



**FAUQUIER COUNTY**  
**PRELIMINARY PLAT CHECKLIST**

Plan Name: \_\_\_\_\_ Plan #: \_\_\_\_\_  
 Submitting Firm: \_\_\_\_\_ Project Coordinator: \_\_\_\_\_  
 Phone #: \_\_\_\_\_ Magisterial District: \_\_\_\_\_

- S.O. Fauquier County Subdivision Ordinance
- Z.O. Fauquier County Zoning Ordinance
- FCC Fauquier County Code
- DSM Fauquier County Design Standards Manual
- VESCH Virginia Erosion & Sediment Control Handbook

CODE SECTION	DESCRIPTION	SHEET	OK	NO	N/A	LINE
<b>PRELIMINARY PLAT MINIMUM REQUIREMENTS</b>						
S.O. 9-5 (B)	Plan sheets signed and sealed by person or firm licensed in Virginia able to prepare such plans.					<b>1</b>
S.O. 9-5 (B)	Page size not to exceed 24"x36".					<b>2</b>
S.O. 9-5 (B)	Plans scale not greater than 1"=100'; where more than one sheet is required, a composite plan at a scale of 1"=200' is provided.					<b>3</b>
S.O. 9-5 (B)	Plans are signed and sealed by a person or firm licensed in Virginia to prepare such plans.					<b>4</b>
S.O. 9-5 (B) 1	Title under which the subdivision is to be recorded.					<b>5</b>
S.O. 9-5(B) 2	Name and address of the owner(s) and contract owner(s). If the property is under contract, the contract owner shall submit either a complete copy of the contract or an affidavit of the owner consenting to the submission of the application.					<b>6</b>
S.O. 9-5 (B) 3	Name, address & telephone number of the person or firm that prepared the plat.					<b>7</b>
S.O. 9-5 (B) 4	Name of the holder(s) of any easement.					<b>8</b>
S.O. 9-5 (B) 5	Magisterial district.					<b>9</b>
S.O. 9-5 (B) 6	Date of plan preparation					<b>10</b>
S.O. 9-5 (B) 7	Sheet numbers, sheet index, match lines and scale.					<b>11</b>
S.O. 9-5 (B) 8	North arrow: If true north is used, the method of determination must be shown.					<b>12</b>
S.O. 9-5 (B) 9	Boundary survey at 1/10000 accuracy. All corners shall be identified.					<b>13</b>
S.O. 9-5 (B) 10	Vicinity map with north arrow, at a scale of 1"=2,000', showing the relationship of the proposed subdivision to the adjoining property. The map shall show within a one mile radius all adjoining roads, their names & numbers, town and/or county boundaries and subdivisions, and other landmarks.					<b>14</b>
S.O. 9-5 (B) 11	Topographic map with a contour interval of not greater than five feet, compiled by field survey or photogrammatic methods, and tied to USGS datum showing all areas of the subdivision. Interpolation or enlargements of USGS contours shall not be accepted. Topographic map shall meet all applicable State and location accuracy standards. Source of the topography shall be identified. The five-foot contour interval may be waived by the agent for lots greater than 5 acres in size.					<b>15</b>

