

SUBDIVISION ORDINANCE
BOUNDARY LINE RELOCATION / VACATION CHECKLIST

Plat Name: _____ Plat Date: _____

Subdivider Name: _____ Phone #: _____

Email: _____

Subdivider Name #2: _____ Phone #: _____

Email: _____

Surveyor Name & Firm: _____

License Number: _____ Phone #: _____

Email: _____

General:

- ___ Prepared by Virginia certified professional engineer or land surveyor
- ___ Location of existing and proposed monuments
- ___ Location of existing structures and drain fields and reserve areas shown
- ___ Location of any grave, object or structure marking a place of burial shown

Plat Features:

- ___ Note and title bar identify as "Boundary Line Relocation" or "Boundary Line Vacation"
- ___ Note identifying name and address of legal owners. If owner is a corporation, then provide name and address of chief office of the corporation
- ___ Note identifying tax parcel map numbers and parcel ID numbers
- ___ Note identifying zoning district
- ___ Reference Special Use Permit, Proffered Conditions or Variance (if applicable)
- ___ Reference Agricultural and Forestal District Information (if applicable)-Section 8-174(11)
- ___ Reference Conservation Easement Information (if applicable) –Section 8-174(12)
- ___ Reference Dam Inundation Zone (notation shall be placed on plats, if applicable)-Section 8-174(13)
- ___ Location of all known drainage easements, utility easements, sewer lines, water lines, gas lines, power lines, manholes, or fire hydrants-Section 8-174(14)
- ___ North arrow with source of meridian shown

- ___ Date of drawing and graphic scale shown
- ___ Vicinity map shown at a scale of no less than 1 inch equals 2,000 feet 8-174(17)
- ___ Note referencing Board of Supervisors resolution date (if ROW or easements to be vacated by this plat)

Lot design and arrangement:

- ___ Location and dimensions of existing and new lot lines shown for all lots- Section 8-171(c)
- ___ Location of vacated lot lines shown
- ___ Acreage of old and new lots shown
- ___ Lot assignment table shown (if A-1 or C-1 districts) and completed correctly
- ___ Meet minimum lot size for zoning district
- ___ Meet minimum lot frontage on a public street for zoning district
- ___ Meet maximum length/width ratio for zoning district (if lot less than 20 acres)
- ___ Meet minimum setbacks for any existing structures
- ___ Verify total number of lots not increased

Streets:

- ___ Street names, route numbers and right-of-way width shown

Public Utility and Drainage Easements:

- ___ Location of all existing, new or vacated public utility easements shown
- ___ Location of all existing, new or vacated drainage easements shown

Plat Statements:

- ___ Owner's Statement to be signed by all owners
- ___ Include dedication to Montgomery County (if new public right-of-way or easements)
- ___ Notary's Statement for signatures of both owner's
- ___ Conforming statement signed by surveyor/engineer
- ___ Source of Title signed by surveyor/engineer
- ___ Seal of surveyor signed by surveyor/engineer
- ___ Approving Statement to be signed by Subdivision Agent

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.

SUBMIT PLATS TO: mcplan@montgomerycountyva.gov