

# EASEMENT PLAT PROCESS

**Final Plat Submission**  
Electronic plat submittal (18" x 24") through IDT Plans;  
[Click here to access IDT Plans Website](#)



Planning Staff Reviews Easement Plat



**Planning Department Feedback**  
• Required Changes Sent to Surveyor (if applicable)  
• Required development fees sent to developer



**Easement Plat Submittal**  
3 Mylar Final Plats (18" x 24") Including:  
• Signature and Seal of Surveyors  
• Required Plat Fees paid at Planning Department



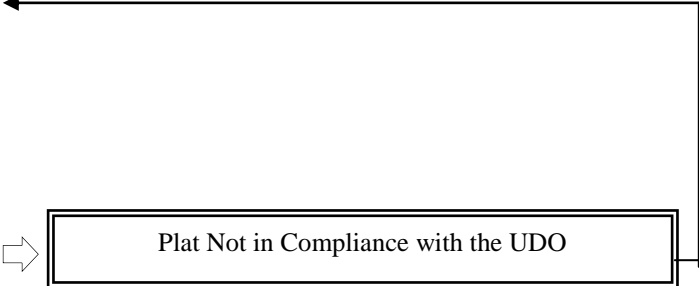
Plat in Compliance with the UDO  
Staff Signs Plats



**Recordation**  
File the Easement Plat with the Wake County  
Register of Deeds



**Final Submittal**  
• 1 Recorded Mylar Plat  
• 1 Paper Copy of Recorded Plat



## **EASEMENT PLAT PROCESS**

**DEFINITION OF AN EASEMENT PLAT:** A map which depicts easements such as but not limited to utility, water, wastewater, stormwater, electric, gas, telephone, landscape, or access and which is intended for recording with the Wake County Register of Deeds.

**COMPLETE APPLICATION:** The following items are required for an Easement Plat to be considered sufficiently complete. Please note that the required information to be included within these items is included on the Easement Plat Checklist.

- One (1) electronic submittal of preliminary plat (18"x 24")

**REQUIRED CHANGES TO EASEMENT PLATS:** Staff comments will be sent to the applicant. The applicant must address all of the comments and submit revised plats.

**SUBMISSION OF MYLAR FINAL PLATS:** The applicant must submit 3 hard copies of the Mylar Plats to the Planning Department as well as the **Easement Plat Fee**. Each of these plats should include the signature and seal of the surveyor as well as the notarized signature of the owner(s).

**FEES:** The applicant must pay all requisite fees prior to the final review of revised plats.

**RECORDATION:** The 3 signed Easement Plats must be recorded at the Wake County Register of Deeds. Wake County will keep one of the recorded plats. One of the recorded plats must be returned to the Planning Department. The applicant keeps the remaining recorded Easement Plat.

**FINAL SUBMISSION:** The applicant must return **1 Mylar copy** of the recorded Easement Plat and one **(1) paper copy** of the plat to the Planning Department.

**EASEMENT PLAT**

**TOWN OF APEX  
DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT**

**Submittal Date:** \_\_\_\_\_

**Easement Plat** -- \$50.00

Easement Plat fee is due prior to picking up signed mylars.

The required contents of complete Plats are listed on the “Easement Plat Checklist.”

The following **must** be submitted to the Planning Department to begin the review cycle:

- One (1) electronic submittal of preliminary plat (18”x24”) through IDT Plans

[Click here to access IDT Plans Website](#)

Project Name \_\_\_\_\_

Location \_\_\_\_\_

Property PIN \_\_\_\_\_

Acreage \_\_\_\_\_ Zoning \_\_\_\_\_

Town Limits: \_\_\_ Inside \_\_\_ ETJ

Owner or Developer \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax # \_\_\_\_\_

E-mail Address \_\_\_\_\_

Prepared by \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax # \_\_\_\_\_

E-mail Address \_\_\_\_\_

## EASEMENT PLAT

1.  Project data (in tabular form):
  - Name of the subdivision (include any phase numbers) if applicable
  - Owner's name and address
  - Surveyor's or professional engineer's name, seal and registration
  - Date of the survey and plat preparation
  - Zoning of the property and special zoning conditions (if applicable)
  - Area of tract (in square feet and acres)
  - Number of lots per acre (density)
  - Names of the township, county and state in which the subdivision is located
  - Indicate if the site is in the Primary or Secondary Watershed Protection Area
  - Indicate if the site contains a FEMA designated flood plain (including FIRM panel reference number and effective date)
2.  Labeled as "Easement Plat"
3.  North arrow indicating whether true north or magnetic and a graphic scale, declination
4.  The exact boundary lines of the tract to be subdivided fully dimensioned by metes and bounds and the location of intersecting boundary lines of adjoining lands with adjacent subdivisions identified by official names.
5.  Accurate location and descriptions of all monuments, markers, and control points.
6.  Location of all rights-of-way, easements, and areas dedicated to public use with the purpose of each stated.
  - Public easements shall be labeled "Town of Apex Public Utility Easement".
  - The following notes shall appear on the plat map:
    - a. Where Town of Apex Public Utilities are installed within easements crossing private property, the Town's Public Works 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 Public Works 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.
    - b. All off-site easements shall be acquired by the developer and these off site easements shall be recorded by a deed of easements prior to utility infrastructure construction approval. These easements shall be dedicated to the Town of Apex and labeled "Town of Apex Public Utility Easement".
    - c. No person shall place any part of a structure, any permanent equipment, or impoundment upon 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 Public Works Department, fences may be permitted across easements; provided that an access gate is installed for the full width of the easement.
    - d. No person shall plant trees, shrubs, or other plants within a Town of Apex Public Utility Easement without prior written approval from the Public Works Department.
    - e. Any and all street signs shall only be provided and installed by the Town of Apex.
7.  Location, purpose and dimensions of areas to be used for purposes other than residential and public.

**EASEMENT PLAT**

- 8.  Blocks numbered consecutively throughout the entire subdivision and the lots numbered consecutively throughout each block. Lot numbers should be placed in a circle or labeled Lot \_\_\_\_.
- 9.  Show existing structures on affected lots. Minimum building setbacks are to be noted.
- 10.  Right-of-way lines and width of all streets and the location and width of all adjacent streets and easements. Sight triangles noted where required.
- 11.  Street names as approved by Wake County GIS.
- 12.  Street addresses on each lot in a rectangular box near street right-of-way.
- 13.  List any notations previously required to be placed on a prior plat of the property by action of any approving authority.
- 14.  Any other information considered by either the subdivider or the Town to be pertinent to the review of the final plat.
- 15.  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 jurisdiction of the Town of Apex, and that I hereby dedicate the easements shown hereon with my free consent.”

\_\_\_\_\_  
Date

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

Review Officer Certificate:

I, \_\_\_\_\_ Review Officer of the Town of Apex, certify that this Plat meets all statutory requirements for recording.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Review Officer

Approval expires if not recorded on or before \_\_\_\_\_.

Certificate of approval of the design and installation of utilities and other required improvements.

“I hereby certify that all 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

\_\_\_\_\_  
Director of Public Works

**EASEMENT PLAT**

“This easement generally complies with the approved construction plans.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Public Works and Utility Department

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