



**MSPLT –MINOR/MINOR-LIMITED SUBDIVISION PLAT SUBMITTAL CHECKLIST**

Subdivision Name \_\_\_\_\_ Zoning \_\_\_\_\_  
 Applicant Name \_\_\_\_\_ Applicant Email & Phone \_\_\_\_\_  
 PIN(S) \_\_\_\_\_ Watershed \_\_\_\_\_

Plot Date: \_\_\_\_\_

Submittal Package Requirements	
Applicant shall select all applicable items below and provide with the submittal.	
<input type="checkbox"/>	1. North arrow, graphic scale, drafting version date, legend, and professional seal
<input type="checkbox"/>	2. Boundaries of tract: including project limits
<input type="checkbox"/>	3. Table with impervious calculations - impervious surfaces: roads, well lots, recreation sites, single family residences, etc.
<input type="checkbox"/>	4. <b>RESIDENTIAL ONLY</b> Perpetuity statement <i>Impervious surface coverage shall not exceed impervious shown on the lot. Impervious surface limits will be strictly enforced into perpetuity.</i>
<input type="checkbox"/>	5. Lot lines, lot numbers, road names, and impervious limit on each lot rounded to nearest whole number
<input type="checkbox"/>	6. Delineation of flood hazard areas (FEMA flood zones and Flood hazard soils) per the approved construction plan [Section 19-34]
<input type="checkbox"/>	7. Finished floor elevations as required (FEMA and/or Q <sub>100</sub> backwater)
<input type="checkbox"/>	8. <b>RESIDENTIAL ONLY</b> Asterisk (*) lots requiring flood permits and add both of the following notes to the plat: "Before acquiring a building permit for lots marked by an * (asterisk) the builder may need to obtain a Flood Hazard Area Use Permit from the Wake County Environmental Services. The builder's engineer, architect and/or surveyor (as appropriate) must certify on any permit that all flood hazard requirements are met." [14-14-1,2(A-H)]  "There shall be no filling or the erection of permanent structures in the areas of Wake County Flood Hazard Soils or Federal Emergency Management Agency (FEMA) 100 Year Flood Zones until a flood study is approved by Wake County and/or FEMA." [14-14-1,2(A-H)]
<input type="checkbox"/>	9. Detailed location / outline of permanent stormwater devices (including level spreaders) with access and maintenance easements; label each permanent stormwater device and label access and maintenance easements. [9-32-5]



**MSPLT –MINOR/MINOR-LIMITED SUBDIVISION PLAT SUBMITTAL CHECKLIST**

<input type="checkbox"/>	10.	Utilities Easements
<input type="checkbox"/>	11.	Drainage and Backwater Easements [Section 8-37] include drainage easements inset in buffers where applicable starting at 4 lots or 4 acres of drainage area.
<input type="checkbox"/>	12.	<p><u>Drainage Easement Notes:</u>  <i>Easements for storm drainage shown on the plat are not made to Wake County but are irrevocably made to the subsequent owners of any and all of the properties shown hereon for their use and benefit public acceptance.</i></p> <p><i>It shall be the responsibility of the property owners to maintain the drainage easements and any drainage structures therein, so as to maintain the integrity of the drainage system and ensure positive drainage.</i></p> <p><i>Easements may not be piped without receiving plan approval from Wake County.</i></p>
<input type="checkbox"/>	13.	Show location of all creeks, steams, ponds, drainageways, dams and Riparian Buffers.
<input type="checkbox"/>	14.	<p><u>Tree Preservation Note:</u>  <i>The tree preservation boundary may be moved provided that an equivalent area of existing woods or reforested area is provided, and the plat modified and recorded to reflect the new boundary. Wake County must approve the modification.</i></p>
<input type="checkbox"/>	15.	<p><u>Tree Preservation for Stormwater Credit</u> (if applicable from approved design):  <i>Tree Preservation Area: xx acres of woods required for stormwater management. xx acres are provided. This boundary may be adjusted provided an equivalent area of existing woods is provided and the plat is modified and recorded to reflect the new boundary.</i></p>
<input type="checkbox"/>	16.	<p><u>Stormwater Signature Title Block:</u></p> <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"> <p style="text-align: center;"><b>Stormwater Management Certification</b></p> <p>I, _____, certify that the plat shown heron complies with Article 9, Stormwater Management of the Wake County Unified Development Ordinance and meets all statutory requirements for recording in the Register of Deeds Office.</p> <p>Date _____ Stormwater Management _____</p> </div>



