
Final Plat checklist

- ☐ Plotted in black ink on Architectural Size C sheets 18 x24 inches in size
- ☐ Scale not smaller than 1" = 50', corresponding scale bar shall be shown.
- ☐ Name of subdivision.
- ☐ True, record, or grid north arrow and plat book reference should be shown.
- ☐ If no plat book reference is shown, then direction/distance to the nearest COSM to a point is required.
- ☐ Number of sheets.
- ☐ Name, address and phone number of person and firm preparing plat.
- ☐ Vicinity map indicating adjoining roads and road names, and at a scale not smaller than 1" = 2,000'.
- ☐ Date drawing prepared.
- ☐ Title block stating action(s), lot information, and outcome of plat.
- ☐ Slide number, Plat Book, and Page Number blanks in upper righthand and lower righthand corners of the plat for use by the circuit court clerk's office.
- ☐ Name and address of owner.
- ☐ Address and tax parcel number of property to be subdivided.
- ☐ Zoning district.
- ☐ Number of lots.
- ☐ Total area of subdivision.
- ☐ Means of providing water and sewer service to each lot.
- ☐ Flood zone designation, including panel number and date of effective FEMA map.
- ☐ Statement that plat recordation does not constitute a conveyance of land, which is done only by recorded deed.
- ☐ If applicable, note that plat was prepared without the benefit of a current title.
- ☐ Metes and bounds of the perimeter of the subdivision.
- ☐ All interior lot lines, and those designated to be vacated.
- ☐ Departing lot lines for adjacent parcels.
- ☐ Property owner names for adjacent parcels.
- ☐ Area of each proposed lot.
- ☐ Proposed lot numbers.
- ☐ Boundaries of proposed and existing rights-of-way with metes and bounds description, stated in one consistent direction.

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- ☐ Rights-of-way width of each existing and proposed, interior and adjacent, rights-of- way.
 - ☐ Names (and state route numbers where applicable) of all existing and proposed streets and alleys.
 - ☐ Boundaries of any proposed common area or open space or public dedicated area, with metes and bounds.
 - ☐ Intended use of any common area, open space, or public dedicated area.
 - ☐ Boundaries of proposed and existing easements, with bearings and distances where necessary to establish location.
 - ☐ Curve data table including curve number, arc length, tangent length and bearing, and radius.
 - ☐ Major watercourses.
 - ☐ Flood zone boundaries of floodway, 100-year floodplain, and 500-year floodplain.
 - ☐ Identification of graves, objects or structures marking a place of burial.
 - ☐ All conditional zoning proffers, special exception conditions, or Board of Zoning Appeals actions applicable to the site.
 - ☐ *Statements and certifications:*
 - ☐ Owner's consent and dedication statement (notarized) along with owner's conforming statement (notarized). There should be a separate notary signature block for each signee. (Also known as the "Know All Men" statement.)
 - ☐ Surveyor's source of title statement (sealed, signed and dated by a Virginia Licensed Surveyor).
 - ☐ Approval blocks providing for signature and date. There should be two (2) signature blocks, one for the subdivision agent and one for the Executive Secretary of the Planning Commission.
 - ☐ Clerk of Courts certification statement, with signature blocks for Clerk and Deputy Clerk.
 - ☐ Submit in PDF format, digitally only, for review.
 - ☐ Once approved, at least two signed copies are submitted to Community Development for City agent signatures. A digital copy of the plat in PDF format, and a digital copy of all linework in a CAD file are also required.