

General Information

- A **Minor Subdivision** is defined as a subdivision involving no new public or private streets or roads, or right-of-way dedication, and no utility extensions, where the entire tract to be subdivided contains four or fewer lots [UDO Section 8.5.3.A]. If you do not meet the listed criterion for a minor subdivision, please contact the Development Services to discuss the process for a major subdivision.
- A **Major Subdivision** is defined as a subdivision of land into four or more lots, a single- or two-family dwelling subdivision that involves the creation of new streets, utility extensions, or other public improvements in accordance with an approved Preliminary Plan [UDO Section 8.5.3.B].
- A **Recombination** is defined as the combination or recombination of portions of previously subdivided and recorded lots where the total number of lots is not increased, and the resulting lots are equal to or exceed the standards in the UDO, where no nonconformities are created.
- An **Exempt Subdivision** is a division of land into parcels greater than 10 acres where no street right-of-way dedication is involved or the division of no more than 2 acres under single ownership into no more than three lots where no street right-of-way dedication is involved and where the lots are equal to or exceed the Town's standards in accordance with NCGS §160A-376.
- An **Easement & Right-of-Way Plat** is a plat that involves the dedication of easements or right-of-way. Any changes to the size or shape of parcels must be incidental to the creation of the right-of-way. Easements added to an existing plat will be treated as an amended final plat, major or minor, depending on the nature of the original plat.

Pre-Submittal Requirements

If a new Right-of-Way (ROW) (not to include widening of existing ROW) is to be dedicated, prior to submitting your petition for Final Plat Review, you must submit for Road Name Approval.

[The Wake County Road Name Approval Application](#) is to be submitted to Development Services. Once completed, Development Services will forward your application to Wake County for final approval.

Addressing is completed by Development Services. If specifically requested, addressing will be provided to allow for 1st submittal plats to include addresses.

Submittal Requirements

All items listed are required for a complete submittal. Incomplete submittals will be rejected and delay the process.

Submittals need to be uploaded to the [Portal](#) by NOON on any Friday to be routed for review the following week; choose Apply for a Planning & Zoning Review:

- Application
- [Certification of Plan Submittal](#) (required with each submittal)
- Checklist specific to your plat type
- Final Plat
- Parks and Recreation Worksheet (Residential Major and Minor Subdivisions)
- Road Name Application (if applicable)
- HOA Covenants (if applicable)
- If applicable, submit documentation that the conditions from preliminary plan Action Notice have been satisfied, or arrangements have been made in regards to the completion of the conditions of approval.

Once your submittal is deemed complete and accepted, staff will confirm and advise that submittal fees are available for payment in the [Portal](#).

NOTES:

- The final plat must match the approved preliminary plan /approved construction drawings for the appropriate phase. An amendment to the preliminary plan or revision to the construction drawings should be submitted concurrently. Amending the preliminary plan or revising the construction drawings may cause a delay in the approval of your final plat application.
- Upon successful completion of all staff review comments including submission of all required improvement guarantees, Parks and Recreation fees, the petitioner will be notified to submit a minimum of 1 mylar copy for signature.
- **Please do not submit mylar copies until you are notified to do so.** Mylars must be submitted in 18" x 24" format only with the Mylar Submittal Coversheet attached.
- All fee amounts and Owner and Surveyor signatures must be on the mylars at the time of submission in order to receive all Town signatures.
- The petitioner is responsible for the recordation of the final plat at the Wake County Register of Deeds' Office.
- Once recorded, the petitioner must submit 1 Mylar copy of the recorded plat to the Town of Holly Springs Development Services. Please be advised that building permits will not be released until the copy of the recorded mylar is received.

Visit our website for a current fee schedule:

<https://www.hollyspringsnc.us/335/Forms-Review-Schedules-Fee-Sheet>



FINAL PLAT PACKET

DPM Appendix #A.18 Supplement 20 January 2023

For submittal questions please reach out to dsintake@hollyspringsnc.gov

| | | |
|--|----------|------|
| PETITION CONTACT INFORMATION <i>(Attach additional sheets if needed)</i> | | |
| Applicant and Financially Responsible Party will need to register for an account on the Portal . | | |
| Project Applicant Check One: <input type="checkbox"/> Owner <input type="checkbox"/> Owner's Agent <input type="checkbox"/> Surveyor <input type="checkbox"/> Developer | | |
| Name: | Company: | |
| Mailing Address: | | |
| City: | State: | Zip: |
| Telephone: | E-Mail: | |
| Surveyor if different from Applicant/Contact <i>(Attach additional sheets if needed)</i> | | |
| Name: | Company: | |
| Mailing Address: | | |
| City: | State: | Zip: |
| Telephone: | E-Mail: | |
| Property Owner(s) if different from Applicant/Contact <i>(Attach additional sheets if needed)</i> | | |
| Name: | Company: | |
| Mailing Address: | | |
| City: | State: | Zip: |
| Telephone: | E-Mail: | |
| Other Contact(s) if different from Applicant/Contact <i>(Attach additional sheets if needed)</i> | | |
| Name: | Company: | |
| Mailing Address: | | |
| City: | State: | Zip: |
| Telephone: | E-Mail: | |

