

# MASTER SUBDIVISION FINAL PLAT APPLICATION

Town of Apex, North Carolina



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Submittal Date:	_____		
Fees:	Plat Review Fee (\$200.00 + \$10/lot)	\$	_____
	Acreage Fee (if applicable)	\$	_____
	Recreation Fee-in-lieu (if applicable)	\$	_____
Date Paid:	_____	Total Paid:	\$ _____

**MASTER SUBDIVISION FINAL PLAT APPLICATIONS ARE ACCEPTED ON A ROLLING BASIS THROUGHOUT THE MONTH.**

### ELECTRONIC SUBMITTAL REQUIREMENTS:

[CLICK HERE TO ACCESS IDT PLANS WEBSITE](#)

- Completed Application  Fee Paid  
 Uploaded Plat

### PROJECT INFORMATION:

Project Name: \_\_\_\_\_  
Location: \_\_\_\_\_  
Property PIN(s): \_\_\_\_\_  
Acreage: \_\_\_\_\_ Number of Lots \_\_\_\_\_ 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: \_\_\_\_\_

## MASTER SUBDIVISION FINAL PLAT REQUIREMENTS & PROCESS

### MASTER SUBDIVISION PLAT REQUIREMENTS:

1. The plat shall not be approved unless the subdivider shall have installed all improvements required by Article 7: *Subdivision*, and this Ordinance, or shall have guaranteed their installation.
2. The final plat for subdivision shall constitute only that portion of the Master Subdivision Plan that the subdivider proposes to record and develop at the time. The Master Subdivision Final Plat shall contain no fewer than 15 lots except where there is a phase to be completed with fewer than 15 lots remaining or where the development contains fewer than 15 lots, in which case the application for final plat must contain all remaining lots.

### MASTER SUBDIVISION 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 submitted to the Planning Department for completeness.
3. If application is complete, Town Staff will review the plat for compliance with approved Master Subdivision and Construction Plans.
4. Staff comments will be sent to the applicant. The applicant must address all of the comments and submit revised plats via IDT.
5. Steps 3 & 4 shall be repeated as necessary until the plat complies with the UDO and this application.
6. Once the plat meets the requirements of the UDO and this application, staff will advise the surveyor to submit hard copies for staff signature. 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).
7. Town Staff reviews the Mylar plats to confirm that all required owner and surveyor signatures are complete.
8. The applicant must pay all requisite fees and post required bonds prior to staff signing the Mylar copies. These fees and bonds include, but are not limited to:

#### Collected by the Planning Department:

1. Plat review fees
2. Water/Sewer Capital Reimbursement fee
3. Parks and Recreation fees
4. Landscaping bond

#### Collected by the Development Services Division:

5. Construction inspection fees
6. Construction bonds

9. Once Mylars are signed, staff will notify the surveyor to pick them up.
10. 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.
11. The applicant must return one (1) Mylar copy of the recorded Master Subdivision Final Plat and two (2) paper copies of the plat to the Planning Department. The recorded 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](mailto:pfilicky@wakegov.com).

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

COMMON ACRONYMS/DEFINITIONS			
<b>IDT Website</b>	Contractor's Plan Room	<b>UDO</b>	Town's Unified Development Ordinance
<b>TOA</b>	Town of Apex	<b>NCDEQ</b>	North Carolina Dept. of Environmental Quality
<b>RCA</b>	Resource Conservation Area	<b>DDM</b>	Design & Development Manual
CONTACT INFORMATION			
<b>Planning Department</b>	(919) 249-3426	<b>Soil &amp; Erosion Control Officer</b>	(919) 249-1166
<b>Parks &amp; Recreation Department</b>	(919) 372-7468	<b>Electric Utilities Division</b>	(919) 249-3342
<b>Traffic Engineer</b>	(919) 249-3358	<b>Stormwater &amp; Utility Engineering</b>	(919) 249-3413

GENERAL PLAT CHECKLIST ITEMS			
#	Requirement	Additional Information	Reference
1	Upload to IDT	All uploaded sheets are to 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	Obtain approvals	Approvals by the Water Resources and Public Works and Transportation Departments.	
6	Record Approved Final Plat	Record with Wake County Register of Deeds.	
7	Final Submittal of One Recorded Mylar Plat and Two Paper Copies of Recorded Plat	Submit 1 Mylar and 2 Paper Copies of Recorded Final Plat.	

