

Standard Subdivision Plat Review

Contact and Plat Name: \_\_\_\_\_

Meets Ordinance	Does Not Meet Ordinance	Requirements	Description	Section
		<b>Area and Depth</b>	Minimum 2 Acres, unless new Road (1 AC) or public water OR wastewater (21,780 SF) or public water and wastewater (11,250 SF). If on existing street, lot depth must be greater than width on each parcel.	2-41-4, 6-2, 6-3, 6-4, 6-5
		<b>Frontage</b>	ALL lots (including original) must have 50-ft road frontage on publicly maintained road, unless on cul-de-sac of new road (30-ft width). No private streets.	2-19, 4-1-1
		<b>Width and Set-back</b>	Lots must be 175-ft wide at setback (35 ft from State Rd property line or 60 ft from road middle-line if ROW only), unless new street or public water OR wastewater (100 feet at setback), or both public water and wastewater (75 -ft width at setback). In the defined setback area, no building or structure may be built.	6-2, 6-3, 6-4, 6-5, 2-36
		<b>Agency approval</b>	Plats must be approved by the Virginia Department of Health, VDOT and the E-911 Coordinator. A soil erosion and sediment control plan must be submitted to the Building Official for approval.	7-1-4
		<b>Copies to Agent</b>	If 3 or fewer lots, first generation plats must be submitted to the Subdivision Office for <u>Agent review</u> . Two plats (when approved) will be retained by this office.	4-1-1
		<b>Copies to Planning Commission</b>	Any subdivision with 4 or more parcels or proposing a new road must be reviewed by the Planning Commission. Ten first generation plats shall be submitted to the Subdivision Office <u>one week prior</u> to the monthly Planning Commission meeting (meeting is third Tuesday of each month.)	6-10, 6-11
		<b>Water &amp; wastewater &amp; House</b>	Drainfield, reserve areas & well-site to be shown to scale on Plat. If water and/or wastewater publicly provided, show main connection point. Approximate location of the house also to be shown on plat. All lots including original house lot, must show a 100% reserve area.	4-3-6
		<b>Signature of Owner(s)</b>	Final plats must be signed by all owner(s) and surveyor with a notary public attesting the plat.	5-1, 6-12
		<b>Boundary Survey</b>	All parcels including any residual, must meet the ordinance. There must be a boundary survey of the entire boundary line, including any residual. This <u>may be an existing survey of record</u> (in all cases the Plat must be cited--not just the Deedbook and Page--and in some cases a copy of that Plat may be required.) When a previous survey is cited for a residual tract, the acreage of the tract must be shown on the plat and frontage and width must be given (an estimate is sufficient if plenty of frontage and width.)	6-10-3
		<b>Plat Title</b>	The Plat must include a Title indicating type(s) of division(s). The Title or a narrative on the plat must name each parcel involved and indicate any transfers of ownership involved.	6-10-1
		<b>Other Info for Plat</b>	Location map, existing or proposed streets, floodplain designation.	6-10
		<b>Purpose</b>	Plat must meet the general meaning, purpose and requirements of the Ordinance.	1-1-10, 3-1-8, 3-1-10, 5-2-1, etc.

**NO LOT SHALL BE CONVEYED UNTIL A FINAL PLAT FOR THE SUBDIVISION IS APPROVED AND RECORDED (6-5-1**

*A copy of this page and any previous written comments by the Agent should be submitted with the Final Plat.*

Office \_\_\_\_\_

For administrative purposes only: does not substitute for Ordinance