

**EXEMPT PLAT APPLICATION**  
Town of Apex, North Carolina



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

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

**Electronic submittal requirements:**

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

- Completed Application
- Uploaded Plat (18"x24")
- Exempt plat application fee – \$100.00

**PROJECT INFORMATION:**

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

Location: \_\_\_\_\_

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

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

Jurisdiction:  Inside corporate limits  In ETJ  Outside corporate limits and ETJ

**APPLICANT INFORMATION:**

Owner: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Developer: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Surveyor: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## EXEMPT PLAT PROCESS SUMMARY

### DEFINITION OF AN 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.
  - a) For easement and right-of-way dedication please use the Town of Apex Easement and Right-Of-Way Plat Application & Checklist.
- 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.
- 6) The division of a tract into parcels in accordance with the terms of a probated will or in accordance with intestate succession under Chapter 29 of the General Statutes.
- 7) Only a plat for recordation for the division of a tract or parcel of land in single ownership is required if all of the following criteria are met:
  - a) The tract or parcel to be divided is not otherwise exempted by Sec. 7.1.1.B.
  - b) No part of the tract or parcel to be divided has been divided under Sec. 7.1.1.B.7 in the 10 years prior to division.
  - c) The entire area of the tract or parcel to be divided is greater than five (5) acres).
  - d) After division, no more than three (3) lots result from the division.
  - e) After division, all resultant lots comply with all of the following:
    - i) Any lot dimension size requirements of this Ordinance.
    - ii) The use of the lots is in conformity with the applicable zoning requirements.
    - iii) A permanent means of ingress and egress is recorded for each lot.

### PROCESS OVERVIEW

1. Applicant uploads pdf version of plat for electronic plan review via IDT Plan Review. [Click here to access IDT Plans Website](#)
2. Staff member reviews electronic plan submittals and hard copies submitted to the Planning Department for completeness.
  1. If application is complete, Town Staff will review plat application and send comments to applicant.
  2. The applicant must address all of the comments and submit revised plats via IDT.
  3. Steps 3 & 4 may need to be repeated until the plat conforms to the requirements in this application.
  4. 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) Mylar plats. Each copy should include the signature and seal of the surveyor as well as the notarized signature of the owner(s).
  5. The applicant must pay all requisite fees prior to the final approval of revised plats.
  6. 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.
  7. Once Mylars are signed, staff will notify the surveyor to pick them up.
  8. The three (3) signed Final Plats must be recorded at the Wake County Register of Deeds within 60 days after approval. Wake County will keep one of the recorded plats. Plat must be stamped and signed by Register of Deeds.
  9. The applicant must return one (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.

Contact Pam Filicky of the Property Mapping Team for Wake County - 919-856-6384 or [pfilicky@wakegov.com](mailto:pfilicky@wakegov.com) to ensure updates are made to the County tax property maps.

## EXEMPT PLAT CHECKLIST

### FOR APPLICANT USE ONLY

PLEASE DO NOT INCLUDE THIS CHECKLIST WITH YOUR APPLICATION SUBMITTAL

#### COMMON ACRONYMS/DEFINITIONS

IDT Website	Contractor's Plan Room	UDO	Town's Unified Development Ordinance
TOA	Town of Apex	NCDEQ	North Carolina Dept. of Environmental Quality
RCA	Resource Conservation Area	DDM	Design & Development Manual

#### CONTACT INFORMATION

TOA Planning Department	(919) 249-3426	Soil & Erosion Control Officer	(919) 249-3427
Parks & Recreation Department	(919) 249-3344	Electric Utilities Division	(919) 249-3427
Traffic Engineer	(919) 249-3358	Environmental Services	(919) 249-3413

#### GENERAL PLAT CHECKLIST ITEMS

#	Requirement	Additional Information	Reference
1.	Upload to IDT	All uploaded sheets must be titled in a descriptive manner i.e. Final Plat, Phase I.	
2.	Three Mylar Final Plats	Submit 3 Mylar final plats, 18"x24".	
3.	Signature Block Area	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.	File Approved Final Plat	File with Wake County Register of Deeds.	
6.	Final Submittal of One Recorded Mylar Plat and One Paper Copy of Recorded Plat	Submit 1 Mylar and 1 Paper Copy of Recorded Final Plat.	

