



Final Subdivision Plat (FSP) Checklist

Town of Rolesville Planning Department | PO Box 250 | Rolesville, NC 27571 | 919-554-6517 | planning@rolesvillenc.gov

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). Please review the [cover sheet example](#) for additional required items before FSP approval.

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

#	TO BE COMPLETED BY APPLICANT	YES	N/A
1.	Font must be ADA-compliant (Arial, Helvetica, Verdana, Tahoma, Georgia, Times New Roman, or Calibri)		
2.	A vicinity map (location map) and legend shall appear on the plat.		
3.	Property owner(s) name(s) ; provided, however, that the name of the owner shall be shown for indexing purposes only and is not to be construed as title certification.		
4.	Subdivider’s name.		
5.	Surveyor’s name who prepared the plat, including the firm name and firm license number, if applicable.		
6.	The date that the survey was made (including space for revision dates).		
7.	The site location address, including town, township, County, and State, as applicable, is located at the top center of the sheet and in the sidebar.		
8.	Table of Town Application references of previous entitlement approvals (ANX, REZ, PSP, etc.)		
9.	Rezoning or Special Use Permit conditions of approval. UDO or LDO version noted and date of approval.		
10.	Table detailing the Lot numbers, Addresses, Dwelling types, and the Maximum Impervious Cover permitted per lot.		
11.	Street Information 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.).		
12.	Table detailing the Lot width and Setbacks. Include UDO or LDO.		
13.	Open Space Table with Lot #, address, passive or active listed.		
14.	Overall Site Data Table		
15.	Sheet Index Table		
16.	Table detailing the Previous Book of Maps & Page numbers		
17.	List of Revision Dates (if applicable)		
18.	Plat of Correction must be clearly stated on the cover sheet.		
19.	Subdivision Name, Phase(s), and Lots must be referenced on the sidebar.		
20.	Town Project Number must be referenced on the sidebar.		
21.	Covenants with the Book of Map and Page number shall be noted on the cover sheet.		
22.	Sheet Index (1 of X, 2 of X, etc.) referenced on the sidebar.		

23.	<u>NC GS § 47-30. (a) Size Requirements.-</u> All land plats presented to the register of deeds for recording in the registry of a county in North Carolina after September 30, 1991, having an outside marginal size of either 18 inches by 24 inches , 21 inches by 30 inches, or 24 inches by 36 inches, and, for landscape format, having a minimum one and one-half inch border on the left side or, for portrait format, one and one-half inch border on the top side and a minimum one-half inch border on the other sides shall be deemed to meet the size requirements for recording under this section.		
24.	Street Light Plan - The plan will be used to calculate the required street light fee , as shown in the <u>Town of Rolesville Fee Schedule</u> .		
25.	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.”		
26.	Location of required landscape buffers and tree-saving areas, if applicable, with metes and bounds description. Label buffer width and type.		
27.	Label lot and block numbers consecutively throughout the subdivision and each block.		
28.	Label right-of-way widths of streets (public or private) and label as public or private.		
29.	Label width and type of existing and proposed easements (public and private), and include metes and bounds.		
30.	Sight triangles, with dimensions.		
31.	Label the required maintenance easements for all retaining walls.		
32.	Label Mail Kiosk(s), Playground(s), Pool(s), Retaining Wall(s), and Sign addresses.		
33.	The scale or scale ratio in words or figures, and a bar graph.		
34.	Certificate of Survey and Accuracy		
35.	Certificate of Ownership and Dedication – LDO Appendix A		
36.	Certificate of Approval for Recording – LDO Appendix A		
37.	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)		
38.	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.		
39.	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 required class of survey.		
40.	All plat distances shall be measured by horizontal ground or horizontal grid. All lines shown on the plat shall be correctly plotted to the scale shown. Enlargement of portions of a plat is 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, they must be indicated on the plat.		
41.	Curve line references and Curve Line Table, as applicable.		
42.	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.		
43.	All corners which are marked by a monument or natural object shall be identified on all plats, and where practical, all corners of adjacent owners along the boundary lines of the subject tract which are marked by a monument or natural object shall be shown.		
44.	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 people engaged in excavation or demolition pursuant to G.S. 87-122		

45.	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 (e.g., "NAD 83 (2011)") and 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.		
46.	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: 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. 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. c. Any one of the following: 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 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. 2) That the survey is of an existing feature, such as a building or other structure, or a natural feature, such as a watercourse. 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. 4) That the survey is of a proposed easement for a public utility as defined in G.S. 62-3. 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. e. That the information available to the surveyor is such that the surveyor is unable to decide, to the best of the surveyor's professional ability, as to provisions contained in (a) through (d) above.		
47.	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: "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 developments 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."		
BEFORE REQUESTING DOCUSIGN OR MYLAR SIGNATURES, PLEASE PROVIDE THE FOLLOWING:			
01.	Obtain Addresses from Wake County Addressing/ E-911. Plats will not be approved with a "0" address.		
02.	The Town Engineer must approve all bonds. The Bond(s) must be sealed, reference the project, what is covered (i.e., street improvements, greenways, etc.), and be received before the DocuSign or at the same time as the Mylar.		
03.	Streetlight Fees must be paid.		
04.	Fee in Lieu collected (if applicable).		
04.	City of Raleigh Acceptance Letter received.		
05.	Please allow 3 business days for the planning staff to review the final plats.		
06.	Provide a reference to any deed restrictions on the property.		

07.	Submit O&M documents, including the O&M Legal Agreement, for review by Town Stormwater Engineer. Required to be recorded concurrently with plat, if applicable.		
08.	Provide reference (deed book and page number) to the recorded O&M Agreement for SCM Access and Maintenance easements, if applicable.		
09.	Provide reference (deed book and page number) to recorded City of Raleigh water and/or sewer easements, if applicable.		
10.	Identify if the HOA is responsible for the maintenance of private drainage easements.		
11.	Location of any greenway easements with metes and bounds descriptions.		