



## **When the plat is ready for signature...**

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### **The following must be completed prior to submittal of the mylars:**

- Plat must be revised to address all outstanding comments
- Payment of all development fees associated with site/subdivision approval
- Payment of recreational payment in lieu fees (as invoiced)
- Resolution of all outstanding zoning violations
- Completion of site work

### **The following documents must be provided upon submittal of the mylar set:**

- One (1) digital copy of the review comments with written responses
- One (1) digital copy along with one hard copy of the Mylar Checklist
- One (1) digital copy along with one hard copy of the Mylar set (owner's signature must be included)

**\*\* Mylars which do NOT address staff's comments will be returned without review\*\***

## **After the plat is recorded with the county you must...**

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Provide the Town copies using the following guidelines...

- Plats inclusive of recording street names and addresses
- One (1) digital copy in tiff format

Return copies to us using the following addresses...

Gina Morin, Planning Technician  
Phone: (919) 460-4976  
Email: [gina.morin@townofcary.org](mailto:gina.morin@townofcary.org)

Kim Burkhamer, Development Services Department  
Phone: (919) 380-2761  
Email: [kim.burkhamer@townofcary.org](mailto:kim.burkhamer@townofcary.org)

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### **TOWN *Of* CARY**

# THE FOLLOWING CERTIFICATES ARE REQUIRED ON ALL PLATS

## Certificate of Ownership and Dedication

This certifies that the undersigned is (are) the owner(s) of the property shown on this map, having acquired title thereto by deeds(s) recorded in the office of the register of deeds of Wake County, NC or otherwise as shown below and that by submission of this plat for approval I/we do dedicate to the Town of Cary for public use all streets, easements, rights-of-way and parks shown thereon for all lawful purposes to which the town may devote or allow the same to be used and upon acceptance thereof and in accordance with all town policies ordinances and regulations or conditions of the Town of Cary for the benefit of the public. Said dedication shall be irrevocable provided dedications of easements for storm drainage are not made to the Town of Cary but are irrevocably made to the subsequent owners of any and all properties shown hereon for their use and benefit. Also, all private streets shown on this map, if any, are to be available for public use.

Book No. \_\_\_\_\_ Page No. \_\_\_\_\_

Signature of Owner(s) \_\_\_\_\_

Print Owner's Name: \_\_\_\_\_

## Review Officer Certificate State of North Carolina County of Wake

I, \_\_\_\_\_ Review Officer of Cary, NC in Wake County certify that the map or plat to which this certification is affixed meets all statutory requirements for recording.

\_\_\_\_\_  
Review Officer

\_\_\_\_\_  
Date

## 30 Day Recording Limit

This plat is not to be recorded after the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

This plat is [ ] inside – [ ] outside of the Town of Cary's Corporate Limits

Town of Cary HTE # \_\_\_\_\_ Tracking # \_\_\_\_\_

\_\_\_\_\_  
Date: \_\_\_\_\_

Development Technician

TOWN *Of* CARY

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**ONE OF THE FOLLOWING CERTIFICATES WILL BE REQUIRED**  
(DEPENDING ON THE TYPE OF PLAT)

**Certificate of approval for recording**

I hereby certify that the subdivision plat shown hereon has been found to comply with the subdivision regulations of the Town of Cary with the exception of such variances, if any, and conditions of approval as are noted in the minutes of the Town Council and or the Zoning Board of Adjustment and that has been approved for recording in the office of the county register of deeds.

\_\_\_\_\_  
Director of Planning

\_\_\_\_\_  
Date

**Certificate of Exemption from Subdivision Ordinance**

I hereby certify this plat is exempt from the subdivision ordinance under definitions of subdivision contained in N.C. Gen. Statutes and Section 3.9 of the Town of Cary Land Development Ordinance for the following reason:

- The combination or recombination of portions of previously subdivided and recorded lots where total number of lots is not increased and the resultant lots are equal to or exceed the standards set forth in this Ordinance.
- The division of land into parcels larger than ten acres where no street right-of-way dedication is involved
- The public purchase of strips of land for the widening or opening of streets or
- The division of a tract of land in single ownership whose entire area is no greater than two acres into three or fewer lots, where no street right of way dedication is involved and where the resulting lots are equal to or exceed the standards set forth in this Ordinance.

Pursuant to NC Gen Statute 47-30(f)(11) no approval is required by the Town of Cary.

\_\_\_\_\_  
Director of Planning

\_\_\_\_\_  
Date

**Stormwater Management Certificate**

I certify that the plat shown heron complies with Chapter 4.4.6 Watershed Protection Overlay District of the Town of Cary Land Development Ordinance and is approved for recording in the Register of Deeds Office. Notice: This property is located within a public drinking water supply watershed. Development restrictions may apply.

\_\_\_\_\_  
Storm Water Management Engineer

\_\_\_\_\_  
Date

TOWN *Of* CARY

## SUBDIVISION PLATS

Please use this format for the minimum setback table on single-family lots. The minimum setbacks will be measured from the property line unless noted otherwise. Do not include the footnotes listed below.

Detached homes:

<u>Sample Setback Table #1</u>	
Roadway <sup>1</sup>	XX'
Rear	XX'
Side	XX'
Side Aggregate	XX'
Side Minimum	XX'

<u>Sample Setback Table #2</u>	
Roadway	XX'
Rear	XX'
Side	XX'
Side Aggregate	XX'
Side Minimum	XX'

Townhomes:

<u>Sample Setback Table for townhomes</u>	
Roadway <sup>1</sup> w/ Parking	XX'
Roadway <sup>1</sup> w/o Parking	XX'
Rear Yard	XX'
Interior Unit Side	0'
End Unit Side	XX'
Building to Building	XX'
Decks*	

\*List additional projection into setbacks if permitted by site plan

Footnotes (do not use these footnotes on the plats as part of the setback table)

<sup>1</sup> "Roadway" replaces "Front". Okay to list as "Roadway/Front".