

# SITE PLAN FINAL PLAT PROCESS

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



Planning, Engineering, Inspections & Public Works  
Reviews Preliminary Final Plat



Feedback

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- Required Changes Sent to Surveyor (if applicable)
- Required development fees sent to developer
- Required bonds to be posted sent to developer (from Engineering)



Site Plan Final Plat Submittal

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- 3 Mylar Final Plats (18" x 24")  
Including:
  - Signature and Seal of Surveyors
  - Notarized Signature of Owner(s)
- Obtain Public Works and Engineering Approvals
- Plat fees paid at Planning Department



Plat in Compliance with the UDO  
Staff Members Sign Plats



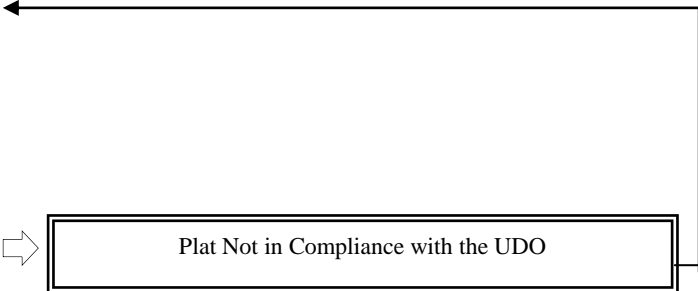
Recordation

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File the Approved Final Plat with the Wake County  
Register of Deeds

**Final Submittal**

- 1 Recorded Mylar Plat
- 5 Paper Copies of Recorded Plat



## SITE PLAN FINAL PLAT PROCESS

### **TIMING OF APPROVALS:**

1. An applicant shall submit Site Plan Final Plats to the Planning Department after the Site Plan and Construction Plan have been through the review process and have been approved by the Town Council and staff, but prior to C.O.
2. Final Plats must be approved by the Planning, Engineering, Building Inspections and Public Works Departments prior to certificates of occupancy. Please see the “Requirements Prior to Subdivision Plat or Non-Residential Certificate of Occupancy” or [click here](#).

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

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

**REVIEW OF PRELIMINARY PLATS:** Town staff reviews plats for compliance with approved Site Plans and Construction Plans.

**REQUIRED CHANGES TO FINAL 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 Final Plats to the Planning Department. Each of these plats should include the signature and seal of the surveyor as well as the notarized signature of the owner(s).

**FEES AND BONDS:** 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 Engineering Division:*

5. Engineering inspection fees
6. Engineering bond

**REVIEW OF MYLAR FINAL PLATS:** Planning Staff reviews the revised plats. If the plats are correct, the Town staff will sign the plats. If there are problems that still need to be rectified, the applicant must resubmit mylar plats.

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

**FINAL SUBMISSION:** The applicant must return 1 Mylar copy of the recorded Final Plat and five (5) paper copies of the Final Plat to the Planning Department. The recorded Final Plat must be on file prior to the issuance of any building permits (for subdivisions) and certificates of occupancy (for site plans).

**SITE PLAN FINAL PLAT APPLICATION**

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

**DEVELOPMENT SUBMITTAL APPLICATION**

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

**Site Plan Final Plat**

\_\_\_ \$ 100.00 + Acreage Fees (if applicable)

Fee not due until fee worksheet is completed by Town and mylar plats are ready for signature.

The required contents of complete Plats are listed on the “Site Plan Final Plat Checklist.”

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

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

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

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

Location \_\_\_\_\_

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

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

Town Limits: Inside/Outside (Circle One)

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

Address \_\_\_\_\_

\_\_\_\_\_

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

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

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

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

Address \_\_\_\_\_

\_\_\_\_\_

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

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

## SITE PLAN FINAL PLAT CHECKLIST

1.  Project data (in tabular form):
  - Name of the site plan (include any phase numbers)
  - 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)
  - Annexation number relevant to the property
  - 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 "Site Plan Final 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.  Minimum building setbacks are to be noted.
8.  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.
9.  Street names as approved by Wake County GIS.

## SITE PLAN FINAL PLAT CHECKLIST

10.  Location of the 100 year floodplain and floodway boundaries or certification that no flood plain exists within the subdivision.
11.  Verification of minimum Finished Floor Elevation (FFE). The minimum FFE must be at least 2 feet above the Base Flood Elevation (BFE) on properties affected by FEMA 100 year flood plain.
12.  If the site plan includes or is immediately adjacent to the Western or Southern Wake Freeway corridor, the NCDOT must approve the plat.
13.  Street addresses on each lot in a rectangular box near street right-of-way.
14.  Width and type of Buffers noted (where applicable).
15.  The Resource Conservation Area (RCA) must be shown and dimensioned on the plat exactly as shown on the approved site plans or construction plans, and must reflect the “as-built” RCA provided, and described fully by a metes and bounds legal description. Also include the size of the required RCA and brief calculations as to how that amount was determined. Include the following note on the plat:

**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.

16.  Location of wetlands with metes and bounds description. Include the following note on the plat:

**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.

17.  Access to lots restricted (where applicable).
18.  Where there are private streets:
  - Documents approved by town attorney
  - Streets labeled “private streets – no town maintenance”
  - Public and/or private utility easements clearly labeled (Storm drainage private or Town of Apex Public Utility Easement)
  - Street signs posted “end of town maintenance”
19.  Indicate boundaries of any greenway Dedicated to the Town of Apex with the following



**SITE PLAN FINAL PLAT CHECKLIST**

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

“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

\_\_\_\_\_  
Planning Director

\_\_\_\_\_  
Date

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

**OR, if only an easement or easement is being recorded**

Certificate of compliance of easement location:

This easement generally complies with the approved construction plans.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Public Works & Utilities Department

Certificate of approval for recording.

“I hereby certify that the site plan final plat shown hereon has been found to comply with the Unified Development Ordinance 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

\_\_\_\_\_  
Planning Director

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.”

**SITE PLAN FINAL PLAT CHECKLIST**

\_\_\_\_\_ Date

\_\_\_\_\_ Planning Director

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 \_\_\_\_\_.

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 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 herby 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 form 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.

**SITE PLAN FINAL PLAT CHECKLIST**

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  
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)