



CITY OF DURHAM – ENGINEERING FINAL PLAT CHECKLIST

Department of Public Works
101 City Hall Plaza | Durham, NC 27701
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www.durhamnc.gov

The following is a list of final plat requirements from the Engineering Division. This list is intended to give general guidelines only and is not to be considered all-inclusive.

1. Standard Requirements

- a) The plat must accurately reflect the data as shown on a currently approved Site Plan or set of Construction Drawings (if applicable) and adhere to all applicable City of Durham Development Standards.
- b) Per UDO requirements, prior to final plat approval all public infrastructure and private streets built to City public street standards (collectively “Infrastructure”) must be constructed or a performance guarantee acceptable to the City Public Works Department must be provided. If submittal of a performance guarantee is desired, submit a signed and sealed construction cost estimate for completion of the incomplete Infrastructure pursuant to the approved construction drawings. The Public Works Department will determine the performance guarantee amount for the incomplete Infrastructure.

2. Certificates Required

- a) Provide the surveyor's certificate of accuracy and mapping stating that the plat has been prepared in accordance with GS 47-30, as amended.
- b) Provide the Survey Type Certificate.
- c) Provide a Review Officer's stamp.
- d) Provide an Owner's Certificate with a Notary's Certificate for each owner involved
- e) Provide an Attorney's Certificate with a Notary's Certificate for each owner involved. This is only required for dedication of right-of-way, public easements, and open space.

3. Standard Notes Required

- a) Provide the Standard Townhome Note per the Reference Guide for Development stating, “the driving and parking areas shown on this drawing noted as “Private Access and Common Areas” do not meet City of Durham Street Standards. The features within this area are private and will never be eligible for public maintenance”.
- b) Provide the Standard Sanitary Sewer Easement and/or Waterline Easement Notes (for Public Easements only) as applicable.
- c) Provide the Standard Stormwater Easement Note for Public and/or Private Easements as applicable.
- d) Provide Certification of Express Dedication for Public Use for Public Access Easements for sidewalks.

4. Graphical Data and Reference Requirements

- a) Graphically show all new property lines, clearly distinguishable from existing, all lot numbers (lot numbers shall run consecutively), all required setbacks (including Easement Setbacks, typical lot layouts, buffer limit lines, open spaces (defined with numbers or letters), and other common areas. Provide total land area, proposed use, and boundary descriptions for all parcels of land to be designated/dedicated/reserved for public or private use. Provide an “Area Table” showing the areas for each type of parcel (i.e. Lots, R/W, Open Space, etc.) as well as a total area computation.



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- b) When subdividing or recombining property, graphically show all property lines to be removed, clearly distinguishable from property lines to remain. Provide data for all property lines or portions of property lines to be removed and label them as “Hereby Removed”.
- c) Provide bearing, distance, and curve data for all lot and boundary lines. Linear dimensions shall be expressed in feet and decimals of a foot and all angular measurements shall be expressed by bearings.
- d) 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.
- e) All line segments and curves listed in Line Segment and Curve Tables shall be shown in the appropriate locations on the plat, designated by L-# or C-#, and they shall be numbered consecutively throughout all Sheets of the plat. (i.e. do not begin renumbering on each Sheet).
- f) Graphically show and appropriately label all “Proposed” alley lines, building setbacks, cemeteries, utility, storm drainage, greenway, and other easements. Define all “Proposed” easements with either boundary data or centerline data, and ties to property corners. (This applies to both Public and Private Easements).
- g) Graphically show and appropriately label all “Existing” alley lines, building lines, cemeteries, utility, storm drainage, greenway, and other easements. Define all “Existing” easements with PB/PG and/or DB/PG references and centerline or boundary ties to property corners. If no existing references are available or if the easements have been resurveyed, define them with centerline or boundary data and ties to property corners. (This applies to both Public and Private Easements).
- h) Graphically show the angle of departure of all adjoining property and right-of-way lines.
- i) Provide the names of all adjoining property owners with deed and/or plat book references and Pin and Parcel ID numbers. If applicable, provide existing adjoining Lot numbers with the existing subdivision name and references.
- j) Graphically show all street rights-of-way within or adjoining the property and label them with the street name (and SR Number if applicable), right-of-way width, “Public” or “Private”, and “Existing” or “Hereby Dedicated”. If available, provide the DB and/or PB references for all “Existing” rights-of-way.
- k) Where available within 2000’, provide a precise tie (with bearing, distance, co-ordinate sets, and appropriate N.C. Grid Datum labels), between one or more prominent points on the exterior boundary of the property and a N.C. Grid Monument. If no monument is available within 2000’, add a note to the plat stating such, and provide bearing and distance ties, along with appropriate PB/PG references to the existing recorded plat used as the source to establish the plat bearings. NC grid coordinates can also be derived from GPS observations that are processed by OPUS. This does not apply to exempt plats (see Planning Checklist for [requirements of Exempt Plats](#)).
- l) Label two or more permanent “Control Corners” on the plat. This does not apply to exempt plats (see Planning Checklist for [requirements of Exempt Plats](#)).
- m) Acquire the addresses from the City of Durham for all lots or parcels and show them on the plat.

5. Additional Requirements for Plats with Multiple Sheets

- a) Provide an overall Index Map with a North Arrow, Lot Numbers, Street Names, Matchlines, and Sheet Numbers, defining the total area of coverage and indexing the area of coverage for each Sheet of the plat.
- b) Graphically show and label “Matchlines” on each Sheet of the plat. Also, provide labels along the Matchlines (i.e. “See Sheet___”) defining all adjoining Sheet Numbers.