



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

EXEMPT PLAT SUBMITTAL REQUIREMENTS

1.	Submit a Subdivision Plat/Plan
a.	Title Block with property designation, name of owner, township, county, state, date or dates of survey, scale or scale ratio in words or figures and bar graph, name and address of surveyor or firm preparing plat
b.	Surveyor's certification and seal or stamp
c.	Azimuth or course and distance of every property line in feet or meters
d.	Method of computation of area
e.	North Arrow with grid reference, deed, or plat bearing
f.	Appropriate horizontal or grid measurements plotted to scale
g.	Names of adjacent landowners or lot, block, parcel, subdivision designations point of curvature to point of tangency data as standard curve or traverse bearing and distance data
h.	Vicinity Map
i.	All visible and apparent rights-of-way, watercourses, utilities, roadways, and other such improvements shall be accurately located where crossing or forming any boundary line of the property shown.
j.	Soil Scientist or Environmental Services Certification on any lot decreasing in size or as deemed necessary by Zoning and Subdivision OR Environmental Services staff.
2.	If applicable: Submit Environmental Services application and fees for wastewater at www.wakegov.com/permitportal . (reference this case number in the Description Box)
3.	Submit a complete soils report and soils delineation map from Soil Scientist, if applicable.
4.	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)
5.	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.]
6.	Add the following notes on the plan: <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>"There shall be no filling or the erection of permanent structures in the areas of Wake County Flood Hazard Soils or Federal Emergency Management Agency (FEMA) 100 Year Flood Zones until a flood study is approved by Wake County and/or FEMA" [14-14-1,2(A-H)]</p> </div> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>"Before acquiring a building permit for lots marked by an * (asterisk) the builder may need to obtain a Flood Hazard Area Use Permit from the Wake County Environmental Services. The builder's engineer, architect and/or surveyor (as appropriate) must certify on any permit that all flood hazard requirements are met." [14-14-1,2(A-H)]</p> </div>
7.	Wake County Review Certification (see Wake County UDO 19-30-4)
8.	Label Plat as 'Recombination' or 'Exempt Subdivision'
9.	Total acreage before and after for all lots
10.	Residual acreage for all lots
11.	Total acreage before and after for all lots
12.	Drawn to Scale where 1"= 10', 20', 30', 40', 50', 60', 100' or 200'
13.	Exempt processing fee \$100

Notes:

- All documents and maps submitted as required become the property of Wake County.
- The Wake County Unified Development Ordinance are on the web at www.wakegov.com
- All application fees are non-refundable.
- Permit Portal www.wakegov.com/permitportal

The File Number should be used on all correspondence subsequent to application acceptance.