



# 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](http://www.wakegov.com)

## MINOR AND MINOR-LIMITED SUBDIVISION CHECKLIST

1.	Submit a Subdivision Plan
a.	Name of Project
b.	Property lines
c.	'Minor Subdivision' or Minor-limited in title block
d.	Drawn to Scale where 1"= 10', 20', 30', 40', 50', 60', 100' or 200'
e.	All requirements for GS 47-30
f.	Acreage of all lots
g.	Residual acreage of all lots
h.	Zoning districts - boundaries and names. Show any zoning line and list acreage in each zoning district.
i.	Building setback table for appropriate zoning district
j.	Notation of the amount of impervious surface coverage proposed (sq. ft. and as % of total site area). List calculation information.
k.	Outline of existing structures (note whether or not to remain; show setbacks of structures to remain from nearest existing or proposed property lines)
l.	Maximum impervious must be shown on each lot.
m.	All roads labeled as public or private
n.	All roads or easement labeled as new, existing, or extended
o.	Subdivision Application Fee of \$200
p.	Tree and Vegetation Protection Zone (16-12)
q.	Add the following note: "Approval and a tree survey is required prior to any activity and/or construction in the tree and vegetation protection zone."
r.	Add the following note: "Impervious surface coverage shall not exceed _____ % of the subdivision. Impervious surface limits will be strictly enforced into perpetuity."
s.	Soil Scientist or Wake County Environmental Services Certification.
2.	If applicable: Submit Environmental Services application and fees for wastewater at <a href="http://www.wakegov.com/permitportal">www.wakegov.com/permitportal</a> . (reference this case number in the Description Box)
3.	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)
4.	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.]



**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

5.	<p><b>Add the following notes on the plan:</b></p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <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;"> <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>
6.	<p><b>Owner’s Certification:</b></p> <p style="text-align: center;"><b>WAKE COUNTY, NORTH CAROLINA</b></p> <p>I certify that I am (we are) the owner(s) or the property shown and described hereon, which is in the subdivision jurisdiction of the County of Wake and that I (we) hereby adopt this plat with my (our) free consent.</p> <p style="text-align: right;">Owner: _____</p> <p style="text-align: right;">Date: _____</p>
7.	<p><b>Stormwater Management Certification:</b></p> <p style="text-align: center;"><b>Stormwater Management Certification</b></p> <p>I, _____, certify that the plat shown heron complies with Article 9, Stormwater Management of the Wake County Unified Development Ordinance and meets all statutory requirements for recording in the Register of Deeds office.</p> <p style="text-align: right;">_____ Date Stormwater Management</p>
8.	<p><b><u>Minor Certification</u></b></p> <p style="text-align: center;"><b>WAKE COUNTY CERTIFICATION</b></p> <p>I, _____, Planning Director and Review Officer of Wake County, certify that this plat creates a subdivision subject to and in accord with the Wake County Unified Development Ordinance, and that it meets all statutory requirements for recording.</p> <p style="text-align: right;">_____ Date Planning Director/Review Officer</p> <p>Approval expires if not recorded on or before _____</p>



# 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](http://www.wakegov.com)

9.	<p><b><u>Minor-Limited Certification</u></b></p> <p style="text-align: center;"><b>Wake County Certification</b></p> <p>I, _____, Planning Director and/or Review Officer of Wake County, certify that this plat constitutes a minor-limited subdivision and has been reviewed only to determine compliance with GS 153A-335(c) and that it meets all statutory requirements for recording. Because of its "minor limited" status, the county has not reviewed this plat for compliance with all applicable development standards and other subdivision regulations (including, but not limited to road standards). Prospective purchasers should be aware that plans and/or permits for building and development shall be denied for lots that do not meet all applicable county standards. This approval expires if not recorded before _____</p> <p>Date _____ Planning Director/Review Officer _____</p>
----	--

**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](http://www.wakegov.com)
- All application fees are non-refundable.
- Permit Portal [www.wakegov.com/permitportal](http://www.wakegov.com/permitportal)

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