

APPLICATION FOR MAJOR SUBDIVISION FINAL PLAT

THE PROCESS:

1. A complete application and all required materials shall be submitted by 12 pm on the submittal deadline. Incomplete applications or inaccurate information will prevent or delay processing and review.
2. Town Staff will provide applicant with review comments on draft plat, original warranty letter for signatures, and required fee sheet.
3. Final walkthrough performed by ToFV Public Works, Public Utilities, Engineering, and Planning Departments. Punch list issued from results of final walkthrough.
4. State approval of utility permits issued, and as-built drawings of infrastructure must be submitted to ToFV Engineering Department.
5. Applicant must submit two (2) sets of mylars for signature. All review comments on draft plat must be completed and shown on the mylars. All required inspections and approvals of infrastructure must be completed, fees paid, and required documentation received before submitting mylars. Mylars will be signed after verification of compliance.
6. Applicant will be notified when mylars are signed and ready for pick-up. Mylars must be recorded with the Wake County Register of Deeds within 30 days of signature.
7. Applicant must submit two (2) copies of the recorded plats and one (1) PDF copy to the Planning Department. Building permits will not be issued by the Inspections Department until plats are received by the Planning Department.

Note: Items 1-4 are not required in any specific order.

SUBMITTAL CHECKLIST:

- Submit one (1) completed Application for Major Subdivision Final Plat with original signatures, completed in ink (no copies or faxes)
- \$100 Application Fee
- One (1) draft plat (no larger than 24" x 36" standard copies) FOLDED to an approximate 8.5" x 11" size
- One (1) PDF copy of the draft plat

APPLICATION FOR MAJOR SUBDIVISION FINAL PLAT

Plats shall not be reviewed until this application is received. Complete this application package, submit one (1) draft copies and one (1) PDF copy of the plat and \$100 application fee. Incomplete application packages or inaccurate information will delay or prevent processing and review.

PROJECT INFORMATION:

Subdivision Name & Phase: _____

Address: _____

Wake County PIN: _____

Petitioner Name: _____

Email Address: _____ Phone: _____

Property Owner Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Email Address: _____ Phone: _____

Surveyor Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Email Address: _____ Phone: _____

Petitioner Signature:

Signature

Date

Print Name