

Recorded Map Application

Planning and Development Customer Service Center • One Exchange Plaza, Suite 400 | Raleigh, NC 27601 | 919-996-2500



GENERAL INFORMATION		OFFICE USE ONLY	
Contact name:		Case #: _____	
Contact phone #:	Contact email:		
Surveyor name:			
Surveyor phone #:	Surveyor email:		
Property owner(s) name(s):			
Property owner phone #:	Property owner email:		
Property address(es):			
Property PIN(s):			
MAP TYPE			
Boundary survey/Easement dedications BOUNDARY SURVEY NOTE: A tree conservation map, as-built, public or private easements, dedicated or non-dedicated easements, or map of corrections will be processed as a boundary survey when submitted individually.			
Exempt subdivision (all lots ten acres or more)			
Recombination			
Right-of-way/Permanent slope easement dedications			
Subdivision			

GENERAL REQUIREMENTS (to be completed by applicant)	APPLICANT		CITY STAFF		
	YES	N/A	YES	NO	N/A
1. Submit to SiteReview@raleighnc.gov : <ul style="list-style-type: none"> One PDF of combined plan set One PDF of recorded map application Separate PDFs of AA letter, and newly drafted deed (if applicable) 					
2. Copy of newly drafted deed(s) if the recombination is moving the lot line and exchanging lot area between two different landowners of their respective lot(s)					
3. Site Permit Review (SPR) final signature set has been approved, if required.					
4. I have reviewed the Development Fee Guide for all applicable fees.					
5. Associated subdivision case #, development plan case #, or other associated plat recordings, if applicable					
6. Development plan sunset date					
7. Purpose of Map/Recorded Map name (shown in title block)					
8. I have referenced the Recorded Map Checklist for this submittal.					
9. A copy of the approved AA document has been provided (if associated with development plan)					

Please complete signature block on page two.

RECORDED MAP APPLICATION SIGNATURE BLOCK

I acknowledge that I have submitted all information required by this application and am solely responsible for any errors or omissions.

Engineer/Architect/Surveyor Signature:

Printed name:

Date: