportation Department, or Electric Utilities Department, as appropriate, fences may be permitted across easements provided that an access gate is installed for the full width of the easement.
4. No person shall plant trees, shrubs, or other plants within a Town of Apex Public Utility Easement without prior written approval from the Water Resources Department, Public Works and Transportation Department, or Electric Utilities Department, as appropriate.
5. Any and all street signs shall be provided and installed by the Town of Apex.
6. Contact the Planning Department to get a copy of the zoning conditions.

CERTIFICATE OF OWNERSHIP AND DEDICATION

“I hereby certify that I am the owner of the property shown and described herein, and all sheets related hereto, which is located in the subdivision jurisdiction of the Town of Apex, and that I hereby adopt this easement or right-of-way dedication plat with my free consent, and as applicable, certify that this plan complies with building setback lines established by the Town of Apex Unified Development Ordinance and dedicate all streets, alleys, walks, parks and other sites and easements to public or private use as noted and will maintain the same to the standards set forth by the Town of Apex Unified Development Ordinance until the Town or Homeowners Association takes over this responsibility. Furthermore, I hereby dedicate all electrical systems which are located within the municipal electric service area, sewer and water lines to the Town of Apex.”

Signature Date

NOTARY PUBLIC CERTIFICATION

I, _____ a Notary Public of the County of _____
State of North Carolina hereby certify that _____ personally appeared before me this day and
under oath acknowledged that the above form was executed by him/her. Witness my hand and seal this the _____
day of _____, _____.

Notary Seal

My Commission Expires

Review Officer Certificate

I, _____, Review Officer of Wake County, certify that this Plat meets all statutory requirements for recording.

Date Review Officer

Approval expires if not recorded on or before _____.

EASEMENT AND RIGHT-OF-WAY PLAT REQUIRED NOTES & CERTIFICATES

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 _____) (other); that the boundaries not surveyed are clearly indicated as drawn from information found in Book _____, page _____; that the ratio of precision as calculated is 1: _____; that this plat was prepared in accordance with G.S. 47-30 as amended. Witness my original signature, registration number and seal this ____ day of _____, A.D., 20__.

Seal or Stamp:

Surveyor

Registration No.

CERTIFICATE OF APPROVAL OF THE DESIGN AND INSTALLATION OF STREETS, UTILITIES, AND OTHER REQUIRED IMPROVEMENTS (IF APPLICABLE):

"I hereby certify that all streets, utilities and other required improvements have been installed in an acceptable manner and according to Town specification and standards or that guarantees of the installation of the required improvements in an amount and manner satisfactory to the Town of Apex has been received.

Date

Subdivision Administrator

Date

Water Resources Director

Or, if only an easement is being recorded:

CERTIFICATE OF COMPLIANCE OF WATER, SEWER OR STORMWATER EASEMENT LOCATION:

This easement generally complies with the approved construction plans.

Date

Water Resources Director

CERTIFICATE OF COMPLIANCE OF GREENWAY EASEMENT LOCATION:

This easement generally complies with the approved construction plans.

Date

Subdivision Administrator

CERTIFICATE OF COMPLIANCE OF ELECTRIC UTILITIES EASEMENT LOCATION:

This easement generally complies with the approved construction plans.

Date

Electric Utilities Director

CERTIFICATE OF COMPLIANCE OF ACCESS, SIDEWALK OR DRAINAGE EASEMENT LOCATION:

This easement generally complies with the approved construction plans.

Date

Public Works & Transportation Director