



Exempt and Final Plat Application

City-County Planning Department

Download and open PDF document file before entering information.

Application Guide, Online Payment, and Submittal Portal: <https://durhamnc.gov/5007>

Application Questions: Planning@DurhamNC.gov | 919-560-4137

Planning

PLAT INFORMATION:

Application Type: Exempt Plat Final Plat Minor Subdivision Right-of-way Withdrawal (not Street Closing)
 Condominium As-Built or Impervious Swap Utility/Stormwater Easement Only

If right-of-way dedication, have construction drawings been approved? Yes No Under Review

Prior Site Plan Case #:

Development Plan Case #:

PROJECT INFORMATION:

REID(s):

Site Address:

Total Tract Acreage:

Existing Zoning District(s):

Development Tier(s):

Watershed: E-A E-B F/J-A F/J-B M/LR-A M/LR-B N/A

River Basin: Neuse Cape Fear

Jurisdiction: City County

Floodplain: Yes No

Other Overlays: MTC Local Historic District Neighborhood Protection Transitional Office Airport

Area of Disturbance: acres sq. ft.

Project Area: acres sq. ft.

Project Name:

Summary of Plat Purpose and Scope (include number of proposed new lots, incorporating open space lots):

APPLICATION REQUIREMENTS (INCLUDE LIST NUMBER IN ATTACHMENT NAME WITH SUBMITTAL)

- Digital Copy of Plat (with Architectural Drawings and/or Floor Plans (to verify parking), if applicable)
- Digital Payment Receipt(s)
- Final Plats: Stormwater Checklist (for appropriate jurisdiction) Minor Subdivision Plats: Stormwater Impact Analysis (SIA)
- FIRM panel, USGS, and Soil Survey Maps
- Stream delineations or permits (for stream intrusions, if applicable)
- Special documentation and applications for any easement agreements, variations, cost, proportionality, etc.
- Tree coverage areas, including sample area surveys to show how the site will meet these requirements, if no preliminary plat was approved
- Copy of recorded homeowners' association documents (including a program for continued maintenance of all open space areas)
- List of proposed street names, in order of preference. (Note: Provide one name for every street per UDO Section 12.3.2.)
- Payment-in-lieu of Open Space and Recreation Land Fees Worksheet (Minor Subdivision Plats, usually) Other Requirements for Specific Plat Types:
- See checklist below for other Condominium Plat requirements
- See checklist below for other Right-of-way Withdrawal and Recombination Plat requirements and a process overview.

ACKNOWLEDGEMENTS

I, the undersigned, acknowledge that the application is complete and that all information included is accurate to the best of my knowledge. Applications are considered accepted only after they have been determined to be complete according to paragraph 3.2.4 of the Unified Development Ordinance, not upon submission.

Role:	Check all that apply: <input type="checkbox"/> Applicant <input type="checkbox"/> Property Owner <input type="checkbox"/> Agent
Name:	
Firm:	
Phone:	
Email:	
Address:	
Digital Signature:	
Date Signed:	

CHECKLIST ITEMS

All plats must contain the following elements and information:

Cover Sheet (or Top Sheet)	<p><u>All plats:</u></p> <ul style="list-style-type: none"><input type="checkbox"/> Project name (shall not duplicate existing project name)<input type="checkbox"/> Township name, Durham County, North Carolina<input type="checkbox"/> Date (original submittal and all revisions)<input type="checkbox"/> Page number of total pages<input type="checkbox"/> Vicinity map with north arrow. Locate project in reference to nearby roads and recognizable landmarks.<input type="checkbox"/> Overall development map (if part of larger project) with project area clearly identified, match lines for larger scale, multiple sheets<input type="checkbox"/> Site data table: include Real Estate Identification (REID) for all properties, Zoning, Development Tier, Watershed and other Overlays, River Basin, FIRM Panel number and effective date<input type="checkbox"/> Contact information for owner, applicant and surveyor responsible for preparing the plat<input type="checkbox"/> Stamping area (lower right corner – 3" x 4")<input type="checkbox"/> Certificates:<ul style="list-style-type: none"><input type="checkbox"/> Surveyor's certificate<input type="checkbox"/> Plat classification certificate required by GS 47-30, as revised<input type="checkbox"/> Review officer certification (to be signed by Register of Deeds Office) as required by GS 47-30, as revised<input type="checkbox"/> Standard Notes. <p><u>For Final Plats:</u></p> <ul style="list-style-type: none"><input type="checkbox"/> List of committed elements (from rezoning development plan), if applicable<input type="checkbox"/> Notes and dates of any previously approved Variances or Special Use Permits, if applicable<input type="checkbox"/> Certificates:<ul style="list-style-type: none"><input type="checkbox"/> Notarized owner's certificate (not required on most exempt plats, but recommended – Planning will require it for each lot on impervious surface transfer plats where there are existing homeowners)<input type="checkbox"/> Notarized attorney's certificate of the ownership (including individuals, partnerships, corporations or lenders with financial security interests) of any property for which a final plat shows dedication of right-of-way <p><u>For Minor Subdivision Plats:</u></p> <ul style="list-style-type: none"><input type="checkbox"/> Proposed maximum impervious surface, per lot, and existing impervious surface, per lot<input type="checkbox"/> Proposed square footage of land disturbance, per lot
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<p>Existing Conditions: <i>(on site and within 100 feet of boundaries)</i></p>	<p><u>All plats:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Metes and bounds of property boundary, with north arrow and scale (in graphic and list format) <input type="checkbox"/> Property lines and Real Estate Identification (REID) of property and adjacent properties <input type="checkbox"/> Adjacent property owners <input type="checkbox"/> Adjacent streets (name and ROW width, SR number if NCDOT roads) <input type="checkbox"/> Building footprint(s) with square footage, type of structure, and number of stories <input type="checkbox"/> Septic tanks, drain fields, wells, hydrants, water meters, etc. <input type="checkbox"/> Culverts (other subsurface features) <input type="checkbox"/> Utility or other easements (type, size, and whether public or private) <input type="checkbox"/> Fire hydrants within 500 feet of the site <input type="checkbox"/> Railroads <input type="checkbox"/> Cemeteries <p><u>All Final Plats:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Development tier, base and overlay zoning districts (of property and adjacent properties) <input type="checkbox"/> Water features (name and location) <input type="checkbox"/> Flood hazard areas (with Base Flood Elevation (BFE) labeled with correct Flood Insurance Rate Map (FIRM) panel number and date) – field located if near proposed development <input type="checkbox"/> Stream buffers, drainage ways, wetlands and wetland buffers with setbacks - UDO Article 8
<p>Proposed Conditions:</p>	<p><u>All Plats:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> New property lines <input type="checkbox"/> Proposed lot sizes <input type="checkbox"/> Proposed utility and storm drainage easements (only private easements are exempt, unless created by the City or County) <input type="checkbox"/> Label maximum allowable impervious surface (MAIS) per lot for each lot if in a Watershed Overlay <ul style="list-style-type: none"> <input type="checkbox"/> Exempt impervious swap plats must label the previously allocated MAIS to each lot and the proposed MAIS for each lot, which should add up to the same total MAIS for all lots involved in the swap <input type="checkbox"/> Street addresses (optional for exempt plats but will be required prior to building permit) <p><u>All Final Plats:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Show and label existing and proposed open space or common areas (including easements) - UDO Section 7.2 Note: An HOA agreement that includes details on open space maintenance must be submitted for review with the first submittal of residential development site plans/preliminary plats and must be recorded before a <u>final plat</u> is approved. The recorded book and page number must be noted on the final plat. <input type="checkbox"/> Show and label proposed public recreation land and greenways (including to whom it is dedicated) <u>or</u> payment-in-lieu amount (shown on cover sheet), if applicable – UDO Section 12.5 <input type="checkbox"/> Show required tree save areas <input type="checkbox"/> New streets. Provide a list of proposed street names in order of preference for approval - UDO Section 12.3.2 <input type="checkbox"/> Label the total number of dwelling units and residential density proposed, as applicable. Include maximum allowable density, and any density bonuses from Major Roadway Density Bonuses <input type="checkbox"/> Designation of utilization of small lot option specifying the housing type and associated limitations, if applicable - UDO Section 7.1 <input type="checkbox"/> Yard tree table showing species proposed and number of yard trees to be planted per lot, to match approved preliminary plats - UDO Sections 6.8.2C and 7.1.2C.4 <input type="checkbox"/> Designation of housing type if zero lot line or attached house types are proposed on lots <input type="checkbox"/> Proposed finish floor elevation on lots if new construction is within Special Flood Hazard Areas <input type="checkbox"/> Label total impervious surface square footage and percentage calculations for all development if in a Watershed Overlay District <input type="checkbox"/> <u>For PDR lots only:</u> Setbacks/build-to lines labeled in a table (must <u>also</u> be shown graphically)

