

# Recorded Map Application



**DEVELOPMENT  
SERVICES  
DEPARTMENT**

Development Services Customer Service Center | 1 Exchange Plaza, Suite 400 | Raleigh, NC 27601 | 919-996-2495

<b>Please answer all questions below for complete submittal:</b>		<b>Transaction # (Office Use Only)</b>					
<b>Contact Person</b>							
<b>Phone</b>	<b>Fax #</b>	<b>Email</b>					
<b>Surveyor Name</b>							
<b>Phone</b>	<b>Fax #</b>	<b>Email</b>					
<b>Property Owner(s) Name</b>							
<b>Phone</b>	<b>Fax #</b>	<b>Email</b>					
<b>Property Address(es)</b>							
<b>Property Pin(s)</b>							
<b>Map Type - Check all that apply and submit eight (8) paper copies</b>							
Boundary Survey / Easement Dedications (**see Boundary Survey Note below)							
Exempt Subdivision and (*see Fee Note below)							
Recombination							
Right-of-way/Permanent Slope Easement Dedications							
Subdivision (*see Fee Note below)							
Tree Conservation Area							
<p><b>*Fee Note:</b> When mylars are signed by the City of Raleigh, see <a href="#">Development Fee Schedule</a> for lot payments (Subdivision only).</p> <p><b>**Boundary Survey Note:</b> A tree conservation map, as-built, public or private easements, dedicated or non-dedicated easements, private drainage easements or map of corrections will be processed as a boundary survey when submitted individually.</p>							
TO BE COMPLETED BY THE APPLICANT - GENERAL REQUIREMENTS FOR SUBMITTAL			YES	N/A	TO BE COMPLETED BY CITY STAFF		
					YES	NO	N/A
Eight (8) sets of plans (client must staple when submitting multiple pages) and (1) electronic copy							
Copy of newly drafted deed(s) if the recombination is moving the lot line and exchanging lot area between two <b>different</b> landowners of their respective lot(s)							
Correct fee amount based on Map Type							
Tree Conservation Permit Number(s) is required when recording a tree conservation area							
Concurrent Plans have been approved and paper sets submitted to the DSCSC, if required							
Associated Subdivision Case Number, 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)							
I have referenced the <a href="#">Recorded Map Checklist</a> and by using this as a guide, it will ensure that I receive a complete and thorough first review by the City of Raleigh							
I acknowledge that: "I have submitted all information required by this application and am solely responsible for any errors or omissions".							
Engineer/Architect/Surveyor Signature: _____ Print Name: _____ Date: _____							