

**PRINCE WILLIAM COUNTY OFFICE OF PLANNING**

**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)**

<b>CEM CODE</b>	<b>ADMINISTRATIVE ITEMS</b>	<b>Admin. Procedures Section</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
D01	Fees in accordance with the Fee Schedule. A certified Prince William County (PWC) Review Fee Calculation Sheet.	4.05.1			
D02	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.)	4.05.2(A1)			
D03	Existing zoning of parcel.				
D04	Reference to rezoning file, if applicable.				
	<b>PLAT DETAILS</b>				
D05	Sheet size and lettering in accordance with Va. State Library Board.	4.05.5(B1)			
D06	Graphic scale of lot less than 1" = 100' (metric ratio 1:1,000).	4.05.5(B2)			
D07	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.	4.05.5(B3)			
D08	North arrow and designation of north orientation used for survey. Appropriate note provided for plats referencing VCS 1983.	4.05.5(B4a,b,c)			
D09	Complete VCS coordinates for two corners on each sheet, if applicable.	4.05.5(B5)			
D10	Vicinity map (scale 1" = 2000') (metric ratio 1:25,000).	4.05.5(B6)			
D11	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."	4.05.5(B7)			
D12	Surveyor's/engineer's certificate.	4.05.5(B7)			
D13	Owner's consent and dedication (owner's notarized signature prior to approval submission).	4.05.5(B9a)			
D14	Area of each lot or parcel shown less than 10 acres (4.05 hectares) in size and included in area tabulation (indicate residue for parcels greater than 10 acres (4.05 hectares)).	4.05.5(B10)			
D15	Area tabulation indicating total site area, number of lots, residue area, etc.	4.05.5(B11)			
D16	Individual lots each identified by a separate and sequential number in accordance with Section 603.24 of the DCSM.	4.05.5(B12)			
D17	Existing parcel's GPINs and all adjacent parcels' GPINs or GSINs.	4.05.5(B13)			
D18	Subdivision, parcel and lot boundaries with bearings, distances and complete curve table. (Curve data must be on same sheet as the curve it describes.)	4.05.5(B14)			
D19	All existing structures shown on the plat or an exhibit for resubdivisions, consolidations, and family subdivisions.	4.05.5(15)			
D20	All applicable notes.	4.05.5(B16)			
D21	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.)	4.05.3(B17)			
D22	100-year flood area boundaries, including ties to property lines and corners with bearings, distances and/or curve data, and labeled "Flood Hazard Area."	4.05.5(B18)			
D23	The RPA boundary, when applicable, including ties to property lines and corners, with bearings, distances and/or curve data.	4.05.5(B19)			
D24	The RMA boundary, when applicable, including ties to property lines and corners, with bearings, distances and/or curve data.	4.05.5(B20)			

D25	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.	4.05.5(B21)			
D26	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."	4.05.5(B22)			
D27	Vacated street or parcels showing areas vacated and area amounts reverted to adjacent parcels.	4.05.5(B23)			
D28	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."	4.05.5(B24)			
D29	Existing and proposed well locations shown on the plat or an exhibit.	4.05.5(B25)			
D30	Application for a family subdivision including the deed by which the owner obtained the property, deed transferring the property, and proof of relationship.	4.05.5(26)			
D31	All existing easements, with deed book and page number, or a note stating that "All underlying easements may not be indicated on this plat."	4.05.5(B27)			
D32	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.)	4.05.5(B28)			
D33	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."	4.05.5(B29)			

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

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

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

ce:land:chklist4