

# Recorded Map Checklist



**DEVELOPMENT  
SERVICES  
DEPARTMENT**

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**Disclaimer: This checklist does not cover all codified requirements, but is intended to provide some guidance based on the best practices. The applicant is responsible for meeting all codified and applicable requirements.**

<b>The following items must be approved prior to map submittal, if applicable: Preliminary Plan Conditions, Concurrent Plans approved for public improvements, Encroachments, Right-of-Way Closures, Stormwater Management Plan, and Tree Conservation Plan</b>		
<b>TO BE COMPLETED BY APPLICANT</b>	<b>YES</b>	<b>N/A</b>
1. Reviewer/Client – Information required on all maps – All previous survey recordings on property (Book of Maps & Deed) references (BM/PG)		
2. Completed <b>Recorded Map Application</b> with City of Raleigh standardized terminology		
3. North Arrow/Legend/Scale/ Vicinity Map		
4. The entire parcel(s)/lot(s) being affected, as part of the plat, are shown on all surveys. Show overall both old and new lot data table with the square footage and acreages ( show in table form)		
5. Applicants must include an Owner's Certification on the plat. Applicants should use the Non Dedicated Owner's Certificate (Boundary and Recombination Plats)" for all boundary surveys and recorded plats where no easements are being dedicated, and the standard Dedicated Owner Certificate" for dedications of easements / right-of-way / subdivisions of land. Visit <a href="http://www.RaleighNC.gov">www.RaleighNC.gov</a> and search "Development Services Plat Certificates" to view a PDF with the content for each certification.		
6. Show all Existing Structures/Conditions (Include confirmation of demo permit, if applicable)		
7. Newly Recombined or Existing Property Lines (solid line style)		
8. Old Property Lines (dashed line style) and Easement boundaries (non-solid; dotted; hyphen style) do not use same annotation		
9. Existing Addresses (Buildings and Parcel Identification Numbers)		
10. Surveyor's Seal and GS 47-30 Certification		
11. All required easements (pub. utilities, private drainage, slope easement, transit easement, general utility, sight distance, private access or other applicable easements) with corresponding metes and bounds. All Iron Pins (New & Existing) are labeled and shown on lots.		
12. Existing Planning/Land Use and/or structures labeled with all existing conditions shown		
13. Tree conservation Permit and Tree Conservation Plat Statement are required when recording tree conservation area		
14. Include all required notes/documentations from preliminary approval, and previous approval name (i.e. S-5-05)		
15. Zoning when more than one zoning district exists. Include all overlay districts by using a dashed line.(non-solid) zoning lines		
16. Proposed building envelopes for setbacks less than five (5) feet, if applicable (i.e. townhouses, PDD, cluster and condos)		
17. Open Space - labeled, if applicable – (with square footage and acreage)		
18. New / Existing rights of way, if applicable – (i.e. dimensions, labels, metes and bounds) label as Public or Private		
19. Resolution numbers, if applicable – (sanitary sewer and/or street closings with City Council approval date) include Case # or Transaction #		
20. Label Street Names -- label as Private and Public		
21. Property Owner's data information listed		
22. Legal Documents, if applicable (any recombination deeds, development plans....) Per Section 10.2.6.E.1.b.ii: If there are two (2) or more different property owners for each lot being recombined, and the property boundaries are changing as a result, then a draft copy of the deed, in form, must be submitted w/ paper copies		
23. Neuse River Buffer(s), if applicable, and associated buffer statement		
24. FEMA Flood statement from surveyor identifying FEMA flood map panel #, effective date and flood zone		
25. Do you have shared stormwater BMP(s)? (Yes/No) If Yes, provide evidence of approved legal documents and initial replacement fund payment		
26. If flood hazard area exists on site, provide completed flood ordinance box		
27. Greenway, if applicable – (i.e. total area, metes and bounds); Transit easements labeled and referenced with Book of map and page number		
28. Planning and Development Officer stamp (based on plat type)		
29. Off-site sanitary sewer easement must be recorded by deed acquisition. The City Attorney's office must review the deed of easement acquisition. An exhibit can be attached to the deed as long as it meets the following requirements: 1) Length of the sewer easement does not exceed 500 linear feet; 2) Property corner or reference point is shown on the exhibit with metes and bounds; 3) Bearings and distances shown on the exhibit are legible (no less than font size 10); and 4) Exhibit must be sealed and signed by the surveyor, or in conjunction with the deed submitted to The City Attorney Office.		