

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 and (*see Fee Note below)					
Recombination					
Right-of-way/Permanent Slope Easement Dedications					
Subdivision (*see Fee Note below)					
Tree Conservation Area					
<p>*Fee Note: When mylars are signed by the City of Raleigh, see Development Fee Schedule for lot payments (Subdivision only). **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					
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: _____