



Planning, Development & Inspections

TEL (PLANNING) 919 856 6310
TEL (INSPECTIONS) 919 856 6222

A Division of Community Services
P.O. Box 550 • Raleigh, NC 27602
www.wakegov.com

MINOR SUBDIVISION APPLICATION

Complete with required information (write "n/a" if information is not applicable to proposal).

Title of Plat

Has any other plat been recorded for this site? () Yes () No

If yes, please provide a Book of Maps reference and/or date and name of recorded plat? _____

Current Zoning(s):_____ PIN #_____ Real Estate ID # _____

(Multiple PIN numbers with corresponding real estate ID numbers can be listed on a separate sheet).

Property Owner (list all property owners – use back or additional sheet if needed)

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____ Fax: _____

E-mail Address: _____

Consultant (surveyor, engineer, etc. person to whom all correspondence will be sent)

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____ Fax: _____

E-mail Address: _____ Relationship to Owner: _____

Contact: _____

Proposal

Proposed Land Use (residential, office, etc): _____

Total Site Area: Acres _____ sf _____ Proposed Number of Lots: _____

Proposed Impervious Surface Coverage (impervious surface area/site area x 100): _____ %

Are there any flood prone soils on the site? ()Yes ()No

Is there a floodway and/or Special Flood Hazard Area on the site? ()Yes ()No

Utilities and Services

Water supply provided by:

- () municipal system: _____
- () community system: _____
- () individual well(s)

Wastewater collection/treatment provided by:

- () municipal system: _____
- () community system – specify type: _____
- () individual on-site system

Water and Septic to be certified by:

- () Wake County Environmental Services (fees and applications must be included)
- () Soil Scientist (soils report and delineation map will be required; septic layouts will be needed for those lots certified as Section 6 under the On Site Septic Rules)

Existing and Proposed Roads to be Used for Access Purposes*

Road Name	Public or Private (Indicate SR Number, if applicable, & width)	Does the proposal include extension of public or private roads? Provide total length of road(s) after expansion.	Thoroughfare (yes/no)**

* All roads must adhere to the standards set forth in Section 8-32 of the Wake County UDO.

** According to Wake County Transportation Plan.

Other information

Additional information about the site or proposal:

Administration

All property owners must sign this application unless one or more individuals are specifically authorized to act as an agent on behalf of the collective interest of some or all of the owners (provide a copy of such authorization).

The undersigned property owner(s) hereby authorize the filing of this application (and any subsequent revisions thereto). The filing of this application authorizes the Wake County staff to enter upon the site to conduct relevant site inspections as deemed necessary to process the application.

Signature: _____ Date: _____

Signature: _____ Date: _____

The undersigned applicant hereby certifies that, to the best of his or her knowledge and belief, all information supplied with this application is true and accurate.

Signature: _____ Date: _____

\$200.00 must accompany this application for Minor Subdivision Application Fee. All checks should be made out to "Wake County."

Notes: All documents and maps submitted as required become the property of Wake County. The Wake County Unified Development Ordinance can be found at www.wakegov.com.



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MINOR SUBDIVISION APPLICATION CHECKLIST

For each listed item, check (√) if provided, write "n/a" if the feature does not exist or is not proposed.		Staff use only
√ or n/a	APPLICABLE STANDARDS (ORDINANCE REFERENCE)	√ or n/a
	1. Name of Project	
	2. Property lines	
	3. 'Minor Subdivision' in title block	
	4. All requirements for GS 47-30	
	5. Acreage of all lots	
	6. Residual acreage of all lots	
	7. Zoning districts - boundaries and names. Show any zoning line and list acreage in each zoning district.	
	8. Building setback table for appropriate zoning district	
	9. Notation of the amount of impervious surface coverage proposed (sq. ft. and as % of total site area). List calculation information.	
	10. Outline of existing structures (note whether or not to remain; show setbacks of structures to remain from nearest existing or proposed property lines)	
	11. Maximum impervious must be shown on each lot.	
	12. All roads labeled as public or private	
	13. All roads labeled as new, existing, or extended	
	14. Tree and Vegetation Protection Zone (16-12)	
	15. Provide the following note: "Impervious surface coverage shall not exceed _____ % of the subdivision. Impervious surface limits will be strictly enforced into perpetuity."	
	16. Soil Scientist or Wake County Environmental Services Certification.	
	17. Submit two (2) copies of a complete soils report and soils delineation map from Soil Scientist, if applicable.	
	18. Submit completed Wake County Environmental Services Improvement Permit Application with the appropriate fees (see below), if applicable	
	a. \$246 for re-check existing septic system	
	b. \$446 for each new septic system	
	c. \$446 for each new well permit	
	d. \$846 for each new well and septic system	
	19. Appropriate impoundment or watercourse buffers as required for appropriate zoning and/or overlay district (See Wake County UDO Articles 3-72, 3-73, 3-74, 10-22, 11)	
	20. Show, FEMA 100-year floodway and floodway fringe boundaries, flood hazard soils [contact GIS Dept.] [Adjust FEMA boundaries and flood hazard soils to conform to topography if necessary - contact Environmental Services Dept.]	

