

# FINAL SITE PLAN PLAT APPLICATION

## Town of Apex, North Carolina



This document is a public record under the North Carolina Public Records Act and may be published on the Town's website or disclosed to third parties.

Submittal Date:	_____	
Fees:	Plat Review Fee	\$ 250
	Acreage Fee (if applicable)	\$
	Recreation Fee-in-lieu (residential only)	\$
Date Paid:	Total Paid:	\$

Developers must submit a Final Site Plan Plat to the Planning Department near the end of a construction project and must receive staff approval prior to a final Certificate of Occupancy.

Electronic submittal requirements: [Click here to access IDT Plans Website](#)

- Completed Application  Fee Paid  
 Uploaded Plat

### 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: \_\_\_\_\_  
  
Surveyor: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Other contacts: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## TIMING OF APPROVALS

Site Plan Final Plats must be approved by the Planning Department, Public Works and Transportation Department and the Water Resources Department prior to the issuance of building permits.

## PROCESS OVERVIEW:

1. Staff member reviews electronic plan submittals 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. Steps 2 & 3 shall be repeated as necessary until the plat complies with the UDO and this application.
5. 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).
6. The applicant must pay all requisite fees and post required bonds prior to the final review of revised plats. These fees and bonds include, but are not limited to:

### Collected by the Planning Department:

1. Plat review fee
2. Water/sewer acreage fee
3. Recreation fee
4. Landscaping/street tree bond

### Collected by the Development Services Division:

5. Construction inspection fees
6. Construction bonds

7. Town Staff reviews the revised plats. If the plats comply with the UDO, Town Staff will sign the plats. If the plats do not comply with the UDO, the applicant must resubmit plats.
8. 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.
9. The applicant must return one (1) Mylar copy of the recorded Site Plan Final Plat and five (5) paper copies of the recorded plat to the Planning Department. The recorded Final Plat must be on file prior to the issuance of any building permits.

# SITE PLAN FINAL PLAT CHECKLIST

## 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>DDM</b>	Design & Development Manual
<b>TOA</b>	Town of Apex	<b>UDO</b>	Town's Unified Development Ordinance
<b>RCA</b>	Resource Conservation Area	<b>NC DEQ</b>	North Carolina Department of Environment Quality

### CONTACT INFORMATION

<b>TOA Planning Department</b>	(919) 249-3426	<b>Soil &amp; Erosion Control Officer</b>	(919) 249-3427
<b>Parks &amp; Recreation Department</b>	(919) 249-3344	<b>Electric Utilities Division</b>	(919) 249-3427
<b>Traffic Engineer</b>	(919) 249-3358	<b>Stormwater &amp; Utility Engineering</b>	(919) 249-3413

### GENERAL PLAT CHECKLIST ITEMS

#	Requirement	Additional Information
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) when submitting for Town signatures.
4	Pay Development and Plat Fees	Fees are paid at Planning Department.
5	Obtain approvals	Approvals by Water Resources and Public Works and Transportation Departments.
6	File Approved Final Plat	File with Wake County Register of Deeds.
7	Return 1 Mylar and 5 Paper Copies of Recorded Final Plat to the Planning Department.	

### SITE PLAN FINAL PLAT CHECKLIST ITEMS

#	Requirement	Additional Information	Reference
1.	Project Data (tabular format):		
a.	Name, address(s) 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 and case number of the property	Include zoning, ownership and current use of adjacent tracts. List uses such as residential, vacant, etc. Include uses on opposite side of adjoining streets.	
f.	List all zoning conditions if property is zoned conditional or conditional use.	Contact the Planning Department to get a copy of the zoning conditions.	
g.	Area of tract	In square feet and acres.	
h.	RCA provided	(acreage & % of total site)	
i.	RCA required (acreage & % of total site)	(acreage & % of total site)	
j.	Maximum built-upon (impervious) surface permitted	(acreage & % of total site)	
k.	Built-upon (impervious) surface shown	(acreage & % of total site)	
l.	Minimum setback requirements		