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S.O. 9-5 (B) 12	The location, dimensions, width and names of all existing or platted streets and alleys within or adjacent to the subdivision; easements, rail road rights-of-way, and land lot lines; total acreage in each use, both proposed and existing, including utilities and water courses and their names. Locations of existing buildings within the proposed subdivision.					16
S.O. 9-5 (B) 13	Location, number, dimensions and area (sq.ft. or ac.) of proposed and existing lots, and water bodies.					17
S.O. 9-5 (B) 14	All parcels of land intended to be dedicated or reserved for public use with appropriate areas (sq.ft. or ac.) shown.					18
S.O. 9-5 (B) 15	Areas shown in the Comprehensive Plan as proposed sites for schools, parks, or other public uses, which are located wholly or in part within the land being subdivided.					19
S.O. 9-5 (B) 16	Preliminary plans indicating the provision/layout for all utilities, including but not limited to water supply, sewage disposal, BMP's, stormwater management facilities as outlined in the DSM, and a Testing Proposal for the water supply meeting the requirements of Section 18-1(B) if required by Section 18-1(A).					20
S.O. 9-5 (B) 17	Where the subdivision is served by individual sewage disposal systems, 2 copies of the plans and specifications for the individual sewage disposal systems shall be included with the first submission. The plans and specifications must meet all requirements for a subdivision approval submission. The OSE shall seal and sign the certification block per FCC 17-6.3.A on the plan sheet showing the individual sewage disposal systems					21
S.O. 9-5 (B) 18	When the subdivision consists of land acquired from more than one source of title, the outlines of the various tracts shall be indicated by dashed lines, and identification of the respective tracts shall be placed on the plat.					22
S.O. 9-5 (B) 19	Zoning classification and proposed use for the parcels being subdivided.					23
S.O. 9-5 (B) 20	Total acreage of the parcel; if more than one zoning classification the acreage in each zoning classification shall also be provided.					24
S.O. 9-5 (B) 21	Floodplain and floodway boundaries of 100-year floodplain as shown on current FEMA FIRM, or an acceptable engineering study.					25
S.O. 9-5 (B) 22	A drawing of the appropriate tax map scale on a sheet not larger than 24"x36" containing the following information from tax records:					26
	• Property lines;					
	• Adjoining property lines; and					
	• Names and addresses of adjacent property owners.					
S.O. 9-5 (B) 23	Parcel Identification Number (PIN) of the property proposed for subdivision.					27
S.O. 9-5 (B) 24	Typical road sections and functional classifications as approved by VDOT.					28
S.O. 9-5 (B) 25	Projected traffic volume in accordance with DSM Section 301.B.					29
S.O. 9-5 (B) 26	Existing and proposed water usage and anticipated sewage flows in gallons per day where applicable.					30
S.O. 9-5 (B) 27	Offsite drainage map from USGS quads at a scale of 1"=2,000' or less showing location of property and all drainage divides.					31
S.O. 9-5 (B) 28	Existing and proposed sanitary sewer, storm sewer, waterlines and fire hydrants.					32
S.O. 9-5 (B) 29	Location of any existing or proposed bridges. Location of any proposed major culverts, SWM and BMP facilities per DSM.					33

