

Easement & Right-Of-Way Dedication Plat Application



Town of Pittsboro | 287 East Street Pittsboro, NC 27312 | (919) 542-4621

This document is a public record under the North Carolina Public Records Act and may be published on the Town's website or disclosed to third parties.

(Internal Use Only)

Application #: _____

Submittal Date: _____

Fee Paid \$ _____

Check #: _____

EASEMENT & RIGHT-OF-WAY PLAT APPLICATIONS ARE ACCEPTED ON A ROLLING BASIS THROUGHOUT THE MONTH.

Submittal requirements:

- ☐ Upload to [OpenGov](#)
- ☐ Completed Application
- ☐ Easement & Right-Of-Way Plat Application Fee
- ☐ Uploaded Plat (18"x24" or "24x36")

PROJECT INFORMATION:

Project Name: _____

Location: _____

Property PIN(s): _____

Property PID(s): _____

Acreage: _____

Zoning: _____

Jurisdiction: Inside corporate limits

or

In ETJ

APPLICANT INFORMATION:

Owner: _____

Address: _____

City: _____

State: _____

Zip: _____

Phone: _____

Email: _____

Developer: _____

Address: _____

City: _____

State: _____

Zip: _____

Phone: _____

Surveyor: _____

Address: _____

City: _____

State: _____

Zip: _____

Phone: _____

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EASEMENT & RIGHT-OF-WAY PLAT PROCESS SUMMARY

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DEFINITION OF AN EASEMENT PLAT

A map which depicts easements such as, but not limited to, right-of-way, utility, water, wastewater, stormwater, electric, gas, telephone, landscape, or access and which is intended for recording with the Chatham County Register of Deeds.

PROCESS OVERVIEW

1. Applicant uploads PDF version of plat for electronic plan review via OpenGov Website.
2. Staff member reviews electronic plan submittals submitted to the Development Services Department for completeness.
3. If application is complete, Town Staff will review plat application and send comments to applicant.
4. The applicant must address all of the comments and submit the revised plat via OpenGov.
5. Steps 3 & 4 may need to be repeated until the plat conforms to the requirements in this application.

Please see the Hard Copy Mylar Process Overview or the E-Signature & E-Recording Process Overview for next steps.

HARDCOPY MYLAR PROCESS OVERVIEW

After the Initial Process Overview shown above is complete:

6. Once the plat meets the requirements of the UDO and this application, staff will advise the surveyor to submit a hard copy for staff signature.
7. The applicant must submit one (1) Mylar plat. Each copy should include the signature and seal of the surveyor as well as the notarized signature of the owner(s).
8. The applicant must pay all requisite fees prior to the final approval of revised plat.
9. Town Staff reviews the Mylar plat. If the plat complies with the UDO, Town Staff will sign the Mylar. If the plat does not comply with the UDO, the applicant must resubmit the Mylar.
10. Once the Mylar is signed, staff will notify the surveyor for pick up.
11. The one (1) signed Final Plat must be recorded at Chatham County Register of Deeds after approval. The County will keep the recorded plat. Plat must be stamped and signed by Register of Deeds.
12. The applicant must return one (1) paper copy or email an electronic copy of the recorded Exempt Plat to the Development Services Department. The recorded Exempt Plat must be on file prior to the issuance of any building permits.

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ELECTRONIC SIGNATURE & E-RECORDING MYLAR PROCESS OVERVIEW

After the Initial Process Overview shown above is complete:

6. The applicant must pay all requisite fees prior to the final approval of revised plat.
7. Once the plat meets the requirements of the UDO and this application, staff will advise the surveyor to create the final plat with their seal attached. The surveyor/applicant will upload the final plat to their eSignature service (cloud-based) and designate which signers (by email address) sign what and where on the plat.
8. The surveyor will be promoted to sign their own plat. Once signed the service will start going to the list of other signers, in the order designated, to request their review and eSignature. The County Review Officer is the final signature. Signers will receive an email requesting them to review and sign document.
9. Once all signatures are complete, the surveyor will be notified.
10. The surveyor is required to provide a copy of the final recorded plat to the Development Services Department.

Contact the Chatham County GIS - 919-545-8459 or chatham.gis@chathamcountync.gov to ensure updates are made to the County tax property maps.

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EASEMENT & RIGHT-OF-WAY PLAT CHECKLIST

FOR APPLICANT USE ONLY

GENERAL PLAT CHECKLIST ITEMS	
1. Upload to OpenGov	All uploaded sheets must be titled in a descriptive manner i.e. Final Plat, Phase I.
2. One Mylar Final Plat	
3. Signature Block Area	Include signature and seal of surveyor(s) and notarized signature of owner(s)
4. Pay Development and Plat Fees	Fees are paid to the Development Services Department
5. File Approved Final Plat	File to Chatham County Register of Deeds
6. Final Submittal of One Recorded Mylar Plat	Submit 1 paper copy or an e-file