| |
|--|
| PETITION TYPE |
| <input type="checkbox"/> Major Subdivision Plat <input type="checkbox"/> New <input type="checkbox"/> Amendment <input type="checkbox"/> Minor Subdivision Plat <input type="checkbox"/> New <input type="checkbox"/> Amendment <input type="checkbox"/> Recombination Plat <input type="checkbox"/> Exempt Subdivision Plat <input type="checkbox"/> Easement & Right-of-Way Plat |
| Purpose of Plat: |

| | | |
|--|---|--|
| PROJECT INFORMATION | | |
| Project Name | | |
| PUD/Master Plan/Subdivision | | |
| Shopping Center/Lot # | | |
| Project Location Use street address. If none, use closest intersection | <input type="checkbox"/> Within Corporate Limits <input type="checkbox"/> Within Holly Springs ETJ <input type="checkbox"/> Pending Annexation | |
| PIN(s) | | |
| Project Acreage | Total # of Lots: | |
| Current Zoning | | |
| Open Space See UDO Section 7.06(F)(4) | <input type="checkbox"/> Dedication <input type="checkbox"/> Fee-in-Lieu <input type="checkbox"/> Combination <input type="checkbox"/> N/A | |
| Waivers/Variations Granted: | <input type="checkbox"/> No <input type="checkbox"/> Yes – reference waiver/variance on plat | |

Only submit the checklist that matches your plat type. Initial or N/A each requirement.

| Major Subdivision Final Plat Requirement Checklist | |
|---|---|
| | Title block shall include project name and phase, which must be consistent with the project name and phase lines as shown on the approved Preliminary Plan and/or Construction Drawings. |
| | The scale of the drawing listed in feet per inch. Use Engineer's scale no smaller than 1"=200'. Please include both graphic and numeric scale listings. If there are multiple sheets appropriate match-lines must be used. |
| | Show Parcel Identification Number(s) (PIN) for all parcels involved. |
| | Vicinity map with site clearly delineated. Map must have sufficient detail and legibility in order to locate the project in reference to nearby roads and developments. |
| | North Arrow indicating whether it is true, magnetic, or North Carolina Grid <i>(all sheets)</i> |
| | Date of drawing preparation and all revision dates listed. |
| | Note the dates of any previously approved Waivers, Variances. |
| | Name and address of Developer, property owner and Surveyor responsible for the plat. |
| | Location (including township, county, and state) |
| | Total Acreage of existing Tract(s) |
| | Town corporate limits, township boundaries, county lines if in close proximity to the site |
| | Show all adjoining property lines, owner names and Property Identification Numbers (PIN) |
| | Provide existing and proposed street names. Include a copy of approved copy of street name application from Wake County |
| | Provide addresses on all lots; addresses are provided by Development Services with first review comments |
| | Show and label all passive and active open space as it was approved |
| | Indicate the amount of land dedicated to Open Space/Greenway Trails as approved |
| | Show, dimension, and label required bufferyards and buffers. Provide certification on the maintenance of the buffer area |
| | Provide the lot size(s). If this is part of a Major Subdivision the sizes should be shown as they were approved on the Preliminary Plan.) Note: Dedicated and reserved right-of-way does not count towards lot area. [UDO Sec. 7.4.7.C] Drainage Ponds, wetlands, and flood prone areas do not count towards lot area. [UDO Sec. 4.8.6.F.2.a.] |
| | Show Lot Layout (If this is part of a Major Subdivision the lot layout should be shown as it was approved.) |
| | If the lots span multiple pages, either modify the boundaries of the sheets so each full parcel is only on one sheet or if lots need to be shown on multiple sheets, gray out the lots on all sheets except one so that each lot is being created on only one sheet. |
| | Plats for subdivisions with Development Options for Residential Districts are to note which waivers were approved for the subdivision and each lot subject to side and or rear architectural standards must be clearly denoted. |
| | Note indicating that HOA or developer is responsible for street tree maintenance. |
| | If the plan is amending an existing recorded plat, the entire sheet(s) that are being amended must be included as shown on the recorded plat (i.e. sheet boundaries of amendment shall match previous plat.) |
| | Show and label existing and proposed/conveyed streets and right-of-way, include dimensions. |
| | Indicate flood elevations and finish floor elevations (FFE) as shown on approved drawings (construction or other approved drawings). |
| | Provide Design Engineering data (bearings, distance, radii, etc.) for property lines |
| | Show all easements, right-of-way and natural features (including but not limited to sewer, water, storm drainage, backwater, floodplain, wetlands, riparian buffers, access, etc.) |
| | Required Certificate of Approval by Town Engineer |
| | See enclosed Engineering Department Bonding Checklist for a list of items due after construction. Submit these items as soon as possible. NOTE: MYLARS WILL NOT BE ACCEPTED UNTIL ALL BONDING CHECKLIST ITEMS HAVE BEEN ADDRESSED. |
| | Refer to the Engineering Design and Construction Standards for applicable requirements for Stormwater Bonding. (See Section 8). |

