Town of Cary Real Estate Plat Review Process and Certificates

All plats (survey maps) for subdividing or recombining property, recording of easements and right of way dedications, or abandonment of easements require Town of Cary approval prior to recording at the County Register of Deeds. Modification to buffers, setbacks or PUD/PDD amendments must also be re-recorded with the county to document the change.

Provide a completed copy of the Real Estate Plat Review Application with each plat submitted for review.

Review Requirements: Submit one (1) digital copy of the preliminary plat along with the review fees to:

Development Services Department Town Hall Campus, First Floor 316 N Academy Street Cary, NC 27513

Town of Cary fees:

\$475.00

New (first time) plat review

\$150.00

All others (i.e. recombination, right of way dedications, easements,

second review)

Review Process:

Preliminary Plat Review (15 business days) - deadline Monday by 5:00 p.m. Mylar Plat Review (10 business days) – accepted Monday through Friday

Staff Reviewers:

Inspections & Permits, Residential Plans Examiner

Planning Department, Senior Planner Planning Department, Planning Technician

Transportation & Facilities, Real Estate & Survey Coordinator

Transportation & Facilities, Facilities Planner

Water Resources/Stormwater Management, Erosion Control Officer

Water Resources/Field Services, Field Technician

Review Comments:

Plat Coordinator will contact the surveyor with review comments (via email)

Kim Burkhamer, Development Services Department

Phone: (919) 380-2761

Email: kim.burkhamer@townofcary.org

Gina Morin, Planning Department

Phone: (919) 460-4976

Email: gina.morin@townofcary.org

Common links:

Wake County Register of Deeds
Chatham County Register of Deeds

When the plat is ready for signature...

The following must be completed prior to submittal of the mylars:

- Plat must be revised to address all outstanding comments
- Payment of all development fees associated with site/subdivision approval
- Payment of recreational payment in lieu fees (as invoiced)
- Resolution of all outstanding zoning violations
- Completion of site work

The following documents must be provided upon submittal of the mylar set:

- One (1) digital copy of the review comments with written responses
- One (1) digital copy along with one hard copy of the Mylar Checklist
- One (1) digital copy along with one hard copy of the Mylar set (owner's signature must be included)

After the plat is recorded with the county you must...

Provide the Town copies using the following guidelines...

- Plats inclusive of recording street names and addresses
- One (1) digital copy in pdf format

Return copies to us using the following addresses...

Gina Morin, Planning Technician

Phone: (919) 460-4976

Email: gina.morin@townofcary.org

Kim Burkhamer, Development Services Department

Phone: (919) 380-2761

Email: kim.burkhamer@townofcary.org

^{**} Mylars which do NOT address staff's comments will be returned without review**