



Final and Exempt Plat

Summary Checklist

Development
Services Center

City-County Development Services Center

101 City Hall Plaza, Durham, NC 27707 | <https://dsc.durhamnc.gov> | 919-560-4137

Use this checklist for **Exempt Plats** (plats that are exempt from the UDO under Section 3.6.2 and do not create non-conformities) or **Final Plats** (all final plat categories except Exempt Plats).

SUBMITTAL INSTRUCTIONS

Submit To: Durham City-County Development Services Center, 101 City Hall Plaza, Durham, NC 27701

Submittal Deadline: Submittals are accepted at the Development Services Center between 8:00am and 4:00pm. All submittals determined to be complete will be processed for review the following business day. Incomplete submittals will not be accepted for review. Please contact the DSC with questions <https://dsc.durhamnc.gov> at 919-560-4137.

Exempt Plats will be reviewed in **three business days** upon processing. (Five days if they require review by Public Works) **Note:** *Exempt plats for right-of-way withdrawal follow a different schedule per the process overview.*

Minor and Final Plats will be reviewed within **15 business days** upon processing

Submittal Format: Plans must be submitted to scale in digital PDF format (*scanned original plans in sequential order, with required seals and signatures*), and paper copies must be stapled together and folded with a maximum sheet size of 18" x 24". Mylars should not be submitted until final plats are approved and ready for recordation.

Incomplete Submittal: If a submittal is deemed incomplete for processing the applicant will be notified within 48 hours (excluding weekends and holidays) following the submittal, and the submittal will not be processed for review. You may either pick up the submittal from DSC or provide the required materials in order for the review to begin.

SUBMITTAL CONTENT ('D' NEXT TO A NUMBER INDICATES A DIGITAL COPY IS REQUIRED)

# of Copies	Submittals must contain the following components and must be complete: <i>Forms and the fee schedule are found at https://dsc.durhamnc.gov/174/Permits-and-forms.</i>
1	All final plats, minor plats and exempt plats: <input type="checkbox"/> Exempt and Final Plat Application
1	<input type="checkbox"/> Check for review fee payable to "City of Durham" (see Fee Schedule below)
7 & 1D	<input type="checkbox"/> Regular final plat and minor plats paper copies (no mylars until approved)
1 & 1D	<input type="checkbox"/> Exempt final plat paper copies (no mylars until approved).
	Final plats (including Minor Plats): (<i>*Print outs of the online versions of these maps are not accepted.</i>)
2	<input type="checkbox"/> Stormwater final plat checklist (sealed and signed) for the correct jurisdiction (or both): See section 1.1 of the Reference Guide for Development at https://durhamnc.gov/DocumentCenter/View/3331/Reference-Guide-for-Development-?bidId= .
2	<input type="checkbox"/> FIRM panel map (legible with site drawn to scale)*

SUBMITTAL CHECKLIST (CONTINUED)

2	<input type="checkbox"/> USGS maps (legible with site drawn to scale)*
2	<input type="checkbox"/> Soils Survey map (legible with site drawn to scale)*
3	<input type="checkbox"/> Stream delineations or permits (for ephemeral streams or stream intrusions)
2	<input type="checkbox"/> Special documentation and applications for any easement agreements, variations, cost proportionality, etc.
2	<input type="checkbox"/> Tree coverage areas, including sample area surveys to show how the site will meet these requirements if no preliminary plat was approved
1	<input type="checkbox"/> Copy of proposed or existing homeowners' association documents (including a program for continued maintenance of all open space areas)
2	<input type="checkbox"/> List of proposed street names in order of preference. (Note: Provide one name for every street per UDO Section 12.3.2.)

OTHER CONCURRENT SUBMITTALS

Final plats will not be processed beyond the first review cycle until any required concurrent submittals have been made, as applicable. For information on other required concurrent submittals contact:

Development Review Team (Related Plans)	Development Services Center [https://dsc.durhamnc.gov]
Board of Adjustment (Minor Use Permits or Variances)	Board of Adjustment Staff (BOA@DurhamNC.gov)

FEE SCHEDULE (EFFECTIVE JULY 1, 2019)

Final Plats (UDO Section 3.6.8)	\$750 + \$40/Lot + 4% technology surcharge
Minor Plats (UDO Section 3.6.7A and 3.6.8)	\$250 + 4% technology surcharge = \$260 total fee
Exempt Final Plats (UDO Section 3.6.2)	\$125 + 4% technology surcharge = \$130 total fee
Re-review fees, if applicable	Half of original fee, no maximum + 4% technology surcharge, applicable for each re-review after 2nd re-review (at time of 4th submittal and each one thereafter)

Note: Other departments may have review fees that are payable directly to them.