Only submit the checklist that matches your plat type. Initial or N/A each requirement.

Easement or Right-of-Way Plat Requirement Checklist

An Easement & Right-of-way Plat is a plat that involves the dedication of easements or right-of-way. Any changes to the size or shape of parcels must be incidental to the creation of the right-of-way. Easements added to an existing plat will be treated as an amended final plat, major or minor, depending on the nature of the original plat.

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|------------------------|---|-------------------------|----------------|--------------|--|----------|--------|----------|---------|------------------|--------|---------------------|--------|------------------------|---------------|-------------------------|----------------|
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| | The scale of the drawing listed in feet per inch. Use Engineer's scale no smaller than 1"=200'. Please include both graphic and numeric scale listings. If there are multiple sheets appropriate match-lines must be used. | | | | | | | | | | | | | | | | |
| | Show Parcel Identification Number(s) (PIN) for all parcels involved. | | | | | | | | | | | | | | | | |
| | Vicinity map with site clearly delineated. Map must have sufficient detail and legibility in order to locate the project in reference to nearby roads and developments. | | | | | | | | | | | | | | | | |
| | North Arrow indicating whether it is true, magnetic, or North Carolina Grid (all sheets) | | | | | | | | | | | | | | | | |
| | Date of drawing preparation and all revision dates listed. | | | | | | | | | | | | | | | | |
| | Note the dates of any previously approved Waivers, Variances. | | | | | | | | | | | | | | | | |
| | Name and address of Developer, property owner and Surveyor responsible for the plat. | | | | | | | | | | | | | | | | |
| | Location (including township, county, and state) | | | | | | | | | | | | | | | | |
| | Total Acreage of existing Tract(s) | | | | | | | | | | | | | | | | |
| | Town corporate limits, township boundaries, county lines if in close proximity to the site | | | | | | | | | | | | | | | | |
| | Show all adjoining property lines, owner names and Property Identification Numbers (PIN) | | | | | | | | | | | | | | | | |
| | Provide existing and proposed street names. Include a copy of approved copy of street name application from Wake County | | | | | | | | | | | | | | | | |
| | Provide addresses on all lots; addresses are provided by Development Services with first review comments | | | | | | | | | | | | | | | | |
| | If the lots span multiple pages, either modify the boundaries of the sheets so each full parcel is only on one sheet or if lots need to be shown on multiple sheets, gray out the lots on all sheets except one so that each lot is being created on only one sheet. | | | | | | | | | | | | | | | | |
| | <div>Provide tables that indicate the existing lot area and the area of land being added or taken away. Example:<table><tr><td colspan="2"><u>Lot 1</u></td><td colspan="2"><u>Lot 2</u></td></tr><tr><td>Existing</td><td>7.00AC</td><td>Existing</td><td>12.07AC</td></tr><tr><td>Removed to Lot 2</td><td>4.00AC</td><td>Combined from Lot 1</td><td>4.00AC</td></tr><tr><td>Total Remaining</td><td>3.00AC</td><td>Total Recombined</td><td>16.07AC</td></tr></table></div> | <u>Lot 1</u> | | <u>Lot 2</u> | | Existing | 7.00AC | Existing | 12.07AC | Removed to Lot 2 | 4.00AC | Combined from Lot 1 | 4.00AC | Total Remaining | 3.00AC | Total Recombined | 16.07AC |
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| | Show and label existing and proposed/conveyed streets and right-of-way, include dimensions. | | | | | | | | | | | | | | | | |
| | Indicate flood elevations and finish floor elevations (FFE) as shown on approved drawings (construction or other approved drawings). | | | | | | | | | | | | | | | | |
| | Provide Design Engineering data (bearings, distance, radii, etc.) for property lines | | | | | | | | | | | | | | | | |
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| | Required Certificate of Approval by Town Engineer | | | | | | | | | | | | | | | | |
| | See enclosed Engineering Department Bonding Checklist for a list of items due after construction. Submit these items as soon as possible. NOTE: MYLARS WILL NOT BE ACCEPTED UNTIL ALL BONDING CHECKLIST ITEMS HAVE BEEN ADDRESSED. | | | | | | | | | | | | | | | | |
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| Recombination or Exempt Plat Requirement Checklist | | | | | | | | | |
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| | Refer to the Engineering Design and Construction Standards for applicable requirements for Stormwater Bonding. (See Section 8). | | | | | | | | |

General Information

The Parks & Recreation Department will review the plat for these elements. A worksheet is required only for Development Projects and Subdivision activities that would result in additional residential Dwelling Units.