OTHER REQUIREMENTS FOR SPECIAL PLAT TYPES

For Condominium Plats:	<ul style="list-style-type: none"> <input type="checkbox"/> Finished floor elevation of each floor in each building <input type="checkbox"/> Copies of floor plans and elevations with the finished floor elevation labeled to match plat and site plan (as applicable). <input type="checkbox"/> Plans must contain a verified statement, sealed by a North Carolina Registered Architect or Professional Engineer, certifying that such plats or plans fully and accurately depict the layout, location, ceiling and floor elevations, unit numbers and dimensions of the units, as built <input type="checkbox"/> Copy of condominium documents, with notarized attorney's certification that documents meet the requirements of GS 47C-2-105 through 47C-2-109 and 47C-2-115, 47C-2-116 and 47C-3-103(d), as applicable.
For Right-of-way Withdrawal and Recombination Plats: <i>(pursuant to G.S. 136-96 and Durham City Charter § 51.2)</i>	<ul style="list-style-type: none"> <input type="checkbox"/> Cover letter: <ul style="list-style-type: none"> <input type="checkbox"/> Name of the street or roadway <input type="checkbox"/> Six-digit Real Estate Identification number or other information so that the location of the dedicated land proposed to be withdrawn can be clearly known <input type="checkbox"/> Book and page number of the plat that originally dedicated the land for public use <input type="checkbox"/> Applicant's legal relationship to the original dedicator <input type="checkbox"/> Provide full name of original dedicator. If original dedicator is a corporate entity, provide its current legal status. <input type="checkbox"/> That the dedicated land is proposed to be withdrawn from dedication pursuant to G.S. 136-96 <input type="checkbox"/> Proposed Declaration of Withdrawal, meeting the applicable requirements, that is proposed to be recorded with the Register of Deeds Office <input type="checkbox"/> Legal description of the right-of-way to be withdrawn if the Declaration of Withdrawal lacks a sufficient description to clearly identify the right-of-way <input type="checkbox"/> List of lots adjacent to the dedicated land proposed to be withdrawn <p>Right-of-way that has been dedicated but not opened and used by the public within 15 years from and after the dedication is potentially eligible for withdrawal. Any public improvement within the right-of-way, including, but not limited to, utilities, is considered public use. If the continued use of any strip of land dedicated for street or highway purposes is necessary for ingress or egress to any parcel of land or if the dedicated land is part of a future street shown on an adopted street plan (pursuant to G.S. 136-66.2) the dedicated right-of-way may not be withdrawn.</p> <p>If the City does not accept the right-of-way within 30 days of the receipt of the application and the right-of-way meets the statutory requirements for withdrawal, once comments are addressed and the draft plat is deemed to be correct and complete, it is approved/stamped and can be recorded at the Register of Deeds Office, along with the Declaration of Withdrawal.</p> <p>If the City determines that the right-of-way has already been accepted for maintenance by the City, the City formally accepts the dedication within 30 days of receipt of the letter, or the right-of-way does not meet the statutory requirements, the right-of-way may not be withdrawn. The street closing process should be followed if the applicant wants to continue to pursue the removal of the right-of-way dedication. Information about the street closing process can be found on the Planning website at: https://durhamnc.gov/5007.</p>