**MSPLT –MINOR/MINOR-LIMITED SUBDIVISION PLAT SUBMITTAL CHECKLIST**

<input type="checkbox"/>	<b>17.</b>	Nutrient Management Strategy Notes	
	<input type="checkbox"/>	<b>a.</b>	<p><b>Neuse Rules (Outside of Falls Lake and Jordan Lake Basins)</b></p> <p>Notice to Lot Owners: Additional State Stormwater Management Regulations, the Neuse Rules, apply Countywide. Residential land disturbances of &gt; 1 acre and non-residential land disturbances of &gt; 1/2 acre require submittal a stormwater plan for compliance with applicable standards to Wake County. Lot owners seeking building permits for land disturbances exceeding these thresholds must submit a stormwater plan.</p>
	<input type="checkbox"/>	<b>b.</b>	<p><b>Falls Lake Basin</b></p> <p>Notice to Lot Owners: Additional State Stormwater Management Regulations (Falls and Neuse Nutirent Management Rules) apply in the Fall Lake Basin. Residential land disturbances of &gt; ½ acre and non-residential land disturbances of &gt;12,000 sq. ft require submittal a stormwater plan for compliance with applicable standards to Wake County. Lot owners seeking building permits for land disturbances exceeding these thresholds must submit a stormwater plan.</p>
	<input type="checkbox"/>	<b>c.</b>	<p><b>Jordan Lake Basin</b></p> <p>Notice to Lot Owners: Additional State Stormwater Management Regulations apply in the Jordan Lake Basin. Residential land disturbances of &gt; 1 acre and nonresidential land disturbances of &gt; 1/2 acre require submittal of a stormwater plan for compliance with applicable standards to Wake County. Lot owners seeking building permits for land disturbances exceeding these thresholds must submit a stormwater plan.</p>
<input type="checkbox"/>	<b>18.</b>	<p><b>Article 14-23 Impoundments and Dams</b></p> <p><b>14-23-1</b> Any construction, repair, alteration, or removal of a jurisdictional dam shall obtain State Agency Approval in accordance with Article 21, Chapter 143 of the North Carolina General Statutes.</p>	
	<input type="checkbox"/>	<b>a.</b>	<p><b>14-23-2</b> If an impoundment is proposed to be constructed or retained within any proposed subdivision, the following standards shall apply. These County standards are separate from and do not supersede any State Agency requirements.</p> <p>(A) the impoundment and its dam shall be constructed or structurally upgraded to accommodate the runoff from a 24-hour, 100-year frequency storm.</p> <p>(B) Runoff computations must use SCS methods or other acceptable engineering standards.</p>



**MSPLT –MINOR/MINOR-LIMITED SUBDIVISION PLAT SUBMITTAL CHECKLIST**

	<input type="checkbox"/>	<b>b.</b>	<p><b>14-23-3</b> In lieu of 14-23-2 above, a proposed minor or minor-limited subdivision shall have the option to obtain a jurisdictional determination/hazard classification from the North Carolina Dam Safety Program. The Dam Safety State Identification Number shall be recorded on the subdivision plat, along with a note regarding responsibility for dam maintenance and repair.</p> <p>For the option stated above in Article 14-23-3, the following note shall be placed on the subdivision plat:</p> <div style="border: 1px solid black; padding: 5px;"> <p><b>NOTICE TO DAM OWNERS:</b></p> <p>All owners of any portion of the dam (WAKE-_____) identified on this plat are jointly and severally liable for its repair and maintenance. Owners are also responsible for compliance with the NC Dam Safety Law of 1967 and the North Carolina Administrative Code, Title 15A, Subchapter 2K – Dam Safety, unless determined to be exempt by the NC Department of Environmental Quality (NCDEQ). Note that the exemption status and hazard classification of the</p> </div>
	<input type="checkbox"/>	<b>19.</b>	<p><b>Stormwater Review Required</b> - All residential subdivision development must submit a plan to comply with Article 9. Minor subdivisions have the option of limiting impervious to 15%. Office, institutional, commercial, or industrial development that disturbs greater than ½ acre is required to comply with the stormwater management regulations of Article 9.</p>
	<input type="checkbox"/>	<b>20.</b>	<p><b>Stormwater Permit</b> – is required for all development and redevelopment unless exempt pursuant to the UDO. A permit may only be issued subsequent to a properly submitted, reviewed and approved stormwater management plan and permit application. [Article 9] Note: A permit may not be required if there are no post-construction requirements (i.e., SCMs).</p>
	<input type="checkbox"/>	<b>21.</b>	<p><b>Volume Management</b> – is required for RESIDENTIAL regular subdivisions when the post development curve number exceeds the pre-development curve number using the Wake County Hybrid Stormwater Tool. Minor subdivisions have the option of limiting impervious to 15%.</p>
<p><b>Wake County UDO Article 11 - Environmental Standard Requirements</b></p>			
	<input type="checkbox"/>	<b>22.</b>	<p>Show impoundment and/or watershed buffers as required for R-40W, R-80W, RCOD-1, RCOD-2 and/or zoning / overlay district. Please note that some streams that may require both water supply watershed buffers and Neuse River riparian buffers. In such cases, please show both buffers and label appropriately. [Article 3 &amp; Article 11]</p>
	<input type="checkbox"/>	<b>a.</b>	<p>Add the following note to plat: <i>No building is permitted within 20 feet of a watercourse or water supply watershed buffer</i> and show the approximate boundary of this building restriction line.</p>
	<input type="checkbox"/>	<b>b.</b>	<p>Show a water supply watershed buffer 100 feet around the shoreline of a <u>water supply impoundment</u> with a drainage area of 25 acres or more with a 20-foot building setback. <a href="#">[11-21-2]</a></p>
	<input type="checkbox"/>	<b>c.</b>	<p>Show a water supply watershed buffer 30 feet around the shoreline of a <u>water supply impoundment</u> with a drainage area of at least 5 acres but less than 25 acres with a 20-foot building setback. <a href="#">[11-21-2]</a></p>
	<input type="checkbox"/>	<b>d.</b>	<p>Show a water supply watershed buffer 50-foot around the shoreline of a <u>non-water supply impoundment</u> with a drainage area of 25 acres or more with a 20-foot building setback <a href="#">[11-21-3]</a></p>
	<input type="checkbox"/>	<b>e.</b>	<p>Measure widths perpendicular from flood pool elevation.</p>



