

Recorded Map Application and Checklist

Planning and Development Customer Service Center • One Exchange Plaza, Suite 400 | Raleigh, NC 27601 | 919-996-2500



Submittal Requirements: This form contains the minimum information required for a Recorded Map (Plat). All recorded maps must comply with the requirements below, as well as the requirements of the Unified Development Ordinance (UDO). All fields must be complete. If a field is not applicable, please indicate "N/A".

To submit your complete Recorded Map package, email sitereview@raleighnc.gov. Each document must be a separate PDF file. Please name the file according to the information included in the document (i.e. Application, AA Letter, Recorded Map, etc.).

CONTACT INFORMATION	
Applicant Name:	
Applicant Phone #:	Applicant Email Address:
Surveyor Name:	
Surveyor Phone #:	Surveyor Email Address:
Property Owner Name(s):	
Property Owner Phone Number(s):	Property Owner Email Address(es):
GENERAL INFORMATION	
Property Address(es):	
Parcel Identification Number(s) (PIN):	
Has the associated development plan been approved, if required?: YES: _____ NO: _____ N/A: _____	Associated Development Plan Number(s): _____
	Sunset Date: ____/____/____
Project Name:	
Project Scope:	

GENERAL ITEMS CHECKLIST FOR SUBMITTING A RECORDED MAP APPLICATION

The following information must be submitted with the application packet to be accepted for processing. This is not an all-inclusive checklist, but is intended to assist in the submittal of a complete application.

GENERAL ITEMS	Provided	N/A
Recorded Map Application and Checklist: This application and checklist must be completed and signed by the authorized agent at the time of submittal. Incomplete applications will not be accepted.		
Fee Payment: See the Development Fee Guide for specific fees.		
Recorded Map: A property survey prepared by a registered land surveyor that shows the configuration of a parcel(s) of land, including boundaries, easements, roads, rights-of-way, and other significant features.		
Recombination Deed(s): If there are two or more different property owners for each lot being recombined, and the property boundaries are changing as a result, then a draft copy of the deed, in form, must be submitted.		
Administrative Approval Letter (AA Letter): A copy of the approved Administrative Approval document (if associated with a development plan).		
Legal Documents: All legal instruments are not required at the time of submittal, but the applicant acknowledges that these items are required prior to the approval of the recorded map. Legal Documents are submitted for review to the following email address: legaldocumentreview@raleighnc.gov .		
<p>Sureties: If all development-related improvements and installations are not completed and accepted by the City of Raleigh prior to a request to record all or a part of any subdivision a security instrument shall be posted, in lieu of completion of the work.</p> <p>Infrastructure sureties must be submitted to the Infrastructure Coordinator: Dee An, dee.an@raleighnc.gov.</p> <p>Stormwater Control Measure (SCM) Surety required items must be submitted to SW.Surety@raleighnc.gov.</p>		

**MAP TYPE
(Check all that apply)**

Boundary Survey/ Easement Dedication:	Recombination (must be identified in title block):	Subdivision:
Exempt Subdivision (all resultant lots must be 10 acres or greater):	Right-of-way/Permanent Slope Easement Dedication:	Tree Conservation Area:
Tiny Home Lot (must be identified in title block):	Flag lot (must be identified in title block):	

Note: **Boundary Survey: A tree conservation map, as-built, public, or private easements, dedicated or non-dedicated easements, private drainage easements or a map of corrections will be processed as a boundary survey when submitted individually.

LEGAL DOCUMENTS

(Check all that apply)

Bicycle and Pedestrian Access Easement:	Right of Way Easement**:	Stormwater Maintenance Covenant**:
Cross Access Easement:	Sewer Easement (Off-Site)**:	Transit Easement**:
Greenway Easement:	Shared Parking Agreement:	Utility Placement Easement**:
Parking Agreement:	Sidewalk Easement**:	Waterline Easement**:
Public Access Easement**:	Slope Easement**:	Other:

Note: **Indicates locked template available on the Development Forms webpage. Go to raleighnc.gov and search "development forms."

All legal instruments required by the City in association with development approval must be reviewed, approved, and executed copies received by staff prior to the approval of the final recorded map.

REQUIRED SIGNATURE

I acknowledge that I have submitted all information required by the application and that I am solely responsible for any errors or omissions.

Engineer/Architect/Surveyor Name (please print): _____

Engineer/Architect/Surveyor Signature: _____ Date: ____/____/____

CHECKLIST

Disclaimer: This checklist does not cover all codified requirements but is intended to provide some guidance based on the best practices. The applicant is responsible for meeting all codified and applicable requirements.

