



Planning & Development

Customer Service Center
 One Exchange Plaza, Suite 400
 Raleigh, North Carolina 27601
 Phone 919-516-2495
 Fax 919-516-2685

Recorded Map Application

Please answer all questions below for complete submittal		Transaction # (Office Use Only)					
Contact Person							
Phone	Fax #	Email					
Surveyor Name							
Phone	Fax #	Email					
Property Owner(s) Name							
Phone	Fax #	Email					
Property Address(es)							
Property Pin(s)							
Development Plan Case Number or other associated Plat Recordings, if applicable							
Development Plan Sunset Date							
Purpose of Map/Recorded Map Name (shown in Title block)							
Is this a residential recombination? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide calculations on map to verify infill is per City Code Section 10-3032 (d)							
Map Type - Check all that apply and submit eight (8) paper copies							
<input type="checkbox"/> Boundary Survey / Easement Dedication (**see Boundary Survey Note below)							
<input type="checkbox"/> Exempt Subdivision and (*see Fee Note below)							
<input type="checkbox"/> Recombination							
<input type="checkbox"/> Right-of-way/Slope Easement Dedication							
<input type="checkbox"/> Subdivision (*see Fee Note below)							
<input type="checkbox"/> Infill Recombination							
*Fee Note: Fee(s) \$10.35 per lot is paid after the mylars have been approved and are ready for recording.							
**Boundary Survey Note: A tree conservation map, as-built, public or private easements, private drainage easements or map of corrections will be processed as a boundary survey when submitted individually.							
TO BE COMPLETED BY THE APPLICANT			TO BE COMPLETED BY CITY STAFF				
GENERAL REQUIREMENTS FOR SUBMITTAL			YES	N/A	YES	NO	N/A
Eight (8) sets of plans (client must staple when submitting multiple pages)			<input type="checkbox"/>	<input type="checkbox"/>			
Correct fee amount based on Map Type			<input type="checkbox"/>	<input type="checkbox"/>			
Tree Conservation Permit Number(s) is required when recording a tree conservation area			<input type="checkbox"/>	<input type="checkbox"/>			
Infrastructure Construction Plans have been approved and paper sets submitted to the Public Works Department, if required			<input type="checkbox"/>	<input type="checkbox"/>			
Completed Recorded Map Application – signed and dated			<input type="checkbox"/>	<input type="checkbox"/>			
I have referenced the Recorded Map Checklist and by using this as a guide, it will ensure that I receive a complete and thorough first review by the City of Raleigh			<input type="checkbox"/>	<input type="checkbox"/>			
I acknowledge that: "I have submitted all information required by this application and am solely responsible for any errors or omissions".							
NAME – Engineer/Architect/Surveyor: _____ Date: _____							