**MSPLT –MINOR/MINOR-LIMITED SUBDIVISION PLAT SUBMITTAL CHECKLIST**

<input type="checkbox"/>	<b>23.</b>	<b>Water Supply Watershed Buffers (WSWB) Article 11, Part 2</b> Select all that apply.	
<input type="checkbox"/>	<b>a.</b>	<b>Water Supply Impoundments with a drainage area of 25 acres or more [Article 11-21-2]:</b> <ul style="list-style-type: none"> <li>WSWB required with a minimum width of 100’ around all water supply impoundments.</li> <li>Buildings must be setback at least 20 feet from the outer boundary of the required buffer area.</li> </ul>	
<input type="checkbox"/>	<b>b.</b>	<b>Water Supply Impoundments with a drainage area of 5 to 25 Acres [Article 11-21-3]:</b> <ul style="list-style-type: none"> <li>WSWB required with a minimum width of 30’ provided around all water impoundments.</li> <li>Buildings must be setback at least 20 feet from the outer boundary of the required buffer area.</li> </ul>	
<input type="checkbox"/>	<b>c.</b>	<b>Non-Water Supply Impoundments with a drainage area of 25 Acres or more [Article 11-21-4]:</b> <ul style="list-style-type: none"> <li>WSWB required with minimum width of 50’ around all non-water supply impoundments.</li> <li>Buildings must be setback at least 20 feet from the outer boundary of the required buffer area.</li> </ul>	
<input type="checkbox"/>	<b>d.</b>	<b>Perennial Streams [Article 11-21-5]:</b> <ul style="list-style-type: none"> <li>WSWB required with a minimum width of 100’ along each side of a stream shown as a perennial stream on the most recent edition of U.S.G.S. 1:24,000 (7.5 minute) scale topographic maps.</li> <li>The area of the required buffer that begins at the stream bank and extends landward 50 feet is subject to the Zone 1 standards of Sec. Section 11-22-1(A).</li> <li>The area of the required buffer that begins at the outer edge of Zone 1 and extends landward 50 feet is subject to the Zone 2 standards of Sec. Section 11-22-1(B).</li> <li>No minimum building setback from the required buffer.</li> </ul>	
<input type="checkbox"/>	<b>e.</b>	<b>Non-Perennial Watercourses [Article 11-21-6] Delineate</b> <ul style="list-style-type: none"> <li>WSWB required with a minimum width of 50’ along each side of non-perennial watercourses, channels, ditches or similar physiographic features with a drainage area of 25 acres or more.</li> <li>Buildings must be setback at least 20 feet from the outer boundary of the required buffer area.</li> </ul>	
<input type="checkbox"/>	<b>f.</b>	<b>Watercourses and Channels, 5 to 25 Acres [Article 11-21-7] Delineate</b> <ul style="list-style-type: none"> <li>WSWB required with a minimum width of 30’ along each side of a watercourse, channel, ditch, or similar physiographic feature with a drainage area of at least 5 acres, but less than 25 acres.</li> <li>Buildings must be setback at least 20 feet from the outer boundary of the required buffer area.</li> </ul>	
<input type="checkbox"/>	<b>g.</b>	<b>Activities Allowed within Buffers [Article 11-22-2(f.)]: Include Notes</b> <b>Driveway crossings that access single-family dwellings, provided:</b> <ol style="list-style-type: none"> <li>No alternative to their location in the buffer (including opportunity for shared driveways) exists.</li> <li>Buffer disturbance is no more than 60 feet wide [1].</li> <li>Buffer disturbance is no more than 6,000 square feet in area.</li> <li>The driveway crosses the buffer at an angle as close to 90 degrees as possible (and not less than 60 degrees).</li> <li>Side slopes do not exceed a 2:1 (horizontal to vertical) ratio (bridging and/or retaining walls may be used to meet this and the disturbance width standard); and</li> <li>All culverts are designed and constructed for the 25-year storm event or as otherwise required by Wake County Environmental Services.</li> </ol>	



