FLUVANNA COUNTY, VIRGINIA

SUBDIVISION: FINAL PLAT CHECKLIST

Developed from Fluvanna County Subdivision Ordinance

August 2012

This checklist must be completed and submitted when the final plat is submitted. **Any subdivision submitted for review not accompanied by the completed checklist will be *promptly* returned to the submitter.**

Project Name: _____

Subdivision Type: _____

Date of Preliminary Plat Approval: _____

Tax Map(s) and Parcel Number(s): _____

Individual and Firm Completing Checklist:_____

_____

Signature of Person Completing Checklist: _____

County Staff Only

Staff: _____

Date Received: _____

Date Reviewed:_____

Additional Notes: _____

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General Requirements [Sec. 19-6-1]

Number of Copies Required

- ☐ The subdivider shall submit to the Subdivision Agent a final plat (at least 3 copies in the case of minor subdivisions or family subdivisions, or at least 5 copies in the case of major subdivisions) that meets the standards for plats under Section 42.1-82 the Virginia Public Records Act (Section 42.1-76 et seq.), and conforms to the requirements of the following subsections.
- ☐ For minor subdivisions or family subdivisions, three (3) folded copies of the final plat must be submitted for staff review.
- ☐ For major subdivisions, five (5) folded copies of the final plat must be submitted.
- ☐ All final plats must meet the standards of plats described within §42.1-82 of the Virginia Public Records Act (§42.1-76 et seq.), and conforms to the requirements of the following sections.

Form [Sec. 19-6-2]

- ☐ Final plats must be drawn with black or blue lines on white paper [Sec. 19-6-2].

- ☐ Each page shall be no larger than 42” wide x 30” high [Sec. 19-6-2].
- ☐ Final plats must be drawn to a scale of 1” = 50’, 100’, or 200’, whichever is most convenient for the subject parcel [Sec. 19-6-2].
- ☐ If the final plat is drawn on more than one (1) sheet, match limes shall clearly indicate where the several sheets join [Sec. 19-6-2].
- ☐ All straight lines shall be described with distance to the nearest hundredth of a foot and bearing to the nearest second [Sec. 19-6-2].
- ☐ All curves shall be described with central angle to the nearest minute, radius to the nearest foot, and tangent to the nearest hundredth of a foot [Sec. 19-6-2].

Final Plat Information [Sec. 19-6-3]

The final plat shall clearly show:

- ☐ Name of proposed subdivision.
- ☐ Name, address and telephone number of subdivider.
- ☐ Name, address, telephone number, and seal of surveyor or engineer.
- ☐ Graphic scale, title, date, and north arrow.
- ☐ Scaled vicinity map showing the location of the parcel to be subdivided and its relationship to the surrounding roads.
- ☐ Locations of proposed driveway connections onto public streets.
- ☐ Boundaries of the parcel to be subdivided with all bearings and distances indicated.
- ☐ Tax parcel number, zoning district, source of title, and location of the last instrument in the chain of title for all parcels to be subdivided.
- ☐ Sufficient data to readily determine and reproduce on the ground the location, bearing and length of every road centerline, subdivision boundary line and lot line.
- ☐ All rights-of-way, easements, or areas to be dedicated, reserved, or used for any purpose other than single-family detached dwellings. Common or shared easements shall be provided for public service corporations and other service providers in accordance with the requirements of Section 15.2-2241(6) of the Code of Virginia.

Staff Review Only

Final Plat (Continued)

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- ☐ Sufficient data to demonstrate compliance with the approved preliminary plat.

Improvements [Sec. 19-6-4]

- ☐ The final plat shall be accompanied by approved final plans and specifications of all streets, water, sewer and stormwater management systems, drawn to the specifications of the agency of agencies responsible for their approval and/or maintenance, and the location of any public wells required to be installed by this chapter.
- ☐ If any property shown on the final plat is to be held in common by a property owners' association, the subdivider shall provide a copy of the articles of covenants and restrictions addressing the ownership and maintenance of the property to be held in common.
- ☐ If any property shown on the final plat other than rights-of-way is to be conveyed to the county, including easements, the subdivider shall provide a deed of conveyance or deed of easement.

Certificates [Sec. 19-6-5]

- ☐ The following certificates shall appear on the final plat, and shall be executed as appropriate:
  - ☐ I hereby certify that, to the best of my knowledge and belief, all requirements of the Board of Supervisors and ordinances of Fluvanna County, Virginia, regarding the platting of subdivisions within the County, have been complied with. [to be signed, dated and sealed by surveyor or engineer]
  - ☐ The platting and subdivision of [here insert a correct legal description of land subdivided, including magisterial district, source of title, and location of last instrument in the chain of title], containing [insert acreage] and designated [insert name of subdivision], is with the free consent and in accordance with the desires of the undersigned owners, proprietors and trustees, if any; that all streets shown on the plat are hereby irrevocably offered for dedication to public use; and that all lots are subject to certain covenants and restrictions dated [insert date] and recorded at [deed book and page] in the office of the Clerk of the Circuit Court of Fluvanna County, Virginia. [to be signed and dated by all owners]
  - ☐ The subdivision shown hereon has been reviewed and approved by the undersigned in accordance with existing regulations, and may be committed to record. [to be signed and dated by the Subdivision Agent]

Staff Review Only

Final Plat (Continued)

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Bonding [Sec. 19-6-6]

☐ At the time of final plat submittal, the subdivider shall either demonstrate that the improvements shown on the preliminary plat are complete, or shall provide a bond with surety in an amount and form acceptable to the county, to insure that the improvements are completed at the expense of the subdivider. Such bond shall comply, and shall be administered in accordance with, the provisions of Section 15.2-2241 through 15.2-2246 of the Code of Virginia.

Staff Review Only

Final Plat (Continued)