

SITE PLAN FINAL PLAT APPLICATION

Town of Apex, North Carolina



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Submittal Date:	_____		
Fees:	Plat Review Fee	\$ 300	_____
	Recreation Fee-in-lieu (residential only)	\$	_____
Date Paid:	_____	Total Paid:	\$ _____

FINAL SITE PLAN PLATS ARE ACCEPTED ON A ROLLING BASIS THROUGHOUT THE MONTH.

Electronic submittal requirements:

[Upload to GeoCivix \(IDT Plans\) Website](#)

- Completed Application Uploaded Plat (18"x24")
- Fee Paid

Project information:

Project Name: _____

Location: _____

Property PIN: _____

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: _____

SITE PLAN FINAL PLAT PROCESS SUMMARY

TIMING OF APPROVALS

Site Plan Final Plats must be approved by the Planning Department, Public Works Department, Transportation & Infrastructure Development Department, and the Water Resources Department and recorded prior to the issuance of a Certificate of Occupancy.

PROCESS OVERVIEW:

1. Applicant uploads pdf version of plat for electronic plan review via IDT Plan Review. [Click here to access the GeoCivix \(IDT Plans\) Website](#)
2. Staff member reviews electronic plan submittals submitted to the Planning Department for completeness.
3. If application is complete, Town Staff will review 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 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 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 and post required bonds prior to Staff signing the Mylar copies. Not all fees will apply to each project. These fees and bonds include, but are not limited to:

Collected by the Planning Department:

1. Plat review fees
2. Parks and Recreation fees
3. Landscaping bond

Collected by the Development Services Division:

4. Construction inspection fees
5. Construction bonds

Collected by the Building Inspections & Permitting Department:

6. Water/Sewer Capital Reimbursement fee

8. Town Staff reviews the Mylar 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 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 Site Plan Final Plat and one (1) paper copy of the recorded plat to the Planning Department. The recorded Final Plat must be on file prior to the issuance of a Certificate of Occupancy.

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.

SITE PLAN FINAL PLAT CHECKLIST

FOR APPLICANT USE ONLY

PLEASE DO NOT INCLUDE THIS CHECKLIST WITH YOUR APPLICATION SUBMITTAL

COMMON ACRONYMS/DEFINITIONS

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

CONTACT INFORMATION

Planning Department	(919) 249-3426	Environmental Engineering Manager	(919) 249-1166
Parks & Greenways Planner	(919) 372-7468	Electric Utilities Division	(919) 249-3342
Traffic Engineering Manager	(919) 249-3358	Utilities Engineering Manager	(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 up to 3 Mylar final plats, 18"x24" only. 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 from all relevant review departments.	
6	File Approved Final Plat	File with Wake County or Chatham County Register of Deeds.
7	Return 1 Mylar and 5 Paper Copies of Recorded Final Plat to the Planning Department.	

#	Requirement	Additional Information
1.	Title Block:	
a.	The property designation.	Name of the project, address(es) and Wake Co./Chatham Co. parcel 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.	RCA provided	(acreage & % of total site)
e.	RCA required (acreage & % of total site)	(acreage & % of total site)
f.	Maximum built-upon (impervious) surface permitted	(acreage & % of total site)
g.	Built-upon (impervious) surface shown	(acreage & % of total site)
h.	Minimum setback requirements	
i.	Indicate if the site is in the Primary or Secondary Watershed Protection Area	Watershed Protection Overlay District Map (UDO Sec. 6.1)
j.	Indicate if the site contains a FEMA designated floodplain	Include FIRM panel reference number and effective date.