Land Dedication or Fee-in-Lieu

The Town Council makes the final determination on whether land dedication or a fee-in-lieu is provided. Land shall be dedicated, and/or a fee-in-lieu shall be paid to the Town at the following Project milestones:

| DWELLING TYPE | LAND DEDICATION/FEE-IN-LIEU TIMING |
|---------------------------------|--|
| Detached and Attached Dwellings | On or before the submittal date for approval of the Final Plat |
| Apartment Dwellings | Prior to the issuance of a Building permit |

Refer to UDO Section 4.7 Public Park Land for more information on Land Dedication and/or Fee-in-Lieu.

| SUBDIVISION & PHASE: | | | | |
|--|---|------------------|---|------------------------------------|
| CALCULATION METHOD | | | | |
| Public Park Land Dedication and/or Fee-in-Lieu | + | Improvement Cost | = | Total Public Park Land/Fee-in-Lieu |

| PUBLIC PARK LAND DEDICATION CALCULATIONS | | | |
|--|---|-------------------|------------------------|
| #Dwelling units/lots: | Required Acres/Unit | | Total Public Park Land |
| | Detached Dwelling – Single Family Attached Dwelling – Townhome | 0.0363 ac/unit | |
| | Detached Dwelling Cottage Attached Dwelling Apartment | 0.0163 ac/unit | |
| Total Dwelling Units/Lots | | | Total Public Park Land |

If dedicating land, **TOTAL PUBLIC PARK LAND** is the total acreage required. Please move to the Improvement Cost Section to calculate an amount owed for developing the property.

If paying a fee-in-lieu, please continue to the next section.

COST PER ACRE

Total Land Value and Total Number of Acres derived from Wake County iMaps

| | | | | |
|------------------|---|-----------------------|---|---------------------|
| Total Land Value | X | Total Number of acres | = | Land Value per acre |
|------------------|---|-----------------------|---|---------------------|

PAYMENT OF FEE-IN-LIEU INFORMATION

When a fee is paid in lieu of land dedication the amount of such fee for the development or subdivision shall be the product of the total number of dwelling units in the development or subdivision times the charge per dwelling unit as follows. *Subdivisions with less than 35 units automatically pay fees-in-lieu.*

| | | | | |
|------------------------|---|---------------------|---|--|
| Total Public Park Land | X | Land value per acre | = | Total Fee-in-Lieu of Public Park Land dedication |
|------------------------|---|---------------------|---|--|

IMPROVEMENT COST INFORMATION

In addition to the Public Park Land dedication and/or fee-in-lieu requirement, a fee-in-lieu of improvement cost shall be required

| | | | | |
|------------------------|---|--|---|------------------------|
| Total Public Park Land | X | | = | Total Improvement Cost |
|------------------------|---|--|---|------------------------|

TOTAL PUBLIC PARK LAND / FEE-IN-LIEU

| | | | | |
|--|---|------------------|---|--|
| Public Park Land Dedication and/or Fee-in-Lieu | + | Improvement Cost | = | Total Public Park Land Fee-in-Lieu and Improvement Costs |
|--|---|------------------|---|--|

FOR INTERNAL USE ONLY

PPC Project Number:

Parks & Rec FIL of dedication (21-323.01)

Parks & Rec FIL EAST (21-323.04)

Parks & Rec FIL WEST (21-323.05)

Prepared By:

Date Prepared:

CV FP Application:

CV Upload Date:

CERTIFICATION OF PLAN SUBMITTAL

NOTE: THIS FORM REQUIRES THE SIGNATURE AND SEAL OF THE PROFESSIONAL ENGINEER OR LAND SURVEYOR THAT PREPARED THE PLANS.

A copy of this form should be included with every land development submittal including all plan amendments, with the exception of your first preliminary plan submittal.

| | | |
|---|---|----------------------|
| | | |
| Project Name: | | |
| Application Number: | | |
| <input type="checkbox"/> New Project | <input type="checkbox"/> Amendment to Existing Project | Review Cycle: |

I certify that the following changes have been made to the above referenced plan set submitted to the Town of Holly Springs on _____:
<insert submittal date>

- ☐ Changes requested by the Town to address plan review comments;
- ☐ Written responses provided to all comments including any redlines provided;
- ☐ Detailed changes as follows *(use additional sheets as necessary)*:

Signature

(Seal)

Printed Name

Date