

## Final Subdivision Plat (FSP) Checklist

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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. Requirements are referenced within the [Town of Rolesville Land Development Ordinance](#) and/or other State Ordinances (NCGS 47-30.)

**For items marked “YES”, instead of a “Check”, please place the sheet number the requirement is shown.**

#	TO BE COMPLETED BY APPLICANT	YES	N/A
1.	A vicinity map (location map) and legend shall appear on the plat.		
2.	The name of the property owner; provided, however, that the name of owner shall be shown for indexing purposes only and is not to be construed as title certification.		
3.	The name of subdivider.		
4.	The name and address of surveyor preparing the plat, including the firm name and firm license number, if applicable.		
5.	The site location address, to include town, township, County and State, as applicable.		
6.	The date or dates the survey was made (include space for revision dates).		
7.	Note/list/table of Town Application references of previous entitlement approvals (REZ, PSP, etc)		
8.	Rezoning or Special Use Permit conditions of approval, if applicable.		
9.	Note/table detailing the Maximum Impervious Cover permitted per lot.		
10.	Note/table detailing Right-of-way dedications; includes ROW widenings and New; delineate each as Public or Private; per street/alley, delineate ROW widths and Linear Feet. Sum each category (Public, Private, 60' ROW, 50' ROW, etc).		
11.	Per CORPUD – Call out water and sewer line easements as “New XX’ [width] City of Raleigh Sanitary Sewer Easement and New City of Raleigh Water Line Easement”		
12.	The scale or scale ratio in words or figures and bar graph.		
13.	Certificate of Survey and Accuracy		
14.	Certificate of Ownership and Dedication – LDO Appendix A		
15.	Certificate of Approval for Recording – LDO Appendix A		
16.	Adjoining properties – Property address; Owner names; Legal Description (Lot / Block, subdivision name, BM/PG reference); Deed Bk/PG reference; Zoning District (+planning jurisdiction if not TOR)		
17.	An accurately positioned North Arrow coordinated with any bearings shown on the plat. Indication shall be made as to whether the north index is true, magnetic, North Carolina grid ("NAD 83," "NAD 27," or other published horizontal datum), or is referenced to old deed or plat bearings. If the north index is magnetic or referenced to old deed or plat bearings, the date and the source (if known) the index was originally determined shall be clearly indicated. North Carolina grid reference shall include the horizontal datum and the realization reference.		
18.	The azimuth or course and distance of every property line surveyed shall be shown. Distances shall be in U.S. Survey feet or meters and decimals thereof. The number of decimal places shall be appropriate to the class of survey required.		
19.	All plat distances shall be by horizontal ground or horizontal grid measurements. All lines shown on the plat shall be correctly plotted to the scale shown. Enlargement of portions of a plat are acceptable in the interest of clarity, where shown as inserts. Where the North Carolina grid system is used the combined grid factor shall be shown on the face of the plat. If grid distances are used, it must be indicated on the plat.		
20.	Curve line references and Curve Line Table, as applicable.		

21.	Where a subdivision of land is set out on the plat, all streets and lots shall be accurately plotted with dimension lines indicating widths and all other information pertinent to reestablishing all lines in the field. This shall include bearings and distances sufficient to form a continuous closure of the entire perimeter.		
22.	All corners which are marked by monument or natural object shall be so identified on all plats, and where practical all corners of adjacent owners along the boundary lines of the subject tract which are marked by monument or natural object shall be shown.		
23.	All visible and apparent rights-of-way, watercourses, utilities, roadways, and other such improvements shall be accurately located where crossing or forming any boundary line of the property shown. Nothing in this subdivision shall be construed to modify the notification responsibility of persons engaged in excavation or demolition pursuant to G.S. 87-122		
24.	Where the plat is the result of a survey, one or more corners shall be labeled with coordinates on the plat, shown as "X" (easting) and "Y" (northing) coordinates, traceable to a published geodetic datum or the North Carolina State Plane Coordinate System, or both. The plat should include, at a minimum, the referenced horizontal datum and realization (i.e., "NAD 83 (2011)") as well as the data or method used to establish those coordinates, or both. If the bearings shown on the map are not referenced to the same datum as the grid coordinates shown, then either (i) the coordinates of a second point shall be labeled and the two labeled points tied together by a single azimuth or course and distance or (ii) the plat shall include, in written and graphical form, the conversion from plat bearings to reference bearings. Control monuments within a previously recorded subdivision may be used in lieu of grid control. In the interest of consistency with previously recorded plats, existing bearing control may be used where practical. Where no horizontal control monument of any United States or State agency survey system, such as the North Carolina Geodetic Survey, is located within 2,000 feet of the subject property, ties to other appropriate natural monuments or landmarks may be used in lieu of grid coordinates. In all cases, the tie lines shall be sufficient to reproduce the subject lands from the control or reference points used.		
25.	Notwithstanding any other provision contained in this section, it is the duty of the surveyor, by a certificate on the face of the plat, to certify to one of the following: <ul style="list-style-type: none"> <li>a. That the survey creates a subdivision of land within the area of a county or municipality that has an ordinance that regulates parcels of land.</li> <li>b. That the survey is located in a portion of a county or municipality that is unregulated as to an ordinance that regulates parcels of land.</li> <li>c. Any one of the following: <ul style="list-style-type: none"> <li>1) That the survey is of an existing parcel or parcels of land or one or more existing easements and does not create a new street or change an existing street. For the purposes of this subsection, an "existing parcel" or "existing easement" is an area of land described in a single, legal description or legally recorded subdivision that has been or may be legally conveyed to a new owner by deed in its existing configuration.</li> <li>2) That the survey is of an existing feature, such as a building or other structure, or natural feature, such as a watercourse.</li> <li>3) That the survey is a control survey. For the purposes of this subsection, a "control survey" is a survey that provides horizontal or vertical position data for support or control of other surveys or for mapping. A control survey, by itself, cannot be used to define or convey rights or ownership.</li> <li>4) That the survey is of a proposed easement for a public utility as defined in G.S. 62-3.</li> </ul> </li> <li>d. That the survey is of another category, such as the recombination of existing parcels, a court-ordered survey, or other exemption or exception to the definition of subdivision.</li> <li>e. That the information available to the surveyor is such that the surveyor is unable to make a determination to the best of the surveyor's professional ability as to provisions contained in (a) through (d) above.</li> </ul>		
26.	If the Applicant chooses to comply with the design guidelines noted in LDO Section 6.8.5, the following consent statement shall also be included on the Final Plat as a note: <i>"The development depicted herein is subject to the Town of Rolesville Single family and Duplex Design Guidelines. I voluntarily consent to the application of these guidelines for all development herein, the acceptance of which shall run with the land regardless of changes in ownership. I recognize that failure to comply with the applicable guidelines following approval is a violation of the Town of Rolesville Land Development Ordinance."</i>		