STANDARD PLAT REQUIREMENTS	Provided	N/A
1. Size Requirement: GS 47-30(a) Size of plat must meet the Register of Deeds' requirements; plats must have a minimum 1.5" border on the left side and a minimum 0.5" border on the other sides.		
2. Plats to be producible: GS 47-30(b) Plat must be reproducible so legible copies can be made.		
3. Show the entire parcel(s)/lot(s) being affected, as part of the plat, on all surveys. Show overall both old and new lot data table with the square footage and acreage (show in table form).		
4. Vicinity map: GS 47-30(f)(10).		
5. North arrow location and reference (true, magnetic, deed, NC grid (GS 47-30(f)(1)).		
6. Engineer's Seal and Signature		
7. The existence of the surveyor's certificate as to land use regulations, one of the five choices per GS 47-30(f)(11). If the surveyor includes the language in the certificate but does not certify the specific provisions that apply, the plat cannot be recorded.		

8. An Owner's Certification is required for all subject property owners. The Non-Dedicated Owner's Certificate (Boundary and Recombination Plats) should be used for all boundary surveys and recorded plats where no easements are being dedicated, and the standard Dedicated Owner Certificate for dedications of easements, right-of-way, subdivisions of land.		
TITLE BLOCK	Provided	N/A
9. Name of Subdivision: Include the Phase and/or Section number if associated with an approved plan.		
10. Type of plat (map type).		
11. Location (including address, city, township, county, and state).		
12. Name of current owner(s).		
13. Owner's data information.		
14. Preparer's contact information.		
15. Date(s) the survey was made.		
16. Date(s) and description(s) of revision(s) made after original signing.		
17. Bar scale: Scale of drawing in feet per inch.		
18. The title block contains the word "Recombination", if applicable.		
19. The title block contains the words "Tiny Home Lot", if applicable.		
20. The title block contains the words "Flag Lot", if applicable.		

SITE DATA LISTED	Provided	N/A
21. Lot area table: Total acreage of parcel(s)/lot(s) being affected as part of the plat. List all existing and proposed lot area data with the square footage and acreages (table form).		
22. Plat reference (all previous survey recordings on property).		
23. Deed reference(s), if applicable.		
24. Parcel Identification Number(s) (PIN).		
25. Zoning District(s).		
26. Overlay District(s), if applicable.		
27. Include all required notes/documentations from preliminary approval and previous approvals.		
28. Resolution numbers, if applicable – include (sanitary sewer and/or street closings with City Council approval date).		
29. Tree conservation Permit and Tree Conservation Plat Statement are required when recording tree conservation area.		
30. Include the case number(s) for all associated plans in the right-hand corner of the plat (i.e., SUB-0005-2022, ASR-0003-2022, or SPR 0002-2022).		

SUBJECT PARCEL(S) INFORMATION	Provided	N/A
31. Label all proposed and existing lot lines. Provide lot dimensions with metes and bounds.		
32. New and existing property lines use solid line style.		
33. Old property lines (dashed line style) and easement boundaries (non-solid; dotted; hyphen style) do not use the same annotation.		
34. Existing address, lot number, and Parcel Identification Number (PIN) for each parcel.		
35. Square footage(s) and acreage(s) for each parcel area.		
36. Identify the existing Planning/Land Use for the parcel(s).		
37. Show all existing structures with all existing conditions labeled. Include confirmation of demo permit, if applicable. Label as vacant if there are no structures.		
38. Zoning when more than one zoning district exists. Include all overlay districts by using a dash line (non-solid zoning lines).		
39. Common Area/Open space labeled, if applicable. Provide the required square footage(s) and acreage(s).		
40. Greenway, if applicable (i.e., total area, metes, and bounds); Transit easements labeled and referenced with Book of maps and page number.		
41. Identify city limits, county lines, and other jurisdiction lines, if any.		
42. All required easements with corresponding metes, bounds, and dimensions. Easements include public utilities, private drainage, slope easement, transit easement, general utility, sight distance,		
43. Plat and/or deed book and page number is shown and is correct for all existing easements. Existing easement names mat recorded names.		
44. Proposed building envelopes for setbacks less than five feet, if applicable (i.e., townhouses, PDD, cluster and condos).		
45. All adjoining street names must be labeled Public or Private.		
46. Street classification.		
47. Right-of-way lines distance.		
48. Centerline of road and distance from centerline to right-of-way line.		
49. All curves shall be defined by radius, central angle (delta), tangent, arc, chord distances, and chord bearings. All curve data shall be shown in Curve Tables.		
50. Each proposed tiny home lot must be clearly labeled as "Tiny Home Lot".		
51. Each proposed flag lot must be clearly labeled as "Flag Lot".		

BOUNDARIES OF THE PROPERTY	Provided	N/A
52. Boundaries of the tract to be developed are tied to the nearest street intersection.		
53. Locations of the intersecting boundary lines of adjoining properties.		

Miscellaneous/Preliminary Certificate (RCMP-####-####)

Plat of Correction, boundary, private drainage easements, and any plat not recombining nor dedicating lots or easements, etc.

