

## **Town of Cary**

### **Real Estate Plat Review Process and Certificates**

Plats Subdividing or Recombining Property, Recording Easements and Right of Way Dedications, or Abandoning the same, require Approval by The Town of Cary prior to recording at the Wake County Register of Deeds. Changes to Buffers, Setbacks or other PUD Amendments must also be Re-recorded to show the change.

Process: Submit **7 Copies** of the Preliminary Plat and **Review Fees** to:

Inspections and Permits Department  
Customer Service Desk  
Attention: Gina Smith, Addressing Specialist  
316 N Academy Street  
Cary, NC 27513

Fees: **\$350.00** for Subdivision Plats (more than 10 lots)  
**\$250.00** for Subdivision Plats (up to 10 lots)

**\$ 100.00** for all others i.e.: Recombination, Right of Way Dedication and Easement Plats.

#### **Submit Preliminary Plats by 5 p.m. Monday for Review that week.**

Comments will be ready the following Monday (depending on work load, this may take a few extra days). If there is a Holiday during the Review Week, the Submittal Date will be extended until 5 p.m. on the following Tuesday.

Plats are reviewed and or approved by the following Town of Cary Staff:

- **Senior Planner**, Assigned
- **Erosion Control Officer**, Matt Flynn
- **Engineering Field Technician**, Assigned
- **Real Estate and Survey Coordinator**, Tommy Cline
- **Parks Planner**, Sandi Bailey
- **Address Specialist & Plat Coordinator**, Gina Smith

Gina Smith, Plat Coordinator (919-460-4976) will notify Surveyor when comments are ready.

## When Mylars Are Ready for Signature

You may submit **Mylars** anytime **After**:

- **All Comments are Addressed and Plats are Corrected**
- **Site work is Complete**
- **Development Fees and Recreation Fees are Paid**
- **Zoning Violations are Resolved**

Return the **Mylar Check List** and all **Review Comments** when you submit the Mylars for Signatures.

**Mylars that are Ready for Signature can be Processed within 3 to 5 Business Days**

**Mylars that have Not Addressed ALL of the above Will Be Returned**

**Without Review and Without Signatures.**

After Recording, return **14** Paper Copies of Recorded Plats (**16** if located in Chatham County) that are Recording Street Names and Addresses and **1** Paper Copy of all other Plats to:

Town of Cary Inspections and Permits Department  
Attention: Gina Smith, Addressing Specialist  
PO Box 8005  
Cary, NC 27512-8005

Or Return to:

Customer Service Desk  
Inspections and Permits Department  
Attention: Gina Smith, Addressing Specialist  
316 N Academy St.  
Cary, NC 27513

# THE FOLLOWING CERTIFICATES ARE REQUIRED ON EVERY PLAT

## Certificate of Approval and Acceptance of Dedications

I, \_\_\_\_\_, Town Clerk/Deputy Town Clerk of Cary, NC certify that the Town of Cary approved this plat or map and accepted the dedication of the streets, easements, rights of way and public parks shown thereon, but assume no responsibility to open or maintain the same until in the opinion of the governing body of the Town of Cary it is in the public interest to do so.

\_\_\_\_\_  
Town Clerk or Deputy Town Clerk

\_\_\_\_\_  
Date

## 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 # \_\_\_\_\_ County Tracking # \_\_\_\_\_

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

Addressing Specialist

**DEPENDING ON TYPE OF PLAT RECORDING, ONE OF THE FOLLOWING  
CERTIFICATES IS REQUIRED**

**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: *(Select appropriate 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 (b) (11) no approval is required by the Town of Cary.

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

\_\_\_\_\_  
Date

**Approval of Subdivisions Creating Lots Exempted from Roadway, Sidewalk and Landscape Requirements**

I hereby certify that this plat is exempt from the above requirements for the following reason:

- It is the one-time subdivision of one additional lot that is exempted from certain subdivision standards.
- It is the creation of a lot to be conveyed by deed of gift to a member of immediate family and no consideration is paid for such gift.

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

\_\_\_\_\_  
Date

**As part of the Review Process, The Stormwater Management Engineer will advise if the following Certificate is needed:**

**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

**Additional Certificates and Notes**

**Add this note to plats located in an R 30 or R 40 Zoning Districts:**

*“Approval for recording of this plat by the Town of Cary does not ensure properties shown heron are developable and can be served by either town water and sewer or private well and septic systems. It is the responsibility of property owners to obtain approval from the applicable governing entity for any well and septic permits.”*

**If additional notes or statements are required, they will be noted on the review comments. For example, property with zero minimum side or rear setbacks: “6’ between buildings on adjoining lots must be maintained”.**

**SIGHT DISTANCE LINES:** NOTHING CAN BE PLANTED, BUILT, INSTALLED OR CONSTRUCTED INCLUDING GRADING, LANDSCAPING, FENCING ETC. THAT WILL OBSTRUCT OR RESTRICT VISIBILITY ACCORDING TO APPLICABLE TOWN STANDARDS ALONG THE ADJACENT ROADWAY WITHIN THE AREA DEFINED BY THE SIGHT DISTANCE LINE AND THE ROAD RIGHT OF WAY AND THE TOWN HAS THE RIGHT TO MAINTAIN THE SIGHT DISTANCE AREA AS NEEDED. THIS IS A RESTRICTION ON THE DEED WHEN CONVEYING LOTS WITH A SIGHT DISTANCE EASEMENT.

**Certificate of Exemption from Subdivision Ordinance**

I hereby certify this plat is exempt from the subdivision ordinance for the following reason:  
This is a bona fide gift to a member of the owner’s immediate family.

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

\_\_\_\_\_  
Date

## **Anti-Monotony LDO 8.6.1**

effective date 03/01/2008

*Place the following note on all single family subdivision plats that have lots 20,000 square feet or less.*

*The lots are exempt if:*

*The lot is located within an approved single-family subdivision and platted prior to March 1, 2008.*

**No building permit shall be issued for any single-family dwelling unit unless sufficient information is provided as part of the building permit application demonstrating compliance with Section 8.6.1, Anti-Montony.**

## **Garagescapes LDO 8.6.2**

effective date 03/01/2008

*Place the following note on all single family subdivision plats.*

*This standard is exempt if:*

*The dwelling unit is located within an approved single-family development and platted prior to March 1, 2008.*

**No building permit shall be issued for any single-family dwelling unit unless sufficient information is provided as a part of the building permit application demonstrating compliance with Section 8.6.2, Garagescapes.**