**MSPLT –MINOR/MINOR-LIMITED SUBDIVISION PLAT SUBMITTAL CHECKLIST**

<input type="checkbox"/>		<p><b>Activities Allowed within Buffers [Article 11-22-2(k.)]: (Include Notes)</b>  <b>Road crossings (public or private roads), provided:</b>  1. No alternative to their location in the buffer exists.  2. Buffer disturbance does not extend beyond the required right-of-way or easement width, or in no case is more than 90 feet wide.  h. 3. Buffer disturbance is no more than 9,000 square feet in area.  4. The road crosses the buffer at an angle as close to 90 degrees as possible (and not less than 60 degrees).  5. Side slopes do not exceed a 2:1 horizontal: vertical ratio (bridging and/or retaining walls may be used to meet this and the disturbance width standard); and  6. All culverts are designed and constructed for the 25-year storm event or as otherwise required by Wake County Environmental Services.</p>
<input type="checkbox"/>		<p>i. <b>Activities Allowed within Buffers [Article 11-22-2(i)].</b></p>
<input type="checkbox"/>	24.	<p><b>Special Watershed Areas - Swift Creek Water Supply Watershed</b> Development in the Swift Creek Water Supply Watershed is subject to the requirements of the <i>Swift Creek Land Management Plan</i> in addition to other applicable standards. [11-30] (AS NOTES)</p>
<input type="checkbox"/>	a.	<p>An as-built plan prepared by a licensed professional land surveyor is required for all lots before a Certificate of Occupancy may be issued. [11-30-3]</p>
<input type="checkbox"/>	b.	<p>In addition to the standards of the underlying zoning district, additional standards apply to all land within the Swift Creek Water Supply Watershed. (See [11-30-4])</p>
<input type="checkbox"/>	25.	<p><b>Special Watershed Areas - Little River Water Supply Watershed</b></p>
<input type="checkbox"/>	a.	<p>An as-built plan prepared by a licensed professional land surveyor is required for all lots before a Certificate of Occupancy may be issued. [11-31-1]</p>
<input type="checkbox"/>	b.	<p>The following maximum impervious surface ratios apply to all nonresidential development in the Little River Water Supply Watershed:  R-80W = 6% of lot/site  R-40W = 12% of lot/site</p>
<input type="checkbox"/>	26.	<p><b>Special Watershed Areas - Smith Creek Water Supply Watershed</b></p>
<input type="checkbox"/>	a.	<p>All residential and commercial properties require a preliminary site plan prepared by a licensed professional land surveyor, landscape architect, architect, or engineer. [11-32-1]</p>
<input type="checkbox"/>	b.	<p>All residential and commercial properties require a preliminary site plan prepared by a licensed professional land surveyor, landscape architect, architect, or engineer. [11-20-1]</p>
<input type="checkbox"/>	c.	<p>The following maximum impervious surface ratios apply to all nonresidential development in the Smith Creek Water Supply Watershed:  R-80W = 6% of lot/site  R-40W = 12% of lot/site</p>



MSPLT –MINOR/MINOR-LIMITED SUBDIVISION PLAT SUBMITTAL CHECKLIST

Table with 3 columns: checkbox, item number, and description. Item 27: Riparian Buffer Rules. Sub-item a: Neuse River Riparian Area Protection and Maintenance Rule (15A NCAC 2B.0714). Sub-item b: Jordan Lake Water Supply Watershed Buffer Rules (15A NCAC 02B .0267).

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_



Planning and  
Development  
Services

☎ 919-856-7436

**Watershed Management**  
336 Fayetteville St. • Raleigh, NC 27601  
P.O. Box 550 • Raleigh, NC 27602  
[wake.gov](http://wake.gov)

**MSPLT –MINOR/MINOR-LIMITED SUBDIVISION PLAT SUBMITTAL CHECKLIST**



**Planning and  
Development  
Services**

☎ 919-856-7436

**Watershed Management**  
336 Fayetteville St. • Raleigh, NC 27601  
P.O. Box 550 • Raleigh, NC 27602  
[wake.gov](http://wake.gov)

**MSPLT –MINOR/MINOR-LIMITED SUBDIVISION PLAT SUBMITTAL CHECKLIST**