

## FINAL PLAT CHECKLIST

The subdivider shall be required to submit a deed of dedication, a copy of all covenants and restrictions, an estimate of all public improvements, all required guaranties for improvements and all final plats to the Subdivision Administrator. All final plats shall be drawn to a scale acceptable to the Subdivision Administrator. The following checklist is provided to assist the applicant in ensuring that all required information is provided. The form must be completed and submitted with the application and other required subdivision materials. If any of the items listed below are not included with the materials submitted, your application will not be considered complete and will not be accepted for filing. Check with the planning staff if you feel some element on the list does not apply to your situation. All plats shall contain the following information:

- \_\_\_\_\_ Title ("Final Subdivision Plat for \_\_\_\_\_").
- \_\_\_\_\_ Page number and total pages on each page.
- \_\_\_\_\_ Vicinity map [scale of one to two thousand (1:2,000)] showing all roads, properties and subdivisions within one thousand (1,000) feet of the subdivision.
- \_\_\_\_\_ Written and graphic scale.
- \_\_\_\_\_ Day, month and year plan prepared and revised.
- \_\_\_\_\_ North arrow.
- \_\_\_\_\_ Parcel identification number (PIN) of parent tract.
- \_\_\_\_\_ Name of Magisterial District in which subdivision is located.
- \_\_\_\_\_ Zoning and use of all land to be subdivided and all adjoining land.
- \_\_\_\_\_ Boundary survey of all lots, parcels and rights-of-way showing bearings to the nearest degree, minute and second and listing distances to the nearest one-hundredth (1/100) of a foot.
- \_\_\_\_\_ Names of owners of all adjoining properties and deed book and page number references for each adjoining parcel.
- \_\_\_\_\_ Area of each lot and parcel, the total area of the subdivision and the total area in lots.

- \_\_\_\_\_ Location and area of each parcel of common open space and the total area of common open space.
- \_\_\_\_\_ Location, names and right-of-way widths of existing and planned roads, streets and shared private driveways adjacent to and on the property.
- \_\_\_\_\_ Existing or proposed utilities, utility easements and other easements with dimensions and location.
- \_\_\_\_\_ Existing and proposed drainage easements with dimensions and locations.
- \_\_\_\_\_ Location of floodplain limits.
- \_\_\_\_\_ Location of all land to be dedicated or reserved for public use.
- \_\_\_\_\_ Location of required setback lines on each lot.
- \_\_\_\_\_ Location of proposed recreational areas.
- \_\_\_\_\_ Location of proposed buffers.
- \_\_\_\_\_ Location and description of monuments and markers.
- \_\_\_\_\_ Location of any grave, object or structure marking a place of burial on the land to be subdivided.
- \_\_\_\_\_ Certification by a registered engineer or surveyor qualified to practice in the State of Virginia, verifying the accuracy of the plat.
- \_\_\_\_\_ Signature of the owner, proprietors or trustees certifying ownership of the property and that the subdivision is with their free consent and desires.
- \_\_\_\_\_ A notary statement certifying the signature of the owner, proprietors or trustees.
- \_\_\_\_\_ Signature lines for the Subdivision Administrator and relevant reviewing agencies.
- \_\_\_\_\_ Statement listing all requirements and conditions placed on the land included in the subdivision resulting from approval of conditional zoning or a conditional use permit.