SITE PLAN FINAL PLAT CHECKLIST

#	Requirement	Additional Information
3.	Label as "Site Plan Final 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	
7.	Provide boundaries of the tract to be platted 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 streets as approved by Wake County GIS.	
11.	Show street addresses on each lot.	Address(s) should be placed in a rectangular box near street right-of-way.
12.	Show and label the purpose(s) of all rights-of-way, easements and areas dedicated to public use.	
13.	Show right-of-way lines and width of all streets.	Show sight triangles where required.
14.	Show the location and width of all adjacent streets and easements.	
15.	Indicate boundaries of the 100-year floodplain and floodway boundaries.	Provide certification if no floodplain exists within the subdivision boundaries.
16.	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.
17.	Show and label any retaining walls.	
18.	Show existing structures on affected lot(s).	
19.	Show all new structures on affected lot(s).	Include buildings, light poles, transformers, accessory structures, etc.
20.	Show and label all impervious surfaces.	
21.	Show location of required landscape buffers with metes and bounds description.	
22.	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.
23.	Show location of wetlands with metes and bounds description.	Include Required Note 7 on the plat.
24.	Show access to restricted lots (where applicable).	
25.	Label all parking spaces served by EV charging equipment as EV. Show location of EV charging equipment.	
26.	Label all EV-Ready parking spaces as EVR. Show the location of the receptacle (240-volt outlet) or blank cover.	
27.	Where there are private streets:	
a.	Streets should be labeled as "private streets – no town maintenance";	
28.	Private utility easements should be labeled with the word Private. Ex: "Private Storm Drainage".	
29.	Public Utility Easements should be labeled as follows:	
a.	Dedicated easements for water mains and appurtenances shall be recorded as "Town of Apex Public Waterline Easement" or TOAPWE. Include width of easement.	

SITE PLAN FINAL PLAT CHECKLIST

#	Requirement	Additional Information
b.	Dedicated easements for sewer mains and appurtenances shall be recorded as "Town of Apex Public Sanitary Sewer Easement" or TOAP SSE. Include width of easement	
c.	Dedicated easements for service meters and cleanouts shall be recorded as "Town of Apex Public Utility Easement" or TOAP UE. Include width of easement.	
d.	Combined easements shall be labeled based on what is located within the easement. Include width of easement. Ex: Combined 30' [easement type] & [easement type].	
30.	Street signs should be posted as "End of Town Maintenance".	
31.	Show boundaries of any greenway dedicated to the Town of Apex.	Label as "Town of Apex Public Greenway Easement".
32.	Certificates	See last pages of this application for the required certificates.
33.	Any other information considered pertinent to the review of the final plat by either the applicant or the Town.	

REQUIRED NOTES:

- No person shall place any part of a structure, any permanent equipment, or impoundment upon the Town of Apex Public Easements and Rights of Way without the prior written approval by the appropriate Town of Apex department(s). Prohibited structures and site elements include, but are not limited to: buildings, air conditioning units, private utilities (water, sewer, stormwater, etc.), decking, swimming pools, signs, sidewalks, retaining walls, parking lots, pavement, driveways, curb and gutter, landscaping, and fences. Where specifically noted on the site/civil construction plans, Town signed/approved site/civil construction plans shall serve as written approval of the encroachments subject to the conditions in Points 2 and 3 below.
- Where Town of Apex public utilities are installed within public easements crossing private property, the Town of Apex shall have the right to enter upon the easement for purposes of operating, inspecting, repairing, removing, and/or replacing the public infrastructure and appurtenances. Where private structures or site elements are encroaching upon Town of Apex Public Easements or Rights of Way, the Town of Apex shall not be responsible for the repair or replacement of such private structures or site elements that must be removed to facilitate operation, repairs, additions, and/or removal of public infrastructure and appurtenances. The Town of Apex shall excavate as necessary to make the repair or removal and shall backfill the disturbed area to approximately the original grade. Replacement of privately-owned structures or site elements shall be the responsibility of the property owner and/or property owner's association without cost to the Town of Apex.
- The encroachment upon Town of Apex Public Easements or Rights-of-Way shall not be enlarged or increased beyond the encroachment receiving Town of Apex approval as shown in the approved site/civil construction drawings or other approval document issued by the Town of Apex. Owner is responsible for any and all expenditures of labor and materials required for the installation, erection, repair, removal, and/or maintenance of the encroachments.
- The Town of Apex shall not be required to give notice to the property owner or tenant(s) of any inspection, repair, replacement, and/or removal of any private structures, utilities, or site elements.
- Any unapproved encroachments into Town of Apex Public Easements may be removed by the Town of Apex without notice to property owner(s) or tenant(s) and without cost, risk, or liability to the Town of Apex.
- 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 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 Department, Transportation & Infrastructure Development Department, or Electric Utilities Department, as appropriate.
- Contact the Planning Department to get a copy of the zoning conditions.
- 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 REQUIRED 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 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)

Owner Name Printed, Title/Position of Owner

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 or Chatham 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.

SITE PLAN FINAL PLAT REQUIRED 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 or Chatham 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 site plan final 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 or Chatham 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

Transportation & Infrastructure Development Director

SITE PLAN FINAL PLAT REQUIRED CERTIFICATES

**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)