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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.
- 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. Once approved, two mylar copies, digital copy of the plat in PDF format, and digital copy of all linework as CAD file will be required.