# SITE PLAN FINAL PLAT CHECKLIST

SITE PLAN FINAL PLAT CHECKLIST ITEMS			
#	Requirement	Additional Information	Reference
m.	Location (township, county and state) of property.		
n.	Annexation number(s) for property	If property is not annexed and water and/or sewer is requested, an annexation petition must be submitted with the first set of construction plans.	
o.	Indicate if the site is in the Primary or Secondary Watershed Protection Area	Watershed Overlay Map	
p.	Indicate if the site contains a FEMA designated floodplain	Include FIRM panel reference number and effective date.	
q.	Show and label all required sight triangles.		
2.	Label as "Site Plan Final Plat"		
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.	Show street addresses on each lot.	Address(s) should be placed in a rectangular box near street right-of-way.	
9.	Label streets as approved by Wake County GIS.		
10.	Show and label the purpose(s) of all right-of-ways, easements and areas dedicated to public use.		
11.	Show right-of-way lines and width of all streets.	Show sight triangles where required.	
12.	Show the location and width of all adjacent streets and easements.		
13.	Indicate boundaries of the 100 year floodplain and floodway boundaries.	Provide certification if no floodplain exists within the subdivision boundaries.	
14.	Include building footprint and 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.	
15.	Show and label any retaining walls.		
16.	Show existing structures on affected lots.		
17.	Minimum building setbacks are to be noted.		
18.	Show and label any impervious surface.		
19.	Label width and type of buffers.		
20.	Resource Conservation Area (RCA) must be shown and dimensioned as approved.	Must reflect the "as-built" RCA provided and described fully by a metes and bounds legal description. Include the size and brief calculations as to how that amount was determined for the required RCA. Include <b>Required Note 6</b> on the plat.	
21.	Show location of wetlands with metes and bounds description.	Include <b>Required Note 7</b> on the plat.	

# SITE PLAN FINAL PLAT CHECKLIST

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#	Requirement	Additional Information	Reference
22.	Show access to restricted lots (where applicable).		
<b>23.</b>	<b>Where there are private streets:</b>		
24.	Streets should be labeled as “private streets – no town maintenance”;		
25.	Public and/or private utility easements should be labeled as “Storm Drainage Private” or “Town of Apex Public Utility Easement”;		
26.	Street signs should be posted as “End of Town Maintenance”.		
27.	Show boundaries of any greenway dedicated to the Town of Apex.	Label as “Public Greenway Dedicated to the Town of Apex”.	
28.	Certificates	See <i>Certificates</i> list for the required certificates.	
29.	Any other information considered pertinent to the review of the final plat by either the applicant or the Town.		

## REQUIRED NOTES:

- 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.
- 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”.
- 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.
- 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.
- Any and all street signs shall be provided and installed by the Town of Apex.
- RCA NOTE:** The Resource Conservation Area (RCA) shown hereon is being provided per the requirements of Article 8 of the Town of Apex’s Unified Development Ordinance (UDO). This RCA must be preserved in perpetuity and shall not be disturbed in any manner.
- 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.

# SITE PLAN FINAL PLAT CHECKLIST

## WHERE BUFFERS APPLY, THE FOLLOWING SHALL APPEAR ON THE PLAT:

All buffers reserved for the maintenance of trees and shrubs pursuant to Article 8 of the Apex Unified Development Ordinance, as amended. This area shall remain undisturbed except for supplementary plantings. No trees shall be removed and no structures are to be erected inside this buffer. Fences shall only be permitted in buffers where they are planned and constructed as an integral part of the buffer by the developer.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner

## 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 site plan final plat with my free consent, certify that this plan complies with minimum 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 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."

\_\_\_\_\_  
Date

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

## WHERE STRUCTURAL BMPs APPLY, THE FOLLOWING SHALL APPEAR:

"The Operation and Maintenance Agreement for all Structural BMP'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

## CERTIFICATE OF APPROVAL FOR RECORDING:

"I hereby certify that the final site plan plat shown hereon has been found to comply with the subdivision and zoning 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 \_\_\_\_\_.

## SITE PLAN FINAL PLAT CHECKLIST

### 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 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

# SITE PLAN FINAL PLAT CHECKLIST

## 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 Number

## FOR SITES WITH 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 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 requirement 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)