“This plat or map does not require preliminary approval and meets all statutory requirements for recording.”

Planning and Development Officer/Wake County Review Officer

Recombination Certificate (RCMP-####-####)

“This plat or map is not a subdivision, but a recombination of previously platted property, and meets all statutory requirements for recording.”

Planning and Development Officer/Wake County Review Officer

City Limits Certification

This plat is not to be recorded after _____ day of _____. One (1) copy to be retained for the City of Raleigh. This plat is _____ in _____ out of the city limits.

Notary Statement

State of _____

County of _____

I certify that the person(s) personally appeared before me this day, each acknowledging to me that he or she voluntarily signed the document for the purpose stated therein and in the capacity indication:

_____.

Date: _____, 20____.

_____ (Official Seal)

Official Signature of Notary

Notary’s Printed or Typed Name: _____, Notary Public

My commission expires: _____



Dedication Certificate

(Ex: subdivision lots, City of Raleigh sewer, and right-of-way dedication)

“I, the undersigned Planning and Development Officer of the City of Raleigh, and Review Officer for Wake County, do hereby certify that this map or plat meets all the statutory requirements for recording and that the City of Raleigh, as provided by its City Code, on the _____ day of _____, in the year _____, approved this plat or map and accompanying sheets and accepted for the City of Raleigh the dedications as approved this plat or map and accompanying sheets and accepted for the City of Raleigh the dedications as shown thereon, but on the further condition that the City assumes no responsibility to open or maintain the same until in discretion and opinion of the governing body of the City of Raleigh it is in the public interest to do so.”

Planning and Development Officer/Wake County Review Officer

Property Owner Certificate for Dedication

(Ex: subdivision lots, City of Raleigh sewer, and right-of-way dedication)

This certifies and warrants that the undersigned is/are the sole owner(s) of the property shown on the map or plat and any accompanying sheets having acquired the property in fee simple by deed(s) recorded in the county Register of Deeds Office where the property is located and as such has/have the right to convey the property in fee simple and that the dedicator(s) hereby agree to warrant and defend the title against any claims of all persons whomsoever expected as specifically listed herein and that by recording this plat or map I/we do irrevocably dedicate to the City of Raleigh for public use all streets, easements, rights-of-way, parks, and greenways(as those interests are defined in the City Code) and as the same are shown on the plat for all lawful purposes to which the City may devote or allow the same to use and upon acceptance thereof, in accordance with all City policies, ordinances, regulations, or conditions of the City of Raleigh, for the benefit of the public provided any dedication of easements for storm drainage not specifically labeled City of Raleigh or public are not made to the City of Raleigh, but are irrevocably made to the subsequent owners of any and all properties shown hereon for their use and benefit.

Book No.: _____

Page No.: _____

Signature(s) and title/position of property owner(s):

Property Owners Certificate for Non-Dedication

(This includes *Miscellaneous/Preliminary surveys and Recombination plats where no easements or lots are being dedicated and recorded*).

This certifies and warrants that the undersigned is (are) the sole owner(s) of the property shown on the map or plat and any accompanying sheets having acquired the property in fee simple by deed(s) recorded in the county register of deeds office where the property is located and as such has (have) the right to convey the property in fee simple.

Book No.: _____

Page No.: _____

Signature(s) & title/position of property owner(s):

Plat of Acquisition

This plat is for descriptive and reference purposes only. It does not constitute a dedication or conveyance of rights-of-way or other easements. Dedication or conveyance of such rights-of-way or other easements may be disclosed by a search of the public land records for dedication plats, instruments, of conveyance, or record of judicial proceedings.

Stormwater Plat Requirements

This statement is to be included on all plats with Permanently Preserved Open Space:

“Areas identified as Permanently Protected or Undisturbed Open Space shall be maintained in perpetuity in their natural condition. No person or entity shall fill, grade, excavate, or perform any other land-disturbing activities; nor cut, remove, or harm any vegetation; nor construct any structures, nor add any additional impervious surface, nor allow animal grazing or watering or any other agricultural use on such protected areas. This covenant is to run with the land, and shall be binding on the Owner, and all parties claiming under it.”

This box is needed on all plats with a floodplain present:

FLOODPLAIN ORDINANCE

FIRM PANEL

OTHER

Approved by: _____

This statement is to be included on all plats with Neuse River Buffer present:

“Areas identified as Neuse River Riparian Buffer shall be maintained in perpetuity in their natural or mitigated condition. No person or entity shall fill, grade, excavate or perform any other land disturbing activities; nor cut, remove, or harm any vegetation, nor construct any structures; nor add any additional impervious surface, no allow animal crazing or watering or any other agricultural use on such protected areas without written authorization of the Division of Water Quality (DWQ) or compliance with the Riparian Buffer Protection Rules (15A NCAC 2B .0233 or .0259). This covenant is to run with the land, and shall be binding on the Owner, and all parties claiming under it.