MASTER SUBDIVISION FINAL PLAT CHECKLIST ITEMS			
#	Requirement	Additional Information	Reference
<b>1.</b>	<b>Title Block:</b>		
a.	The property designation.	Name of the project, address(es) and Wake Co. parcel PIN(s)	
b.	Owner's name		
c.	Location of property.	Must include 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	Include firm name and firm license number if applicable.	
g.	Dates & descriptions of revisions made after original signing		
<b>2.</b>	<b>Site Data Table:</b>		
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 parent tract	In square feet and acres.	
d.	Number of lots per acre (density)		
e.	Total number of lots being platted		
f.	Acreage being platted		
g.	RCA provided	(acreage & % of total site)	
h.	RCA required (acreage & % of total site)	(acreage & % of total site)	
i.	Maximum built-upon area (impervious surface) permitted	(acreage & % of total site)	

**MASTER SUBDIVISION FINAL PLAT CHECKLIST ITEMS**

#	Requirement	Additional Information	Reference
j.	Proposed built-upon area (impervious surface)	(acreage & % of total site)	
k.	Minimum setback requirements	If zoned PUD, request setbacks from Planning.	
l.	Indicate if the site is in the Primary or Secondary Watershed Protection Area	See the Watershed Protection Overlay District Map	UDO Sec. 6.1 & 8.1.2.B.2.i
m.	Indicate if the site contains a FEMA designated floodplain	Include FIRM panel reference number and effective date.	UDO Sec. 6.2
n.	Indicate if historic building is on site		
3.	Label as "Master Subdivision Plat"		
4.	North Arrow (all sheets)	Indicate whether true north or magnetic.	
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 showing all line types, hatching, shading & symbols	Show on all map sheets	
7.	For multi-page plats, all required notes must be listed on the front page. On each additional page, the following note must appear:	"Refer to Page 1 of this multi-page plat for notes, restrictions, and other requirements pertaining to this plat."	
8.	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.	
9.	Provide accurate location and descriptions of all monuments, markers, and control points.		
10.	Zoning, ownership and current use of adjacent tracts and on opposite side of adjoining streets.	List uses such as residential, vacant, etc.	
11.	Label block numbers consecutively throughout the subdivision and each block.	Lot numbers should be placed in a circle or labeled Lot __.	
12.	Show street addresses on each lot.	Address(s) should be placed in a rectangular box near street right-of-way.	
13.	Label streets as approved by Wake County GIS.		
14.	Show and label the purpose(s) of all rights-of-way, easements and areas dedicated to public use.		
15.	Show boundaries of any greenway or greenway easement dedicated to the Town of Apex.	Label as "Town of Apex Public Greenway Easement".	
16.	Show areas to be used for purposes other than residential and public.	Include the location, purpose and dimensions of each use.	
17.	Show right-of-way lines and width of all streets.	Show sight triangles where required.	
18.	Show the location and width of all adjacent streets and easements.		
19.	Show and label the required maintenance easements for all retaining walls.	Label as "HOA Maintenance and Access Easement."	
20.	Show location of required landscape buffers with metes and bounds description.	Label width and type of buffer.	
21.	Show location of required Resource Conservation Area (RCA) as approved on CDs with metes and bounds description.	Must reflect the "as-built" RCA provided. Shade RCA differently to easily differentiate on plat.	
22.	Indicate boundaries of the 100 year floodplain and floodway boundaries.	Provide certification if no floodplain exists within the subdivision boundaries.	
23.	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.	

**MASTER SUBDIVISION FINAL PLAT CHECKLIST ITEMS**

#	Requirement	Additional Information	Reference
24.	Show location of wetlands with metes and bounds description.	Include <b>Required Note 6</b> on the plat.	UDO Sec. 6.1 & 8.1.2.B.2.g
25.	Show access to restricted lots (where applicable).		
26.	The town attorney must approve HOA documents where there are private streets.	Streets should be labeled as “private streets – no town maintenance”; Public and/or private utility easements should be labeled as “Town of Apex Public Utility Easement” or “Storm Drainage Private”; Street signs should be posted as “End of Town Maintenance”.	
27.	Certificates	See last pages of this application for the required certificates. Please arrange all owner certificates near each other.	
28.	Any other information considered pertinent to the review of the Final Plat by either the subdivider or the Town.		

**REQUIRED NOTES:**

For multi-page plats, all required notes must be listed on the front page. On each additional page, the following note must appear:

“Refer to Page 1 of this multi-page plat for notes, restrictions, and other requirements pertaining to this plat.”

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, decks, garages, storage/tool sheds, swimming pools, walls, retaining wall mechanisms/appurtenances, 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.
6. **WETLANDS NOTE:** Certain portions of the property depicted hereon have been determined to meet the requirements for designation as a regulatory wetland and are designated hereon as “WETLANDS”. No subsequent fill or alteration of any property so designated shall be permitted except in compliance with the current applicable wetlands rules adopted by the federal government and/or the State of North Carolina. Such rules may require submission of an application for fill by the property owner to the governmental agency or authority then having jurisdiction for wetlands regulations, which application shall report the name of the subdivision and may be approved or denied within the discretion and authority of such agency. This restriction shall run with the land and shall be binding on all parties and all persons having interest therein and shall inure to the benefit of, and may be enforced by any and all governmental agencies or authorities having jurisdiction for the wetlands regulations.

**MASTER SUBDIVISION FINAL PLAT CERTIFICATES**

**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 plan of subdivision with my free consent, 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 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."

