

Recorded Map Application



**DEVELOPMENT
SERVICES
DEPARTMENT**

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

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)								
Map Type - Check all that apply and submit eight (8) paper copies								
Boundary Survey / Easement Dedications (**see Boundary Survey Note below)								
Exempt Subdivision								
Recombination								
Right-of-way/Permanent Slope Easement Dedications								
Subdivision								
Tree Conservation Area								
<p>**Boundary Survey Note: 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 (PDF).								
Copy of newly drafted deed(s) if the recombination is moving the lot line and exchanging lot area between two different landowners of their respective lot(s)								
Correct fee amount based on Map Type								
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 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								
A copy of the approved AA document has been provided (if associated with development plan)								

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: _____