

EXEMPT PLAT PROCESS

Exempt Plat Submission
One (1) Hard copy of the Exempt Plat (18" x 24")
or
One (1) Electronic submittal (18" x 24") through IDT Plans
[Click here to access IDT Plans Website](#)



Planning Staff Reviews Exempt Plat



Planning Department Feedback

- Required Changes Sent to Surveyor (if applicable)
- Required development fees sent to developer

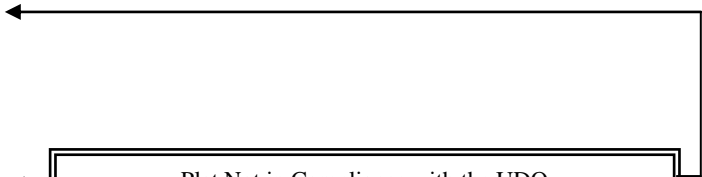


Exempt Plat Submittal

- 3 Mylar Final Plats (18" x 24")
Including:
 - Signature and Seal of Surveyors
 - Plat Fees paid at Planning Department



Plat Not in Compliance with the UDO



Plat in Compliance with the UDO
Staff Signs Plats



Recordation

- File the Exempt Plat with the Wake County Register of Deeds
- Owner to notify Wake County of Recorded Plat



Final Submittal

- 1 Recorded Mylar Plat
- 1 Paper Copy of Recorded Plat

EXEMPT PLAT PROCESS

DEFINITION OF A EXEMPT PLAT:

- 1) The combination or recombination of portions of previously platted lots where the total number of lots is not increased and the resultant lots are equal to or exceed the standards of the municipality as shown in its subdivision regulations.
- 2) The division of land into parcels greater than 10 acres where no street right-of-way dedication is involved.
- 3) The public acquisition by purchase or condemnation of strips of land for the widening or opening of streets and for public transportation system corridors.
- 4) The division of a parcel of land by a new boundary line coterminous with a public street right-of-way line in circumstances where the street prevents the use of the parcel as one lot, so long as the boundaries of the parcel that are not on or within the street right-of-way are not changed.
- 5) The division of a tract in single ownership, the entire area of which is no greater than 2 acres, into not more than 3 lots where no street right-of-way dedication is involved and where the resultant lots are equal to or exceed the standards of the municipality.

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

- One (1) Hard copy of preliminary exempt plat (18"x24")
or
- One (1) Electronic submittal (18" x 24") through IDT Plans
- Exempt Plat Fee

REVIEW OF PRELIMINARY PLATS: Town staff reviews plats for compliance with the Unified Development Ordinance.

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

SUBMISSION OF REVISED PLATS: The applicant must submit 3 Mylar Plats. 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 approval of revised plats.

REVIEW OF REVISED PLATS: The Town Staff reviews the revised plats. If the plats comply with the Unified Development Ordinance, the Town Staff will sign the plats. If the plat does not comply with the Unified Development Ordinance, the applicant must resubmit plats.

RECORDATION: The 3 signed Exempt Plats must be recorded at the Wake County Register of Deeds within 60 days after the date of approval. 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 Exempt Plat. *Applicant to contact Pam Filicky of the Property Mapping Team for Wake County - 856-6384 to ensure updates are made to the GIS.*

FINAL SUBMISSION: The applicant must return 1 Mylar copy of the recorded Exempt Plat and one (1) paper copy of the plat to the Planning Department. The recorded Exempt Plat must be on file prior to the issuance of any building permits.

EXEMPT PLAT CHECKLIST

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 "Exempt 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. All lot boundaries changed or eliminated by requested combination are indicated by dashed lines
7. 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. Any and all street signs shall only be provided and installed by the Town of Apex.
8. Location, purpose and dimensions of areas to be used for purposes other than

EXEMPT PLAT CHECKLIST

- residential and public.
- 9. 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 ____.
- 10. Show existing structures on affected lots. Minimum building setbacks are to be noted.
- 11. 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.
- 12. Street names as approved by Wake County GIS.
- 13. Street addresses on each lot in a rectangular box near street right-of-way.
- 14. List any notations previously required to be placed on a prior plat of the property by action of any approving authority.
- 15. The exempt plat is certified by Wake County that it will not create a violation of setback standards or other standards of the Wake County Health Department regarding private wells and septic systems, if applicable.
- 16. Any other information considered by either the subdivider or the Town to be pertinent to the review of the final plat.
- 17. 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 adopt this plan of exempt 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 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__.

EXEMPT PLAT CHECKLIST

Seal or Stamp:

Surveyor

Registration Number

For sites with EXISTING STRUCTURES, the following certification must be included on the plat:

**CERTIFICATION OF REVIEW BY LICENSED SOIL SCIENTIST FOR EXISTING
STRUCTURE WITH RESPECT TO RECOMBINATION OF
PROPERTY LINES**

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 STRUCTURES, the following certification must be included on the plat:

CERTIFICATION OF REVIEW BY LICENSED SOIL SCIENTIST

I hereby certify that lots(s) _____
Shown on this plat for _____ have been reviewed as appropriated 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

EXEMPT PLAT CHECKLIST

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)