EASEMENT & RIGHT-OF-WAY PLAT CHECKLIST ITEMS		
#	Requirement	Additional Information
1.	Title Block:	
a.	The property designation	Name of the project, address(es), Chatham County parcel PIN(s), and PID(s)
b.	Owner's name & address	
c.	Location of Property	County and state, and the township or Town
d.	Date of the survey and plat preparation	
e.	Scale	
f.	Surveyor's name and address, including the firm and license number	
g.	Dates & descriptions of revisions made after original signing	
2.	Site Data Table:	
a.	Zoning district	Zoning case # of the property (if applicable)
b.	Annexation number(s) for property	
c.	Area of tract	In square feet and acres
d.	Minimum setback requirements	
e.	Indicate if the site is in the Primary or Secondary Watershed Protection Area	
f.	Indicate if the site contains a FEMA designated floodplain	Include FIRM panel reference number and effective date
3.	Label as "Easement Plat" and/or "Right-of-Way Dedication Plat", if applicable	
4.	North Arrow (all sheets)	Indicate whether true north or magnetic
5.	Vicinity Map	Site should be clearly delineated. Map must have sufficient detail and legibility in order to locate the

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		project in reference to nearby roads and developments
6.	Legend	Show all lines, symbols, hatching and shading
7.	Provide boundaries of the tract to be subdivided in metes and bounds	Include the location of intersecting boundary lines of adjoining lands with adjacent subdivisions identified by official names
8.	Provide accurate location and descriptions of all monuments, markers, and control points.	
9.	Zoning, ownership and current use of adjacent tracts and on opposite side of adjoining streets	List uses such as residential, vacant, etc.
10.	Label block numbers consecutively throughout the subdivision and each block	Lot numbers should be placed in a circle or labeled "Lot ____".
11.	Show street addresses on each lot	Address(s) should be placed in a rectangular box near street right-of-way
12.	Show street names as approved by Chatham County GIS	
13.	Show and label the purpose(s) of all rights-of way, easements and areas dedicated to public use. Include all existing and proposed easements.	Public easements shall be labeled with "Town of Pittsboro" before the type of easement
14.	Show existing structures on affected lots	Minimum building setbacks are to be noted
15.	Show areas to be used for purposes other than residential and public	
16.	Show right-of-way lines and width of all streets	Show sight triangles where required
17.	Show location and width of all adjacent streets and easements	
18.	Indicate boundaries of the 100-year floodplain and floodway boundaries	Provide certification if no floodplain exists within the subdivision boundaries.
19.	Verify minimum Finished Floor Elevation (FFE)	
20.	Label width and type of buffers	
21.	Show any right-of-way abandonment, if applicable, including the deed book and page number of the recorded Abandonment Resolution	
22.	List any notations previously required to be placed on a prior plat of the property by action of any approving authority.	
23.	Leave 2 inch by 2 inch space for the Chatham County Register of Deeds stamp on the plat	All recorded plats must be stamped and signed before they can be accepted by the Town
24.	Certificates	See last pages of this application for the required certificates

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EASEMENT & RIGHT-OF-WAY PLAT REQUIRED STATEMENTS

Certificate of Ownership

I hereby certify that I am the owner of the property shown and described herein, and all sheets related hereto, which is located in the subdivision jurisdiction of the Town of Pittsboro, and that I hereby adopt this easement or right-of-way dedication plat with my free consent, and as applicable, certify that this plan complies with building setback lines established by the Town of Pittsboro Unified Development Ordinance and dedicate all streets, alleys, walks, parks and other sites and easements to public or private use as noted and will maintain the same to the standards set forth by the Town of Pittsboro Unified Development Ordinance until the Town or Homeowners Association takes over this responsibility.

Date

Owner Signature (Must Be Notarized)

Certificate of Survey and Accuracy

I, _____, certify that this plat was drawn under my supervision from an actual survey made under my supervision (deed description recorded in Book _____, page _____, etc.) (other); that the boundaries not surveyed are clearly indicated as drawn from information found in Book _____, page _____; that the ratio of precision or positional accuracy as calculated is _____; that this plat was prepared in accordance with NCGS 47-30 as amended. Witness my original signature, license number and seal this ____ day of _____, A.D., 20____.

Professional Land Surveyor

Date

Seal or Stamp

License Number

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Review Officer Certification

I, _____, Review Officer of Chatham County, North Carolina, certify that the map or plat which this certification is affixed meets all statutory requirements for recording.

Review Officer

Date

**** Please include this certificate on every plat sheet.**

WHERE STREETS, UTILITIES, EASEMENTS AND OTHER REQUIRED IMPROVEMENTS ARE BEING RECORDED, USE THE CERTIFICATE BELOW.

Certificate of approval of the design and installation of streets, utilities, and other required improvements (if applicable):

"I hereby certify that all streets, utilities and other required improvements have been installed in an acceptable manner and according to Town specification and standards or that guarantees of the installation of the required improvements in an amount and manner satisfactory to the Town of Pittsboro has been received."

Subdivision Administrator

Date

Development Services Director

Date

If submitting a hard copy mylar:

Notary Public Certification

I, _____ a Notary Public of the County of _____, State of North Carolina hereby certify that personally appeared before me this day and under oath acknowledged that the above form was executed by him/her. Witness my hand and seal this day of _____.

Seal or Stamp Notary

My Commission

Expires