



Town of Zebulon

Planning Department

1003 N. Arendell Avenue, Zebulon, NC 27597
Phone: (919) 823-1810 Fax: (919) 887-2824
www.townofzebulon.org

REQUEST FOR EXEMPT SUBDIVISION

GENERAL INFORMATION:

In accordance with Section 2.2.9 of the UDO, the intent of an exempt subdivision procedure is to establish a clear and predictable procedure for a landowner to determine and document that a proposed division of land is exempted from the subdivision requirements of this Ordinance in accordance with Section 160A-376 of the North Carolina General Statutes. These shall only be accepted if the proposed request meets the following definition:

1. The combination or recombination of portions of previously subdivided and recorded 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 of strips of land for the widening or opening of streets or for public transportation system corridors.
4. The division of a tract in single ownership whose entire area is no greater than two acres into not more than three 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, as shown in its subdivision regulations.
5. 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 North Carolina General Statutes

INSTRUCTIONS:

FILE APPLICATION: Submit hard copy application to the Planning Department with the applicable Requirements in accordance with Section 2.2.9 of the UDO.

COMPLETENESS DETERMINATION: The Planning Director will review the application materials to determine if all the required information necessary to render a decision has been including. The applicant will be notified by e-mail of any missing information or details.

REVIEW BY PLANNING DIRECTOR AND DECISION: The Planning shall review the nature of the request to determine if it is within the parameters and restrictions as outlined in Section 2.2.9(E) of the UDO.

NOTICE OF DECISION: The formal notice of decision shall be provided to the applicant in accordance with Section 2.3.9 of the UDO.

RECORDATION: If an exempt subdivision plat or other document is prepared by the applicant, it shall be certified by the Planning Director. An exempt subdivision plat may be recorded in the office of the Wake County Register of Deeds, by a landowner at the landowner's discretion.

Application Requirements

The applicant requesting an Exempt Subdivision must submit an application through the Town of Zebulon GeoCivix Web Portal. Access to the GeoCivix portal can be found on the Town of Zebulon Website or through this link (<https://townofzebulon.geocivix.com/secure/>)

- Completed application form
- Petition Fee (Please see current fee schedule)
- 1 PDF of the proposed subdivision plat (See attached Checklist)



APPLICATION FOR EXEMPT SUBDIVISION

PART 1. DESCRIPTION OF REQUEST/PROPERTY		
Street Address of the Property:		Acreage:
Parcel Identification Number (NC PIN):	Deed Book:	Deed Page(s):
Existing Zoning of the Property:		
Existing Use of the Property:		
Details of the Exempt Subdivision:		

PART 2. APPLICANT/AGENT INFORMATION		
Name of Applicant/Agent:		
Street Address of Applicant/Agent:		
City:	State:	Zip Code:
Email of Applicant/Agent:	Telephone Number of Applicant/Agent:	Fax Number of Applicant/Agent:
Are you the owner of the property? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you the owner's agent? <input type="checkbox"/> Yes <input type="checkbox"/> No	Note: If you are not the owner of the property, you must obtain the Owner's consent and signature giving you permission to submit this application.

PART 3. PROPERTY OWNER INFORMATION		
Name of Property Owner:		
Street Address of Property Owner:		
City:	State:	Zip Code:
Email of Property Owner:	Telephone Number of Property Owner:	Fax Number of Property Owner:
<i>I hereby state that the facts related in this application and any documents submitted herewith are complete, true, correct, and accurate to the best of my knowledge.</i>		
Signature of Applicant: 	Print Name: 	Date:
Signature of Owner: 	Print Name: 	Date:



APPLICATION FOR EXEMPT SUBDIVISION

SUBDIVISION PLAT REQUIREMENTS Please submit a PDF of the proposed plat with the following required elements for preliminary review. Once reviewed, the Town will notify you to provide 3 (three) 18” by 24” mylar copies of each page for signatures.

EXEMPT SUBDIVISION PLAT CHECKLIST ITEMS			
#	Requirements	Additional Information	
1	Title Block		
a.	The property designation.	Name of the project, address(es) and Wake Co. parcel PIN(s)	
b.	Owner’s name & address	County, state, and township	
c.	Location of property		
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 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 contains a FEMA designated floodplain	Include FIRM panel reference number and effective date.	
3.	Label as “Exempt Subdivision 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 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.	Please contact Wake County GIS for final address(s). 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 based on type and ownership of the easement (TOZ, CofR....)	
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.	



APPLICATION FOR EXEMPT SUBDIVISION

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		
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 Health Department regarding private wells and septic systems, if applicable.	Contact Wake Co. Environmental Services.	
27.	Any other information considered pertinent to the review of the final plat by either the subdivider or the Town.		



APPLICATION FOR EXEMPT SUBDIVISION

CERTIFICATES: Please include all of the applicable certificates on the first page and the review officer certificate on each page.

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 Zebulon 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 Surveyor
License No. _____	

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 Zebulon, North Carolina, with the exception of such variances, if any, as are noted and that this plat has been approved by the Town of Zebulon for recording in the office of the Register of Deeds of Wake County.”	
Date	Subdivision Administrator



APPLICATION FOR EXEMPT SUBDIVISION

For Recombination Plats Showing Sites With Existing Septic Structures That Intend To Use Septic, The Following Certification Must Be Included On The Subdivision 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.

Seal

NC Licensed Soil Scientist

Date

For Recombination Plats Showing Sites With Existing Septic Structures That Intend To Use Septic, The Following Certification Must Be Included On The Subdivision 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.

Seal

NC Licensed Soil Scientist

Date