#### EXEMPT PLAT CHECKLIST ITEMS

#	Requirement	Additional Information	Reference
1.	<b>Title Block:</b>		
a.	The property designation.	Name of the project, address(es) and Wake Co. parcel PIN(s)	
b.	Owner's name & 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.	<b>Site Data Table:</b>		
a.	Zoning district & case # of the property	Contact the Planning Dept. for the number.	
b.	Annexation number(s) for property	Contact the Planning Dept. 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	See the 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
3.	Label as "Exempt Plat"		
4.	North Arrow (all sheets)	Indicate whether true north or magnetic.	

## EXEMPT PLAT CHECKLIST

EXEMPT PLAT CHECKLIST ITEMS			
#	Requirement	Additional Information	Reference
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 subdivided 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 eliminated by requested plat are indicated by dashed lines		
11.	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 __.	
12.	Show street addresses on each lot.	Address(s) should be placed in a rectangular box near street right-of-way.	
13.	Label streets as approved by Wake County GIS.		
14.	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".	
15.	Show existing structures on affected lots.	Minimum building setbacks are to be noted.	
16.	Show areas to be used for purposes other than residential and public.	Include the location, purpose and dimensions of each use.	
17.	Show right-of-way lines and width of all streets.	Show sight triangles where required.	
18.	Show the location and width of all adjacent streets and easements.		
19.	Indicate boundaries of the 100 year floodplain and floodway boundaries.	Provide certification if no floodplain exists within the subdivision boundaries.	
20.	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.	
21.	Label width and type of existing landscape buffers.		
22.	Show any right-of-way abandonment, if applicable, including the deed book and page number of the recorded Abandonment Resolution.	Right-of-way abandonments must follow the <i>Town of Apex Policy on Closing Public Rights-of-Way for Streets, Roads and Alleys</i> .	
23.	Leave 2 inch by 2 inch space for the Wake 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.	The exempt plat must be certified by Wake County that it will not create a violation of setback standards or other standards of the Wake County	Contact Wake Co. Environmental Services.	

## EXEMPT PLAT CHECKLIST

EXEMPT PLAT CHECKLIST ITEMS			
#	Requirement	Additional Information	Reference
	Health Department regarding private wells and septic systems, if applicable.		
27.	Any other information considered pertinent to the review of the final plat by either the subdivider or the Town.		

### REQUIRED NOTES:

- Where Town of Apex Public Utilities are installed within easements crossing private property, the Town's Water Resources Department, Public Works and Transportation 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. 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 Water Resources Department, Public Works and Transportation Department, and Electric Utilities 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.
- 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 place any part of a structure, any permanent equipment, or impoundment upon the Town of Apex Public Utility Easements. Prohibited structures include, but are not limited to: buildings, houses, air conditioning units, heat pump units, storage/tool sheds, swimming pools, walls, retaining wall mechanisms/appurtenances, decks, garages, and fences. Upon prior written approval by the Water Resources Department, Public Works and Transportation Department, or Electric Utilities Department, as appropriate, fences may be permitted across easements provided that an access gate is installed for the full width of the 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 and Transportation Department, or Electric Utilities Department, as appropriate.
- 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."

\_\_\_\_\_

Owner

\_\_\_\_\_

Date

### 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 \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_

Seal or Stamp

\_\_\_\_\_

Notary

\_\_\_\_\_

My Commission Expires

### 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.

**EXEMPT PLAT REQUIRED NOTES & CERTIFICATES**

**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 APPROVAL FOR RECORDING:**

"I hereby certify that the subdivision plat shown hereon has been found to comply with the subdivision 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."

\_\_\_\_\_  
Date Subdivision Administrator

**For Recombination Plats Showing Sites With Existing Septic Structures That 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 Sites With NO Existing Septic Structures That 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