CODE SECTION	DESCRIPTION	SHEET	OK	NO	N/A	LINE
S.O. 9-5 (B) 30	Proposed areas of common or non-common open space and acreage, including open space calculations and demonstration of appropriateness of location of open space per Z.O. 2-309, 2-406 and 2-704.					34
S.O. 9-5 (B) 31	Note as to conditions and date of approval of rezoning or special exception and file number. Include copy of approved special exception plat and/or concept development plan as a sheet.					35
S.O. 9-5 (B) 32	A signed statement by the present owner authorizing appropriate County & State personnel permission to enter the property for purposes of evaluating the subdivision approval.					36
S.O. 9-5 (B) 33	Certification from plan preparer that all above requirements have been met and the plat meets all applicable State and local standards to the best of his/her knowledge.					37
S.O. 9-5 (B) 34	US Army Corps of Engineers Jurisdictional Determination.					38
S.O. 9-5 (B) 35	Location of any mapped dam break inundation zone.					39
<b>ADDITIONAL REQUIREMENTS</b>						
Z.O. 2-308	Density calculations, including deductions for steep slopes, floodplain, and right-of-ways.					40
Z.O. 2-309, 2-406	Open space calculations					41
Z.O. 2-307, 2-411, & 2-412	Existing and proposed buildings, their uses and setbacks					42
Z.O. 3-400	Lot bulk regulations and setbacks are shown per Section 3-400, Subsections 3-401 to 3-411.					43
S.O. 5-1, S.O. 5-5	All proposed streets shall provide for continuation of planned, existing, or platted streets in adjoining areas. The street arrangement shall provide adequate access to adjoining parcels.					44
S.O. 5-2, S.O. 5-3	Streets shall be designed to discourage through traffic, and offset or jog streets shall be avoided. The angle of intersection between streets shall be at right angles.					45
S.O. 5-4, S.O. 5-7	The right-of-way shall not be less than 50 feet. The right-of-way for all streets shall conform to the widths designated in the Comprehensive Plan. Where half streets exist on adjoining property the remaining right-of-way shall be dedicated.					46
S.O. 5-8	Dead-end streets shall be designed in accordance with Z.O. 7-302.					47
S.O. 7-17	Curb, gutter and sidewalk in Service Districts, Residential Districts and Villages shall be required as follows:					48
	<ul style="list-style-type: none"> <li>(A) Combination curb, gutter and sidewalk shall be required along all public and private streets, accessways or service drives in subdivisions having lots containing 25,000 sq.ft. or less in area, either conventional or cluster. In addition, sidewalks shall be required on streets, accessways, or service drives qualifying as local roads, minor collectors or major collectors.</li> </ul>					
	<ul style="list-style-type: none"> <li>(B) Pedestrian trails shall be required along all public streets, accessways or service drives qualifying as local roads serving 400 vehicles per day or more, minor collectors or major collectors in subdivisions having lots of 25,000 sq. ft., but less than 2 acres in area, either conventional or cluster. Trails shall be at least 5 ft. in width and constructed of asphalt.</li> </ul>					
	<ul style="list-style-type: none"> <li>(C) Or as shown in the Comprehensive Plan.</li> <li>(D) Or a Planning Commission Waiver of the above requirements.</li> </ul>					

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Z.O. 7-302	All proposed streets meet the street length criteria of Section 7-302, subsections 1-4.					49
Z.O. 7-603.2.a	Tree canopy coverage of at least 15% total site area provided through preservation or planting and replacement.					50
Z.O. 7-603.2.b	Street tree plantings are provided at entry points and along areas abutting and planned for public street dedication or as private streets at a rate of one tree per 50 linear feet.					51
S.O. 9-5 (D)	Traffic Impact Analysis (TIA) or a traffic assessment as per DSM Section 301.B.					52
Policy	Copy of valid subdivision potential letter included in plan sheets for all properties zoned RA or RC.					53
Policy	Additional requirements from pre-application review (if applicable).					54
S.O. 4-27	List of all Subdivision Ordinance waivers requested and detailed justification statement.					55
<b>PRELIMINARY SOIL REPORT</b>						
S.O. 9-5 (C)	Report prepared by a Professional Soil Scientist, with the education and/or experience to meet eligibility requirements as a Virginia CPSS; credentials must be available to the County Soils Scientist upon request.					56
S.O. 9-5 (C) 1	Description of site terrain, bedrock geology & surficial materials, and the field methods & procedures used in preparing the report.					57
S.O. 9-5 (C) 2	A soil map, based on the updated Fauquier County Soil Map, superimposed over the development layout, showing:					58
	a. General location and extent of soil mapping units for the tract and other soil/landscape features, including stone symbols, gullies, rock outcrops, springs, and wet spot symbols.					
	b. Location of all soil borings and backhoe pits.					
	c. Certification signed by the Soil Scientist stating that "The field work verifying this soil map has been completed by a professional soil scientist as required in Section 9-5 of the Subdivision Ordinance of Fauquier County."					
S.O. 9-5 (C) 3	Descriptions of mapping units, including slope, drainage, landscape position, parent material, presence of perched or apparent water tables, depth of bedrock, and range in characteristics for texture and color. Boring logs, field notes, and field/laboratory notes included.					59
S.O. 9-5 (C) 4	Narratives of mapping unit potential for proposed use.					60
S.O. 9-5 (C) 5	General recommendations/conclusions to include but not limited to:					61
	a. Soil/rock problems and their extent for proposed uses;					
	b. Suitability of soil materials for use as road fill and fill under slabs;					
	c. Needs for drainage (foundation/road under drainage);					
	d. Occurrence of high shrink-swell materials, if applicable;					
	e. Topsoil and vegetative stabilization (lawns & shrubs);					
	f. Soil suitability for on-site sewage disposal;					
	g. Suitability for agricultural or forestall purposes;					
	h. Soil suitability for stormwater detention/BMP's; and					
i. Need for further geotechnical studies.						

