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### 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.