

**PRINCE WILLIAM COUNTY**  
**DEPARTMENT OF DEVELOPMENT SERVICES**

PLAN NAME: \_\_\_\_\_

**CO – SIGNATURE SUBMISSION CHECKLIST**

<b>CEM CODE</b>	<b>ADMINISTRATIVE ITEMS</b>	<b>Number of Copies</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
CO 1	Number of plans.				
CO 2	Are plans legible?				
CO 3	Number of separate plats- mylar, mylar sepia original and blackline/blueline copies				
CO 4	Are plats legible (signature/seal)?				
CO 5	Is notary complete with county, state, and id number?				
CO 6	Is title of person signing plat legible?				
CO 7	Does plat have appropriate maintenance notes for all easements on the plats?				
CO 8	If signature submission is a revision to an approved plan, the plans must be circled in red.				
CO 9	Is site development permit fee calculation sheet submitted?				
CO 10	Is the unit price list for bond and escrows signed?				
CO 11	Is there a storm water management fact sheet (required if pond is part of the plan)?				
CO 12	Has a response letter from the engineer addressing all outstanding agency comments and the plan analysis comments identified in the summary letter been submitted?				
CO 13	Is there one copy of the plan circled in green addressing all outstanding agency submitted?				
CO 14	Is the proffer analysis/special use permit analysis included in the plan/booklet?				
CO 15	Has the appropriate number of copies of computations, if required and not included as part of the plan sheets (floodplain, SWM/BMP) been submitted?				
CO 16	Executed, original deeds with deed checklist should be submitted and approved by the County Attorney’s office prior to signature submission. For each plat, a deed will be required to be approved unless the plat is a sanitary sewer plat <b>only</b> . Deeds for these types of easements are not required to be submitted to the Development Services Office, but to the Service Authority, Dale Service Corporation, or the Virginia American Water Company, whichever are applicable. Deeds are also not required for resubdivisions or 466K subdivisions if no right-of-way or easements are conveyed to the Board of County Supervisors.				

I HEREBY CERTIFY THAT THE STATED INFORMATION IS INCLUDED ON THE ATTACHED PLAN AND/OR DOCUMENTS.

DATE: \_\_\_\_\_

\_\_\_\_\_  
Engineer/Surveyor Signature

Signature Submission Checklist

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Updated 9/4/09