CODE SECTION	DESCRIPTION	SHEET	OK	NO	N/A	LINE
S.O. 9-5 (C) 6	Certification signed by the Soil Scientist stating “This report has been written by a Professional Soil Scientist as required in Section 95 of the Subdivision Ordinance of Fauquier County. The Fauquier County Office of Community Development shall be notified in writing of any changes (amendments) to this report”.					62
<b>CONCEPTUAL STORMWATER MANAGEMENT PLAN</b>						
FCC 11-79 (a) 1	<ul style="list-style-type: none"> <li>Existing and proposed mapping and plans at a scale not greater than 1"=100' which illustrate the minimum:</li> </ul>					63
	<ul style="list-style-type: none"> <li>Existing and proposed topography (minimum of 2-foot contours recommended)</li> </ul>					
	<ul style="list-style-type: none"> <li>Existing and proposed buildings and structures</li> </ul>					
	<ul style="list-style-type: none"> <li>Existing and proposed roads and parking areas</li> </ul>					
	<ul style="list-style-type: none"> <li>Proposed land use with a tabulation of the percentage of surface area to be adapted to various uses</li> </ul>					
	<ul style="list-style-type: none"> <li>Perennial and intermittent streams</li> </ul>					
	<ul style="list-style-type: none"> <li>Mapping of predominant soils from County soil surveys</li> </ul>					
	<ul style="list-style-type: none"> <li>Boundaries of existing predominant vegetation and proposed limits of clearing</li> </ul>					
	<ul style="list-style-type: none"> <li>Location of boundaries of wetlands, lakes, ponds and other setbacks (e.g., stream buffers, drinking water well setbacks, septic setbacks)</li> </ul>					
	<ul style="list-style-type: none"> <li>Existing and proposed utilities (e.g. water, sewer, gas, electric) and easements</li> </ul>					
	<ul style="list-style-type: none"> <li>Location of existing and proposed conveyance systems such as grass channels, swales and storm drains</li> </ul>					
	<ul style="list-style-type: none"> <li>Existing and proposed drainage divides and flow paths</li> </ul>					
	<ul style="list-style-type: none"> <li>Location of FEMA floodplain / floodway limits</li> </ul>					
	<ul style="list-style-type: none"> <li>Preliminary location and dimensions of proposed channel modification, such as bridge or culvert crossings</li> </ul>					
<ul style="list-style-type: none"> <li>Preliminary location, and size of proposed structural stormwater management/ Best Management Practices (BMPs)</li> </ul>						
<ul style="list-style-type: none"> <li>A written description of the proposed plan.</li> </ul>						
FCC 11-79 (a) 2	Engineering analysis to include:					64
	<ul style="list-style-type: none"> <li>Preliminary selection and rationale for structural stormwater management /BMPs</li> </ul>					
	<ul style="list-style-type: none"> <li>Preliminary sizing calculations for structural stormwater management/BMPs including, contributing drainage area, drainage divides, storage and outlet configuration</li> </ul>					
FCC 11-79 (a) 3	Natural Resources Inventory consisting of a written or graphic inventory of the natural resources at the site, including soil conditions, forest cover, topography, vegetation and environmentally sensitive features.					65

