



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 FINAL PLAT

GENERAL INFORMATION:

The purpose for this final plat procedure is to ensure proposed subdivisions of land have been completed in substantial conformity with a preliminary plat (as applicable) as well as the applicable regulations of this Ordinance prior to the conveyance of lots in accordance with Section 2.2.11 of the Unified Development Ordinance.

INSTRUCTIONS:

PRE-APPLICATION MEETING: A pre-application meeting with staff in accordance with Section 2.3.2 of the UDO to verify the application requirements, processes, and procedures regarding a proposed request. To schedule a meeting, applicants must e-mail a pdf map, drawing, model, site, or sketch plan to the Planning Department (planning@townofzebulon.org) no later than five (5) working days prior to the desired meeting day.

FILE APPLICATION: Submit hard copy application to the Planning Department with the applicable Requirements in accordance with Section 2.3.3 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 2.3.5 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 expired subdivision plat or other document is prepared by the applicant, it shall be certified by the Planning Director. An expedited 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 Final Plat Approval 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
- 1 scalable plat showing subject parcel(s) and associated features (Please see checklist)
- Petition Fee (Please see the current fee schedule)



APPLICATION FOR FINAL SUBDIVISION PLAT

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:		
Name of the Subject Plat:		
Existing Use of the Property:	Proposed Use of the Property	
Details of the subject plat:		

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 <u>must</u> 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 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:</i> <i>Signature of Owner:</i>	<i>Print Name:</i> <i>Print Name:</i>	<i>Date:</i> <i>Date:</i>
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APPLICATION FOR FINAL SUBDIVISION PLAT

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.

FINAL 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 GS 47-30 certification		
g.	Dates & Descriptions of revisions made after original signing		
2.	Site Data Table:		
a.	Zoning district, case # and ordinance # 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 parent tract	In square feet and acres	
d.	Number of lots per acre (density)		
e.	Total number of lots being platted		
f.	Acreage being platted	Total area within the subject phase are platting area	
g.	Open Space Provided	(Acreage and % of total site)	
h.	Open Space Required	(Acreage and % of total site)	
i.	Proposed built upon area	(Acreage and % of total site)	
j.	Minimum setback requirements		
k.	Indicate if the site contains a FEMA designated floodplain	Include FEMA flood map panel number, effective date, and flood zone.	
l.	List of conditions as approved for the development		
3.	Label as “Final 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, current use, Wake Co. parcel PIN(s), and zoning 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	New/proposed property lines (solid style line). Old property line (dashed style line)	
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.	Label open areas, common areas, SCMs, and similar elements	Include square footage and % of total site	
15.	Show and label the purpose(s) of all easements and areas dedicated to public or common use.	Easements shall be labeled based on type and ownership of the easement (TOZ, COR....)	



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16.	Show existing structures on affected lots.	Minimum building setbacks are to be noted.	
17.	Show areas to be used for purposes other than residential and public.	Include the location, purpose and dimensions of each use.	
18.	Label and dimension right-of-way lines and width of all streets.	Show sight triangles where required.	
19.	Show the location and width of all adjacent streets and easements.		
20.	Indicate boundaries of the 100 year floodplain and floodway boundaries.	Provide certification if no floodplain exists within the subdivision boundaries.	
21.	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.	
22.	Label width and type of existing landscape buffers.		
23.	Show any right-of-way abandonment, if applicable, including the deed book and page number of the recorded Abandonment Resolution		
24.	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.	
25.	Certificates	See last pages of this application for the required certificates.	
26.	List any notations previously required to be placed on a prior plat of the property by action of any approving authority.		
27.	The expedited 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.	
28.	Any other information considered pertinent to the review of the final plat by either the subdivider or the Town.		



APPLICATION FOR FINAL SUBDIVISION PLAT

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

Certificate of Ownership	
<p>“I hereby certify that I am the owner of the property shown and described, which is located in the subdivision jurisdiction of the Town of Zebulon and that I hereby adopt this plan of subdivision with my free consent, establish minimum building setback lines, meet applicable landscape, open space, buffer, and open space standards as required in the Town of Zebulon Unified Development Ordinance, plant supplementary or replacement trees as required, and dedicate all streets, alleys, walks, parks, and other sites and easements, to public or private uses as noted. Furthermore, I hereby dedicate all sanitary sewer and water lines that are located in public utility easements or rights-of-way to the City of Raleigh, and I hereby dedicate all storm sewer lines that are located in public utility easements or rights-of-way to the Town of Zebulon.”</p>	
<p>_____</p> <p>Owner</p>	<p>_____</p> <p>Date</p>

Notary Public Certification		
<p>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 _____.</p>		
<p>_____</p> <p>Seal or Stamp</p>	<p>_____</p> <p>Notary</p>	<p>_____</p> <p>My Commission Expires:</p>

Certificate of Survey and Accuracy		
<p>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., _____.</p>		
<p>_____</p> <p>Seal or Stamp</p>	<p>_____</p> <p>Professional Surveyor</p>	<p>_____</p> <p>License No.</p>

Review Officer Certificate	
<p>I, _____, Review Officer of Wake County, certify that this Plat meets all statutory requirements for recording.</p>	
<p>_____</p> <p>Review Officer</p>	<p>_____</p> <p>Date</p>
<p>Approval expires if not recorded within 30 days.</p>	

Certificate of Approval for Recording	
<p>“I hereby certify that the subdivision plat shown hereon has been found to comply with the Unified Development Ordinance 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.”</p>	
<p>_____</p> <p>Date</p>	<p>_____</p> <p>Subdivision Administrator</p>



APPLICATION FOR FINAL SUBDIVISION PLAT

Certificate of Approval of the Design and Installation of Streets and Other Required Improvements.

"I hereby certify that all streets and other required improvements have been installed in an acceptable manner and according to the Town of Zebulon Standard Specifications and Details Manual or that guarantees of the installation of the required improvements in an amount and manner satisfactory to the Town of Zebulon has been received.

Date

Town of Zebulon Public Works Director

North Carolina Department of Transportation Certification. Division of Highways

Proposed Subdivision Road
Construction Standards Certification

APPROVED:

Date

NCDOT District Engineer

The following Certificate shall only be used on a final plat when the proposed subdivision is not connected to publicly owned and operated water supply and sewage disposal systems:

Certification of Approval of Water Supply and Sewage Disposal Systems

"I hereby certify that the water supply and sewage systems installed or proposed for installation in _____ Subdivision meet necessary public health requirements and are hereby approved.

Date

County Health Officer or Authorized Representative