SUMMARY CHECKLIST

All plats for recordation (exempt and final plats) must contain the following elements and information, as noted:

Cover Sheet (or Top Sheet)

- Vicinity map with north arrow
- Stamping area (lower right corner; 3" x 4")
- Overall development map (if part of larger project), with match lines for larger scale, multiple sheets
- Site data table including but not limited to: Property Identification Numbers (PIN) for all properties, Zoning, Development Tier, Watershed, Overlay Districts, River Basin
- Name of proposed project (shall not duplicate existing project name)
- Name and contact information for owner, applicant, and surveyor responsible for preparing the plat
- Township Name, Durham County, North Carolina
- Date (original and all revisions)
- Page number of total pages

SUMMARY CHECKLIST (CONTINUED)

Existing Conditional and Features – on site and within 100 feet of property

- Metes and bounds property boundary with north arrow and scale (in graphic and list format)
- Current property owner of each tract
- Property Identification Number for each tract
- Property lines of adjacent properties
- Adjacent property owners
- Adjacent existing streets (name and ROW width)
- Existing building footprint(s) with square footage, type of structure and number of stories
- Existing septic tanks, drain fields and wells, if present
- Utility easements (type and size)
- Railroads
- Cemeteries

Proposed Conditions and Features

- New property lines
- Proposed lot sizes
- Proposed utility and storm drainage easements (only private easements are exempt, unless created by the City or County)
- Label maximum allowable impervious surface (MAIS) per lot for each lot
- Exempt impervious swap plats must label the previously allocated MAIS to each lot and the proposed MAIS for each lot, which should add up to the same total MAIS for all lots involved in the swap
- Street addresses (optional for exempt plats but will be required prior to building permit)

Certificates

- Surveyor's certificate
- Plat classification certificate required by **GS 47-30**, as revised
- Review officer certification (to be signed by Register of Deeds Office) as required by **GS 47-30**, as revised

All final plats must contain the following additional elements and information, as noted:

- Designation of utilization of small lot option specifying the housing type and associated limitations, if applicable - UDO Section 7.1
- Designation of housing type if zero lot line or attached house types are proposed on lots.
- List of committed elements (from rezoning development plan), if applicable
- Development tier, base zoning and overlay zoning districts (of site and adjacent properties)
- Show and label existing and proposed open space or common areas (including easements) - UDO Section 7.2
- Water features (name and location)
- Flood hazard areas (with Base Flood Elevation (BFE) labeled with correct Flood Insurance Rate Map (FIRM) panel number and date) – field located if near proposed development
- Stream buffers, drainage ways, wetlands and wetland buffers with setbacks
- Notes and dates of any previously approved Variances, Special Use Permits, or Zoning Committed Elements
- For PDR lots only: Setbacks/ build-to lines labeled in a table (must also be shown graphically)
- New streets (labeled with approved street names). If street names have not been approved, provide a list of proposed street names in order of preference - UDO Section 12.3.2
- Label the total number of dwelling units and residential density proposed, as applicable. Include maximum allowable density, and any density bonuses from Major Roadway Density Bonuses
- Show and label proposed public recreation land and greenways (including to whom it is dedicated) or payment-in-lieu amount (shown on cover sheet), if applicable – UDO Section 12.5
- Proposed finish floor elevation on lots if new construction is within Special Flood Hazard Areas

SUMMARY CHECKLIST (CONTINUED)

- Label total impervious surface square footage and percentage calculations for all development
- Show required tree save areas.
- Yard tree table showing species proposed and number of yard trees to be planted per lot, to match approved preliminary plats, if the small lot option is utilized - UDO Section 7.1.2C.4
- Street tree table showing species proposed and number of street trees to be planted per lot, including open space lots, to match approved preliminary plats
- Standard notes

Additional Certificates Required

Final plats only:

- Notarized owner's certificate (not required on most exempts, but recommended – Planning will require it for each lot on impervious swap plats where there are existing homeowners)
- Notarized attorney's certificate of the ownership (including individuals, partnerships, corporations or lenders with financial security interests) of any property for which a final plat shows dedication of right-of-way

ADDITIONAL REQUIREMENTS FOR CONDOMINIUM PLATS

All condominium plats must contain the following elements and information, as noted:

- Finished floor elevation of each floor in each building
- Copies of floor plans and elevations with the finished floor elevation labeled to match plat and site plan (as applicable).
- Plans must contain a verified statement, sealed by a North Carolina Registered Architect or Professional Engineer, certifying that such plats or plans fully and accurately depict the layout, location, ceiling and floor elevations, unit numbers and dimensions of the units, as built
- Copy of condominium documents with notarized attorney's certification that documents meet the requirements of **GS 47C-2-105** through **47C-2-109** and **47C-2-115**, **47C-2-116** and **47C-3-103(d)**, as applicable.