

**NON-RESIDENTIAL DIVISION/UTILITY LOT CHECKLIST**

*Please type or print legibly.*

REQUIREMENT	YES	NO	N/A - State reason Use separate sheet if necessary
<b>DOCUMENTATION – FIRST SUBMISSION</b>			
1. Completed <a href="#">Land Development Application</a> with all property owner(s) original signatures.			
2. Completed <a href="#">Fee Calculation Sheet</a> with fee check.			
3. Three (3) copies of proposed Non-Residential Division or Utility Lot Plat, folded, <b>UNSIGNED</b>			
4. For Non-Residential Divisions – provide a copy of approved Plan of Development or Concept Development Plan			
5. Completed <a href="#">Non-Residential Division/Utility Lot Checklist</a> signed by the surveyor or engineer.			
6. Flash drive containing individual PDFs of all submission materials.			
<b>DOCUMENTATION – APPROVAL/SIGNATURE SETS</b>			
1. Five (5) copies of the Non-Residential Division or Utility Lot Plat, folded, with <b>owners' original signatures</b> .			
2. Deed of Ingress-Egress if a private street provides access to the lots, with <b>owners' original signatures</b> .			
3. Copy of any maintenance agreement or deeds to be recorded with the plat with <b>owners' original signatures</b> .			
4. All other requirements for approval as noted by County case manager.			
5. Flash drive containing individual PDFs of all resubmission materials.			
<b>PLAT REQUIREMENTS</b>			
1. Plat with original seal and signature of land surveyor or engineer on each sheet of plat (S.O. 10-5.A.16)			
2. Drawn to a scale not greater than 1" = 100' and the sheet size shall not exceed 18" x 24" (S.O. 10.5)			
3. If shown on more than one sheet, the sheet number, total number of sheets and the easement shall be shown on each sheet. (S.O. 10-5)			
4. Title under which the plat is proposed to be recorded; must include "Non-Residential Division" or "Utility Lot". (S.O. 10-5.A.1a)			
5. A certificate signed by the Land Surveyor. (S.O. 10-5.A.1b)			
6. Name of individual or firm who prepared the plat. (S.O. 10-5.A.1c)			

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7. Date of plat (S.O. 10-5.A.1.d)			
8. Scale of plat. (S.O. 10-5.A.1e)			
9. Name or number of a section if part of a larger tract. (S.O. 10-5.A.1f)			
10. A signed and notarized statement that "The subdivision of the land shown herein is with free consent and in accordance with the desires of the undersigned owners, proprietors and trustees". (S.O. 10-5.A.1g)			
11. Signature panel for governing body 4 inches by 4 inches. (S.O. 10-5.A.1h)			
12. Vicinity map, with north arrow, at a scale of 1"=2,000', showing the relationship of the proposed lots to the adjoining property; all adjoining roads with their names and numbers, town/county boundaries and other landmarks within one mile radius must be shown. (S.O. 10-5.A.1i)			
13. North point arrow with method of determination. (S.O. 10-5.A.2)			
14. Boundary lines of area being subdivided determined by an accurate field survey. (S.O. 10-5.A.3)			
15. All dimensions, both linear and angular for locating lots, streets, alleys, and public easements. (S.O. 10-5.A.4)			
16. Lot numbers in numerical order and block identification. (S.O. 10-5.A.5)			
17. Location and material of all permanent referenced monuments. (S.O. 7-14 and 10-5.A.6)			
18. A definite bearing and distance tie shown between not less than two permanent monuments on the exterior boundary. (S.O. 10-5.A.7)			
19. Temporary cul-de-sacs where needed, with required notation. (S.O. 10-5.A.8).			
20. Horizontal grid ticks every five inches based upon the Virginia State Plane Coordinate System 1983 adjustment if the site is within two kilometers from a geodetic control monument that is accessible to the public. If the site is more than two kilometers from such a monument, the coordinate values may be assumed, but the meridian must be related to true north. (S.O. 10-5.A.9)			
21. Total acreage of lots, common spaces, streets and total site acreage. (S.O. 10-5.A.11)			
22. Notation "_____ acres is hereby dedicated for public use." (S.O. 10-5.A.12)			
23. Private street notations as defined in 7-307 of the Zoning Ordinance and 7-12 of Subdivision Ordinance, if applicable. (S.O. 10-5.A.13)			
24. Right-of-way dedication is provided as necessary for all public roadways. (S.O. 4-3)			

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25. All existing and proposed easements and their widths, including drainage easements and/or temporary easements. For existing easements, label the deed book and page where recorded. Label new easements as hereby granted. (S.O. 10-5.A.14)			
26. Existing and proposed rights-of-way and widths. For existing rights-of-way, label the deed book and page where recorded. (S.O. 10-5.A.15)			
27. Floodplain note to read: "The subject property is located on FEMA Flood Insurance Rate Map, number _____, dated _____. The property is located in Zone _____". The most recent FEMA map for the subject parcel area must be used. (S.O. 10-5.A.17)			
28. Where any lot uses an alternative sewage disposal system, provide notation in bold type: "Alternative Sewage Disposal System Required" with reference made to the lot numbers subject to this requirement. (S.O. 10-5.A.19)			
29. Where any lot proposes to use a private road or easement for access, the requirements of Zoning Ordinance Section 7-300 must be met.			
30. All existing structures are shown to meet Zoning Ordinance setback requirements. (Z.O. 3-400)			
31. For Utility Lot Plats, notation on the plat that the utility lot is not a building lot.			

### CERTIFICATION OF APPLICATION SUBMISSION

I hereby certify that the above stated information is included in the attached Plat application and accompanying materials. Further, I have included on the plat any conditions required by proffers of an approved rezoning or required by special exception or variance approval, special agreements or covenants.

\_\_\_\_\_  
Engineer or Surveyor's  
Signature

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Date