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner (Signature Must Be Notarized)

**WHERE STRUCTURAL SCMs APPLY, THE FOLLOWING SHALL APPEAR:**

"The Operation and Maintenance Agreement for all Structural SCM's has been recorded in the Wake County Register of Deeds Book \_\_\_\_\_ Page \_\_\_\_\_. All future development or redevelopment activities on this property shall be consistent with this approved plan. No changes to this plan shall be permitted without the Town of Apex's prior written approval.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner

**WHERE BUFFERS, RCA AND COMMON AREAS ARE PROVIDED, THE FOLLOWING SHALL APPEAR ON THE PLAT:**

All buffers, Resource Conservation Area (RCA), Stormwater Control Measures (SCM) and common areas are to be maintained by the owner. All landscape buffers are reserved for the maintenance of trees and shrubs pursuant to Article 8 of the Apex Unified Development Ordinance (UDO). RCA shown hereon is being provided per the requirements of Article 8 of the UDO. No trees or plants shall be removed and no structures are to be erected inside the buffer or RCA except as approved by the Town of Apex on a site-specific development plan; supplementary or replacement plantings must be approved in writing by the Town of Apex Planning Department before they are installed. Fences shall only be permitted in buffers where they are planned and constructed as an integral part of the buffer by the developer and shown on a site-specific development plan approved by the Town of Apex. The RCA must be preserved in perpetuity and shall not be disturbed in any manner, except in the case of the operation and maintenance of private recreation areas, private play lawns, SCMs, and historic or cultural resources as approved by the Town of Apex on a site-specific development plan.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner

**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

\_\_\_\_\_  
My Commission Expires

\_\_\_\_\_  
Seal

**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.

**MASTER SUBDIVISION FINAL PLAT CERTIFICATES**

**WATER SUPPLY WATERSHED CERTIFICATE (FOR PRIMARY AND SECONDARY WATERSHED PROTECTION AREAS):**

"I hereby certify that the plan shown hereon complies with the Watershed Protection Overlay District Ordinance of the Town of Apex and is approved for recording in the Wake County Register of Deeds office. This property is located within a protected watershed. Development restrictions apply."

\_\_\_\_\_  
Date

\_\_\_\_\_  
Water Resources Director

**CERTIFICATE OF APPROVAL FOR RECORDING:**

"I hereby certify that the subdivision plat shown hereon has been found to comply with the subdivision regulations for Apex, North Carolina, with the exception of such variances, if any, as are noted and that this plat has been approved by the Town of Apex for recording in the office of the Register of Deeds of Wake County."

\_\_\_\_\_  
Date

\_\_\_\_\_  
Subdivision Administrator

**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

FOR SUBDIVISION PLATS SHOWING EXISTING SEPTIC STRUCTURES THAT INTEND TO USE SEPTIC INSTEAD OF TOWN SEWER,  
THE FOLLOWING CERTIFICATION MUST BE INCLUDED ON THE PLAT:

I hereby certify that lots(s) \_\_\_\_\_ shown on this plat for \_\_\_\_\_ has been reviewed with respect to minimum available space to provide for repair of an existing wastewater disposal system in accordance with regulations governing sewage treatment and disposal systems in Wake County as amended from time to time. I further certify that to the best of my knowledge, the existing wastewater system is located within the boundaries of the subject lots(s) and meets minimum setback requirements as specified in the aforementioned regulations. This certification does not represent approval or a permit for any site work or wastewater system modifications/repairs. Additionally, any change in use, site alteration or misrepresentation may result in suspension or revocation of certification.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
NC LICENSED SOIL SCIENTIST (SEAL)

FOR SUBDIVISION PLATS SHOWING SITES WITH NO EXISTING SEPTIC STRUCTURES AND THE INTENT TO USE SEPTIC,  
THE FOLLOWING CERTIFICATION MUST BE INCLUDED ON THE PLAT:

I hereby certify that lots(s) \_\_\_\_\_ shown on this plat for \_\_\_\_\_ have been reviewed as appropriate and with respect to minimum lot requirements set forth in Section V of the Regulations governing sewage treatment and disposals systems in Wake County as amended from time to time. As of this date, and based on this review of existing site conditions the lots numbered above on this plat will presumably meet these regulations.

I hereby certify that lots(s) \_\_\_\_\_ shown on this plat for \_\_\_\_\_ have been reviewed as appropriate and with respect to alternative requirements set forth in Section VI of the regulations governing sewage treatment and disposal systems in Wake County as amended from time to time. As of this date, and based on this review of existing site conditions the lots numbered above on this plat will presumably meet these regulations.

Preliminary certification does not represent approval or a permit for any site work, nor does it guarantee issuance of an improvement permit for any lot. Final site approval for issuance of improvement permits is based on regulations in force at the time of permitting and is dependent on satisfactory completing of individual site evaluations following application for an improvement permit detailing a specific use and siting.

Any change in use or any site alteration may result in suspension or revocation of certification.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
NC LICENSED SOIL SCIENTIST (SEAL)