

RECOMBINATION PLAT APPLICATION

Town of Apex, North Carolina



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

RECOMBINATION PLAT APPLICATIONS ARE ACCEPTED ON A ROLLING BASIS THROUGHOUT THE MONTH.

ELECTRONIC SUBMITTAL REQUIREMENTS:

[UPLOAD TO GEOCIVIX \(IDT PLANS\) WEBSITE](#)

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

PROJECT INFORMATION:

Project Name: _____

Location: _____

Property PIN(s): _____

Acreage: _____ Zoning: _____

Jurisdiction: Inside corporate limits In ETJ

APPLICANT INFORMATION:

Owner: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ Email: _____

Developer: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ Email: _____

Surveyor: _____

Contact: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ Email: _____

DEFINITION OF A RECOMBINATION PLAT

A map which depicts the joining of two (2) or more individual units of land into a new configuration which complies with the required standards and which is intended for recording with the Wake County Register of Deeds. A recombination plat:

1. Does not dedicate or offer for dedication any new street or require construction of any private road for access to any of the lots.
2. Allows reasonable access to the remainder of the tract from which the lot or lots are conveyed of at least 60 feet in width.
3. Does not require extension of sanitary sewer mains or storm sewer mains or water mains to service the lots.
4. Creates no residual parcels which themselves do not conform to the requirements of the Unified Development Ordinance (UDO).
5. Does not increase the total number of lots.

RECOMBINATION PLAT PROCESS SUMMARY

1. Applicant uploads pdf version of plat for electronic plan review via [GeoCivix \(IDT Plans\) 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. 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 or Chatham County Register of Deeds within 60 days after approval. The 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 Recombination Plat and one (1) paper copy of the plat to the Planning Department. The recorded Recombination Plat must be on file prior to the issuance of any building permits

Contact the Property Mapping Team for Wake County - 919-856-6370 or gis@wake.gov to ensure updates are made to the County tax property maps.

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

COMMON ACRONYMS/DEFINITIONS

GeoCivix (IDT)	Contractor’s Plan Room	UDO	Town’s Unified Development Ordinance
TOA	Town of Apex	NCDEQ	North Carolina Department of Environment Quality
RCA	Resource Conservation Area	DDM	Design & Development Manual

TOWN OF APEX DEPARTMENT CONTACT INFORMATION

Planning Department	(919) 249-3426	Stormwater Engineering Manager	(919) 249-3537
Parks & Greenways Planner	(919) 372-7468	Electric Utilities Department	(919) 249-3342
Traffic Engineering Manager	(919) 249-3358	Utilities Engineering Manager	(919) 249-3324

GENERAL PLAT CHECKLIST ITEMS

#	Requirement	Additional Information
1.	Upload to GeoCivix	All uploaded sheets must be titled in a descriptive manner i.e. Final Plat, Phase I.
2.	Three Mylar Final Plats	Submit up to 3 Mylar final plats, 18”x24” only. Include signature and seal of surveyor(s) and notarized signature of owner(s).
3.	Pay Development and Plat Fees	Fees are paid at Planning Department.
4.	File Approved Final Plat	File with Wake County or Chatham County Register of Deeds.
5.	Return 1 Mylar and 1 Paper Copy of Recorded Final Plat to the Planning Department	

RECOMBINATION PLAT CHECKLIST ITEMS

#	Requirement	Additional Information	Reference
1.	Title Block:		
a.	The property designation.	Project name, address(es) and Wake Co. PIN(s)	
b.	Owner’s name and 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	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
g.	Indicate if site contains a historic structure		
3.	Label as “Recombination 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	

RECOMBINATION PLAT CHECKLIST, NOTES & CERTIFICATES

RECOMBINATION PLAT CHECKLIST ITEMS			
#	Requirement	Additional Information	Reference
		project in reference to nearby roads and developments.	
6.	Legend		
7.	Provide boundaries of the tract to be recombined 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.	All lot boundaries changed or removed by requested plat must be indicated by dashed lines.		
11.	Show street addresses on each lot.	Addresses 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 right-of-ways, easements and areas dedicated to public use.	Public easements shall be labeled "Town of Apex Public Utility Easement".	
14.	Show areas to be used for purposes other than residential and public.	Include the location, purpose and dimensions of each use.	
15.	Show existing structures on affected lots.	Minimum building setbacks are to be noted	
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.	Label width and type of existing landscape buffers.		
20.	Show access to restricted lots (where applicable).		
21.	List any notations previously required to be placed on a prior plat of the property by action of any approving authority.		
22.	The recombination is certified by Wake County or Chatham County that it will not create a violation of setback standards or other standards of the Wake County or Chatham County Health Department regarding private wells and septic systems, if applicable.	Contact Wake Co. Environmental Services or Chatham County Health Dept.	
23.	Leave 2 inch by 2 inch space for the Wake County or Chatham County Register of Deeds stamp on the plat.	All recorded 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.	List any notations previously required to be placed on a prior plat of the property by action of any approving authority.		
26.	Any other information considered pertinent to the review of the final plat by either the subdivider or the Town.		

RECOMBINATION PLAT CHECKLIST, NOTES & CERTIFICATES

REQUIRED NOTES:

- 1. Where Town of Apex public utilities are installed within easements crossing private property, the Town’s Water Resources Department, Transportation & Infrastructure Development 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.
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.
3. No person shall place any part of a structure, any permanent equipment, or impoundment upon the Town of Apex Public Utility Easements.
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, Transportation & Infrastructure Development Department, or Electric Utilities Department, as appropriate.
5. Contact the Planning Department to get a copy of the zoning conditions.

CERTIFICATE OF OWNERSHIP

“I hereby certify that I am the owner of the property shown and described herein, which is located in the jurisdiction of the Town of Apex, and all sheets related hereto, and that I hereby adopt this exempt plat with my free consent.”

Date

Owner Signature (Must Be Notarized)

Owner Name Printed, Title/Position of 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 _____ 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.

Review Officer

Date

Approval expires if not recorded on or before: _____.

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.

FOR PLATS SHOWING SITES WITH EXISTING SEPTIC STRUCTURES WHICH INTEND TO USE SEPTIC, 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.

NC Licensed Soil Scientist (Seal)

Date

FOR PLATS SHOWING SITES WITH NO EXISTING SEPTIC STRUCTURES WHICH ALSO INTEND 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.

NC Licensed Soil Scientist (Seal)

Date