

EASEMENT & RIGHT-OF-WAY DEDICATION PLAT APPLICATION

Town of Apex, North Carolina



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Application #: _____
Fee Paid \$ _____

Submittal Date: _____
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](#)

- Completed Application Uploaded Plat (18"x24")
 Exempt plat application fee – \$200.00

PROJECT INFORMATION:

Project Name: _____
Location: _____
Property PIN: _____
Acreage: _____ Zoning: _____
Jurisdiction: Inside corporate limits In ETJ Outside corporate limits and ETJ

APPLICANT INFORMATION:

Owner: _____
Address: _____
City: _____ State: _____ ZIP: _____
Phone: _____ Email: _____

Developer: _____
Address: _____
City: _____ State: _____ ZIP: _____
Phone: _____ Email: _____

Surveyor: _____
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. Applicant uploads pdf version of plat for electronic plan review via IDT Plan Review. [Click here to access IDT Plans Website](#)
2. Staff member reviews electronic plan submittals and hard copies submitted to the Planning Department for completeness.
3. If application is complete, Town Staff will review plat application and send comments to applicant.
4. The applicant must address all of the comments and submit revised plats via IDT.
5. Steps 3 & 4 may need to be repeated until the plat conforms to the requirements in this application.
6. Once the plat meets the requirements of the UDO and this application, staff will advise the surveyor to submit hardcopies for staff signature. The applicant must submit three (3) copies of the plat on Mylar. Each copy should include the signature and seal of the surveyor as well as the notarized signature of the owner(s).
7. The applicant must pay all requisite fees prior to the final approval of revised plats.
8. Town Staff reviews the Mylar plats. If the plats comply with the UDO, Town Staff will sign the Mylars. If the plats do not comply with the UDO, the applicant must resubmit the Mylars.
9. 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.
10. 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.

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

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

Planning Department	(919) 249-3426	Soil & Erosion Control Officer	(919) 249-1166
Parks & Recreation Department	(919) 372-7468	Electric Utilities Division	(919) 249-3342
Transportation 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 One Paper Copy of Recorded Plat	Submit 1 Mylar and 1 Paper Copy of Recorded Final Plat.	

EASEMENT AND RIGHT-OF-WAY PLAT CHECKLIST ITEMS

#	Requirement	Additional Information	Reference
1.	Title Block:		
a.	The property designation.	Name of the project, address(es) and Wake Co. parcel PIN(s)	
b.	Owner's name & address		
c.	Location of property.	County, state and township	
d.	Date of the survey and plat preparation		
e.	Scale	Include a graphic scale and declination.	
f.	Surveyor's or professional engineer's name, seal and registration		
g.	Dates & descriptions of revisions made after original signing		
2.	Site Data Table:		
a.	Zoning district & case # of the property	Contact the Planning Department for the number.	
b.	Annexation number(s) for property	Contact the Planning Department for the number.	
c.	Area of tract	In square feet and acres.	
d.	Minimum setback requirements		
e.	Indicate if the site is in the Primary or Secondary Watershed Protection Area	See the Watershed Protection Overlay District Map	UDO Sec. 6.1
f.	Indicate if the site contains a FEMA designated floodplain	Include FIRM panel reference number and effective date.	UDO Sec. 6.2
3.	Label as "Easement Plat" and/or "Right-of-Way Dedication Plat", as appropriate		
4.	North Arrow (all sheets)	Indicate whether true north or magnetic.	

EASEMENT AND RIGHT-OF-WAY PLAT CHECKLIST

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#	Requirement	Additional Information	Reference
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.	Legend		
7.	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.	
8.	Provide accurate location and descriptions of all monuments, markers, and control points.		
9.	Zoning, ownership and current use of adjacent tracts and on opposite side of adjoining streets.	List uses such as residential, vacant, etc.	
10.	Label block numbers consecutively throughout the subdivision and each block.	Lot numbers should be placed in a circle or labeled Lot __.	
11.	Show street addresses on each lot.	Address(s) should be placed in a rectangular box near street right-of-way.	
12.	Label streets as approved by Wake County GIS.		
13.	Show and label the purpose(s) of all rights-of-way, easements and areas dedicated to public use.	Public easements shall be labeled "Town of Apex Public Utility Easement".	
14.	Show existing structures on affected lots.	Minimum building setbacks are to be noted.	
15.	Show areas to be used for purposes other than residential and public.	Include the location, purpose and dimensions of each use.	
16.	Show right-of-way lines and width of all streets.	Show sight triangles where required.	
17.	Show the location and width of all adjacent streets and easements.		
18.	Indicate boundaries of the 100 year floodplain and floodway boundaries.	Provide certification if no floodplain exists within the subdivision boundaries.	
19.	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.	
20.	Label width and type of buffers.		
21.	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> .	
22.	List any notations previously required to be placed on a prior plat of the property by action of any approving authority.		
23.	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.	
24.	Certificates	See last pages of this application for the required certificates.	
25.	Required Notes: See required notes listed below		
26.	Any other information considered pertinent to the review of the final plat by either the owner or the Town.		

EASEMENT AND RIGHT-OF-WAY PLAT REQUIRED NOTES AND 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. 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 _____

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 or positional accuracy as calculated is _____; that this plat was prepared in accordance with G.S. 47-30 as amended. Witness my original signature, license number and seal this ____ day of _____, A.D., ____.

Seal or Stamp: _____
Professional Land Surveyor License No.

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

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 _____.

IF STREETS, UTILITIES, EASEMENTS AND OTHER REQUIRED IMPROVEMENTS ARE BEING RECORDED, USE THE CERTIFICATE BELOW.

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

IF ONLY AN EASEMENT IS BEING RECORDED, USE THE CORRECT CERTIFICATE BELOW:

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