

**ADMINISTRATIVE SUBDIVISION CHECKLIST** Page 1 of 4  
*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 Administrative Subdivision Plat, folded, <b>UNSIGNED</b>			
4. A current Subdivision Potential Letter from the Zoning Office.			
5. Completed <a href="#">Administrative Subdivision Checklist</a> signed by the surveyor or engineer.			
6. Septic system and well application: a. Health Department's <i>Application for Subdivision Review</i> (revised date 9/25/14) properly completed and signed by land owner or owner's agent (GMP2015-01 Part 1 E 2). b. Health Department's <i>Site and Soil Evaluation Report</i> (revised date 12/1/14) properly completed per GMP 2015-01 Part II E and 12VAC5-610-450 et seq. Appropriate reserve meeting requirements of County Code 17-7 must be provided for residue lot. c. Site sketch meeting the requirements of 12VAC5-610-460. d. PE seal or 54.1-402 exemption statement (GMP 2015-01 Part I E2). e. OSE signature and license number (VA Code 54.1-2302).			
7. Flash drive containing individual PDFs of all submission materials.			
<b>DOCUMENTATION – APPROVAL/SIGNATURE SETS</b>			
1. Five (5) copies of the Administrative Subdivision 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. A highway entrance permit approved by VDOT or a letter from VDOT stipulating that the proposed entrance satisfies their requirements.			

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**DOCUMENTATION – APPROVAL/SIGNATURE SETS**

4. Letter of availability from Water and Sanitation Authority confirming service.			
5. All other requirements for approval as noted by County case manager.			
6. CD containing individual PDFs of all resubmission materials.			

**PLAT REQUIREMENTS**

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 "Administrative Subdivision" (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. 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 Administrative Subdivision 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)			

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**PLAT REQUIREMENTS**

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. Names of all proposed streets if serving six (6) or more lots. Name must be approved by county (S.O. 10-5.A.10)			
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. Total acreage of lots, common spaces, streets and total site acreage. (S.O. 10-5.A.11)			
23. Notation "_____ acres is hereby dedicated for public use." (S.O. 10-5.A.12)			
24. Private street notations as defined in 7-305 and 7-306 of the Zoning Ordinance and 7-12 of Subdivision Ordinance, if applicable. (S.O. 10-5.A.13)			
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)			

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**PLAT REQUIREMENTS**

29. Zoning Ordinance Section 2-406 requirements must be met. For RA & RC zoned properties with an 85% open space requirement that is not being addressed with this division, the following note shall be placed on the plat: "All applicable provisions of Zoning Ordinance Section 2-406 shall be met with any future subdivision of the residue parcel."

30. Where any lot proposes to use a private road or easement for access, the requirements of Zoning Ordinance Sections 7-302 and 7-450 must be met.

31. Right-of-way dedication is provided as necessary for all public roadways. (S.O. 4-3)

32. All existing structures are shown to meet Zoning Ordinance setback requirements. (Z.O. 3-400)

33. Provision of adequate water and sewer is shown for all lots. (S.O. 4-11)

34. All below ground or overhead utilities (12VAC5-610-360B)

35. 2-ft contour topography in area of septic system absorption field and County 5-ft contour topography on remainder of project area. Shall be shown on either the Administrative subdivision plat or the drainfield plat. (12VAC5-610-360B)

36. FEMA 100-year flood plain boundary, if present (12VAC5-610-470)

**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