

APPLICATION FOR MAJOR SUBDIVISION FINAL PLAT

THE PROCESS:

1. Application and all required information must be submitted (see checklist). Incomplete application packages or inaccurate information will delay or prevent processing and review.
2. Town Staff will notify applicant of review comments on blueline plats.
3. ToFV Public Works, Public Utilities, and Engineering Departments and Wake County Erosion Control will perform inspections of infrastructure.
4. State approval of utility permits issued, and as-built drawings of infrastructure must be submitted to ToFV Engineering Department.
5. Applicant will submit two (2) mylars and two (2) paper copies for signature. All review comments on blueline plats must be completed and shown on the mylars. All required inspections and approvals of infrastructure must be completed; and required documentation received before submitting mylars.
6. Applicant will be notified when mylars are signed and ready for pick-up. Mylars must be recorded with the Wake County Register of Deeds within 30 days of signature.
7. Applicant must submit six (6) copies of the final recorded plats to the Planning Department. Building permits will not be issued by the Inspections Department until final recorded plats are received by the Planning Department.

SUBMITTAL CHECKLIST:

- One (1) completed Application for Major Subdivision Final Plat with original signatures, completed in ink (no copies or faxes).
- \$100 Application Fee.
- Four (4) blueline plats (no larger than 24" x 36" standard copies) FOLDED to an approximate 8.5" x 11" size.
- Acreage fees for water and sewer must be paid, if applicable.
- Two (2) original copies of one-year warranty.
- Guarantee must be submitted for incomplete work, if applicable.

APPLICATION FOR MAJOR SUBDIVISION FINAL PLAT

This application shall be submitted for all major subdivision final plats as defined by the Town of Fuquay-Varina Code of Ordinances. Plans shall not be reviewed until this application is received.

SUBDIVISION NAME & PHASE: _____

SUBDIVISION ADDRESS: _____

WAKE COUNTY PIN: _____

PRIMARY CONTACT: _____

EMAIL ADDRESS: _____ PHONE: _____

PROPERTY OWNER/DEVELOPER: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

EMAIL ADDRESS: _____ PHONE: _____

SURVEYOR: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

EMAIL ADDRESS: _____ PHONE: _____

PRIMARY CONTACT SIGNATURE: _____ DATE: _____

TOWN USE ONLY:
Tracking # _____
Date Rec'd _____