

MAJOR SUBDIVISION CHECKLIST

Subdivision Name: _____ Plat Date: _____

Owner/Developer Name & Company: _____

Phone: _____ Email Address: _____

Surveyor Name & Firm: _____

License No.: _____ Phone: _____

Email Address: _____

PID(s) _____

General:

___ Prepared by Virginia certified professional engineer or land surveyor

___ Location of existing and proposed monuments shown

___ Location of existing dwellings and their drain fields and reserve areas shown

___ Location of any grave, object or structure marking a place of burial shown

___ Location of existing culverts, drains and watercourses, and sinkholes shown

___ Remainder parcel also surveyed (if less than 20 acres) –Section 8-111 and 8-171(c)

OR

___ Sketch of remainder parcel greater than 20 acres (shall not be included in Vicinity Map) – Section 8-171(c)

Plat Features:

___ Note and title bar identify as “Major Subdivision”

___ Note identifying name and address of legal owner

___ Name and address of chief officer, with Title (if legal owner is a corporation)

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- ___ Note identifying tax map number and parcel ID number
- ___ Note identifying zoning district and setback (front, rear, side) minimums
- ___ Reference Board of Supervisors Ordinance Number and date of approval for Special Use Permit, Rezoning with/without Proffered Conditions, or Variance (if applicable)
- ___ Reference Conservation Easement Information (if applicable) –Section 8-173(20)
- ___ Reference Dam Inundation Zone (notation shall be placed on plats, if applicable)-Section 8-173(21)
- ___ Note giving total area subdivided and area dedicated for rights-of-way
- ___ North arrow with source of meridian shown
- ___ Date of drawing and graphic scale shown
- ___ Vicinity map shown at a scale of not less than 1 inch to 2,000 feet showing adjoining roads (names and route numbers), towns, subdivisions, true north arrow, and other landmarks.
- ___ Names of adjoining property owners and parcel deed/plat references shown

Lot design and arrangement:

- ___ Dimensions of each lot shown
- ___ Location of building setback lines shown
- ___ Table listing acreage and frontage of each lot shown
- ___ Meet minimum lot size for zoning district
- ___ Meet minimum lot frontage on a public street for zoning district
- ___ Exception for one lot on 40' right-of-way (if A-1 parent parcel)
- ___ Provide private access easement note
- ___ Meet maximum length/width ratio for zoning district (if lot less than 20 acres)
- ___ Lot assignment table shown (if A-1 or C-1 districts) and completed correctly
- ___ Access to existing streets minimized
- ___ Meet minimum setbacks for any existing structures

Floodplains:

- ___ Note identifying flood zone and applicable Flood Insurance Rate Map
- ___ Location of HUD/FEMA designated 100-year flood plain and base flood elevations shown
- ___ Location of approximated 100-year flood plains shown
- ___ Base flood elevations calculated (if 5+ lots or 50+ acres)
- ___ Area of 100-year flood plain calculated (if RM-1, PUD-COM or PUD-RES districts)

Water:

- ___ Public water (required if within 200' of an existing water line)
- ___ Note that all lots served by public water
- ___ Location of easements from lots to existing water lines (15' minimum width) shown
- ___ Fire hydrants meeting section 8-154 criteria shown
- ___ Town/PSA Subdivision Approval Letter (documentation)

OR

- ___ Proposed well locations shown

Sewer:

- ___ Each drain field and reserve area located within the lot they serve
- ___ Public sewer (required if within 200' of an existing sewer line)
- ___ Note that all lots served by public sewer
- ___ Location of easements from lots to existing sewer lines (15' minimum width) shown
- ___ Town/PSA Subdivision Approval Letter (documentation)

OR

- ___ VDH approval for each individual lot (unless exempted by 8-153b)
- ___ VDH septic system permit numbers for each lot shown
- ___ Location of VDH approved drain fields and reserve areas for each lot shown
- ___ Location of any drain field/reserve area easements on adjoining properties shown

OR

- ___ Private soil evaluations for each individual lot (unless exempted by 8-153b)

- ___ VDH Subdivision Approval Statement for use with private soil evaluations
- ___ VDH Subdivision Approval Letter (documentation) for private soil evaluations
- ___ Location of approved drain fields and reserve areas for each lot shown
- ___ Location of any drain field/reserve area easements on adjoining properties shown

Streets:

- ___ Existing street names, route numbers and right-of-way widths shown
- ___ New street right-of-way widths, proposed maximum grades and names shown
- ___ Lots abut streets meeting VDOT right-of-way standards (Additional right-of-way dedicated if lots abut streets with less than 50' rights-of-way)
- ___ Provision for continuation of streets into adjoining properties
- ___ VDOT Subdivision Approval Letter for road construction & drainage plans (documentation)

Stormwater:

- ___ County Engineer Approval Letter for erosion & sediment control plans (documentation)
- ___ Stormwater detention facilities meet state standards (County Engineer)
- ___ Easements for detention facilities shown
- ___ Note stating Homeowner's Association responsible for future maintenance & liability

Public Utility and Drainage Easements:

- ___ Location of all known drainage easements, gas lines, power lines, manholes or fire hydrants
- ___ Location of all known utility easements, sewer lines, water lines-Section 8-173(22)
- ___ Location of proposed new utility easements required on ALL lot lines, minimum 15' in width (including sewer lines, water lines, gas lines, power lines) - Section 8-155
 - Exception request shall be submitted for lot lines where PUE's are not provided. Shall include lot numbers and documentation for not dedicating the required easements. Exception request shall be approved by the agent or the Board of Supervisors.
- ___ Location of drainage easements (15' minimum width) extending to a natural water course shown
- ___ Note that all utilities shall be installed underground (if 4+ lots)

Plat Statements:

- ☐ Owner's Statement including dedication to Montgomery County to be signed by property Owner
- ☐ Notary's Statement for owner's signature
- ☐ Conforming statement to be signed by surveyor/engineer
- ☐ Source of Title to be signed by surveyor/engineer
- ☐ Seal of surveyor to be signed by surveyor/engineer
- ☐ Approving Statement to be signed by Board of Supervisors, Planning Commission, County Engineer and Subdivision Agent
- ☐ Approving Statement to be signed by VDH, if applicable

Additional Requirement Prior to Final Plat Approval/Signatures:

- ☐ County Attorney approval of Homeowner's Association Bylaws for future maintenance & liability for storm water facilities, open space/common areas, private roads, etc.
- ☐ Cost estimate for all improvements
- ☐ Subdivision Performance Agreement executed by the County Administrator
- ☐ Surety equal to the total cost plus 10% of the improvements shown on plat
- ☐ Digital version provided meeting departmental guidelines (CADD files, Projection- NAD 83, State Plane, Virginia South Zone Feet)

SUBMIT PLATS AND CHECKLIST TO: mcplan@montgomerycountyva.gov

This sheet is intended to only be a guide for subdivision regulations. Please see the Montgomery County Code for the specific regulations. The full texts of the zoning and subdivision ordinances are available at the Planning Department Webpage or at www.municode.com.