

EASEMENT PLAT CHECKLIST
Please type or print legibly.

REQUIREMENT	YES	NO	N/A - State reason Use separate sheet if necessary
DOCUMENTATION – FIRST SUBMISSION			
1. Completed Land Development Application with all property owners' original signatures.			
2. Two (2) copies of plat showing proposed easements, folded, <u>UNSIGNED</u>			
3. If a private street is being dedicated, provide appropriate deed, (Section 7-305 and 7-306 of Zoning Ordinance)			
4. Provide copies of any maintenance agreements or deeds to be recorded with the plat.			
5. Flash drive containing individual PDFs of all submission materials.			
6. Completed and signed Easement Plat Checklist.			
DOCUMENTATION – APPROVAL/SIGNATURE SETS			
1. Five (5) copies of plat showing proposed easements, folded, with <i>owners' original signatures</i>			
2. Flash drive containing individual PDFs of all resubmission materials.			
EASEMENT PLAT REQUIREMENTS Section 10-5 of Subdivision Ordinance			
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 (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)			
7. Date of plat (S.O. 10-5.A.1.d)			
8. Name and address of property owner(s) on the plat (S.O. 10-6.A.5).			
9. A signed and notarized statement that "the easement dedication described herein is with free consent and in accordance with the desires of the undersigned owners, proprietors and trustees" (S.O. 10-5.A.1g).			

EASEMENT PLAT/ UTILITY LOT PLAT/ PLAT OF VACATION CHECKLIST

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EASEMENT PLAT REQUIREMENTS (continued)

10. Signature panel for governing body 4 inches by 4 inches (S.O. 10-5.A.1h).			
11. Vicinity map, with north arrow and scale, showing all adjoining roads, town/county boundaries and other landmarks within one mile radius (S.O. 10-5.A.1i)			
12. Current zoning of parcels and Parcel Identification Number (PIN) (S.O. 10-6.A.8)			
13. The north point arrow (S.O. 10-5.A.2)			
14. All dimensions, both linear and angular for locating lots, streets, alleys, and public easements (S.O. 10-5.A.4)			
15. Lot numbers in numerical order and block identification (S.O. 10-5.A.5).			
16. Location and material of all permanent referenced monuments (S.O. 7-14 and 10-5.A.6).			
17. A definite bearing and distance tie shown between not less than two permanent monuments on the exterior boundary (S.O. 10-5.A.7).			
18. Temporary cul-de-sacs where needed (S.O. 10-5.A.8).			
19. Names of all proposed streets if serving six (6) or more lots. Name must be approved by county (S.O. 10-5.A.10)			
20. Total acreage of lots, common spaces, streets and total site acreage (S.O. 10-5.A.11).			
21. 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).			
22. Notation "_____ " acres is hereby dedicated for public use." (S.O. 10-5.A.12)			
23. Private street notations and defined in 7-307 of the Zoning Ordinance and 7-12 of Subdivision Ordinance, if applicable (S.O. 10-5.A.13).			
24. 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).			
25. For public water/sewer easements, the entity providing the services must sign the plats. Provide a 4" x 4" signature block.			
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).			

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EASEMENT PLAT REQUIREMENTS (continued)

27. Floodplain note to read: "The subject property is located on FEMA Flood Insurance Rate Map, number 51061C, Panel _____, dated _____. The property is located in Zone _____" (S.O. 10-5.A.17).			
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CERTIFICATION OF APPLICATION SUBMISSION

I hereby certify that the above stated information is included in the attached easement 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