

**PRINCE WILLIAM COUNTY
DEPARTMENT OF DEVELOPMENT SERVICES**

PLAN NAME: _____

**MINIMUM SUBMISSION REQUIREMENTS FOR FINAL PLATS
(Simple, Family Subdivision, Resubdivision, Consolidation, Rights-of-Way Dedication
Easement, Abandonment, Vacation and Revision to Approved Plats)**

Item Number	ADMINISTRATIVE ITEMS	YES	NO	N/A
1	Fees in accordance with the Fee Schedule. A certified Prince William County (PWC) Review Fee Calculation Sheet. (Administrative Procedures Manual, Section 4.05.1.A)			
2	Standard Prince William County Development Control Form with all required information. (If not signed by the owner, a Power of Attorney must accompany this form.) (APM, Section 4.05.5.A)			
3	Existing zoning of parcel.			
4	Reference to rezoning file, if applicable.			
	PLAT DETAILS			
5	Sheet size shall not exceed 18" x 24" or smaller than 8.5" x 11" and lettering in accordance with Va. State Library Board. [APM, Section 4.05.5.B(1)]			
6	Graphic scale of lot less than 1" = 100' (metric ratio 1:1,000). [APM, Section 4.05.5.B(2)]			
7	Title block, including subdivision name or owner's name, engineer's/surveyor's name and address, magisterial district, date, description of plat and project number. The project number is assigned by Information Resources prior to submission. [APM, Section 4.05.5.B(3)]			
8	North arrow and designation of north orientation used for survey. Appropriate note provided for plats referencing VCS 1983. [APM, Section 4.05.5.B(4a, b, c)]			
9	Complete VCS coordinates for two corners on each sheet, if applicable. [APM, Section 4.05.5.B(5)]			
10	Vicinity map (scale 1" = 2,000'). [APM, Section 4.05.5.B(6)]			
11	Seal (on each sheet) by a Virginia registered engineer or land surveyor. Seals are not required to be signed until approval submission, provided the following note is added: "This plat is for review purposes only and not for recordation." [APM, Section 4.05.5.B(7)]			
12	Surveyor's/engineer's certificate. [APM, Section 4.05.5.B(8a, b, c, d, e)]			
13	Owner's consent and dedication (owner's notarized signature prior to approval submission). [APM, Section 4.05.5.B(9)]			
14	Area of each lot or parcel shown less than 10 acres in size and included in area tabulation (indicate residue for parcels greater than 10 acres. [APM, Section 4.05.5.B(10)]			
15	Area tabulation indicating total site area, number of lots, residue area, etc. [APM, Section 4.05.5.B(11)]			
16	Individual lots each identified by a separate and sequential number in accordance with Section 603.24 of the DCSM. [APM, Section 4.05.5.B(12)]			
17	Existing parcel's GPINs and all adjacent parcels' GPINs or GPINs. [APM, Section 4.05.5.B(13)]			

18	Subdivision, parcel and lot boundaries with bearings, distances and complete curve table. (Curve data must be on same sheet as the curve it describes.) [APM, Section 4.05.5.B(14)]			
19	All existing structures shown on the plat or an exhibit for resubdivisions, consolidations, and family subdivisions. [APM, Section 4.05.5.B(15)]			
20	All applicable notes. [APM, Section 4.05.5.B(16)]			
21	Addresses shown for existing lots in accordance with Section 603.24 of the DCSM. (New addresses will be assigned during the review process as necessary.) [APM, Section 4.05.5.B(17)]			
22	100-year flood area boundaries, including ties to property lines and corners with bearings, distances and/or curve data, and labeled "Flood Hazard Area." [APM, Section 4.05.5.B(18)]			
23	The RPA boundary, when applicable, including ties to property lines and corners, with bearings, distances and/or curve data. [APM, Section 4.05.5.B(19)]			
24	The RMA boundary, when applicable, including ties to property lines and corners, with bearings, distances and/or curve data. [APM, Section 4.05.5.B(20)]			
25	Existing and proposed easements, types, widths, bearings, distances, and/or curve data for centerlines. Deed book and page references for existing easements and appropriate maintenance note for all proposed easements, such as sight distance, utility, buffer, storm drainage, water, sanitary sewer, etc. [APM, Section 4.05.5.B(21)]			
26	Existing and proposed street right-of-way boundaries within, adjacent to, or providing access to the site with bearings, distances, and/or curve data, centerline, street name, route number or deed book and page number. New right-of-way dedication with the following phrase, "Hereby Dedicated for Public Street Purposes." [APM, Section 4.05.5.B(22)]			
27	Vacated street or parcels showing areas vacated and area amounts reverted to adjacent parcels. [APM, Section 4.05.5.B(23)]			
28	Existing and proposed drainfield locations shown on the plat or an exhibit, and the following note (if applicable) added to the plat. "The proposed drainfield(s) shall provide a reserve drainfield area at least equal to that of the primary sewage disposal site." [APM, Section 4.05.5.B(24)]			
29	Existing and proposed well locations shown on the plat or an exhibit. [APM, Section 4.05.5.B(25)]			
30	Application for a family subdivision including the deed by which the owner obtained the property, deed transferring the property, and proof of relationship. [APM, Section 4.05.5.B(26)]			
31	All existing easements, with deed book and page number, or a note stating that "All underlying easements may not be indicated on this plat." [APM, Section 4.05.5.B(27)]			
32	The following note shall be included on the plat for all site or subdivision plats that include a landscape plan. "The owner of fee title to any property on which plant material has been established in accordance with an approved landscape/planting plan shall be responsible for the maintenance, repair and replacement of the approved plant material as required by the ordinance." (If a plat is not required, the note above shall be shown on the landscape or grading plan.) [APM, Section 4.05.5.B(28)]			

33	Every use requiring establishment of a buffer area shall note the following restriction regarding the use of such buffer on a plat or other instrument recorded among the land records: “Land designated as buffer area shall be landscaped and may only be used for structures, uses, or facilities in accordance with the requirements of the Zoning Ordinance and the DCSM.” [APM, Section 4.05.5.B(29)]			
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I HEREBY CERTIFY THAT THE STATED INFORMATION IS INCLUDED ON THE ATTACHED PLAN AND/OR DOCUMENTS.

DATE: _____

Engineer/Surveyor Signature

ce:land:chklist4
QC Update: 8/27/09