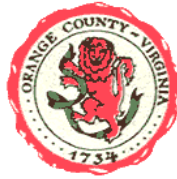


ORANGE COUNTY
DEPARTMENT OF PLANNING AND ZONING

COMMUNITY DEVELOPMENT BUILDING
128 WEST MAIN STREET
ORANGE, VIRGINIA 22960



(540) 672-4347
FAX: (540) 672-0164
www.orangecountyva.gov

Owner(s): _____ Date: _____

Type of Plat: _____ Tax Parcel #(s): _____

FINAL PLAT CHECKLIST

*Submission of final plats shall be required for boundary line adjustment surveys, easement plats, agricultural subdivisions, family subdivisions, minor subdivisions, major subdivisions, nonresidential subdivisions, part-and-parcel subdivisions, and resubdivisions. The subdivider shall submit to the subdivision agent **at least 7 copies of the final plat and at least 4 copies of the well/drainfield plat** (as appropriate), all with original signatures, that meet the standards for plats under the Virginia Public Records Act. Plats shall show and/or conform to the following:*

- Plats shall consist of black or blue lines on white paper, being no more than 24"x18" in size. If needed, match lines shall clearly indicate where sheets join. All straight line distances shall be to the nearest hundredth of a foot and bearings shall be to the nearest second. All curves shall be described by the central angle to the nearest second, and both radius and arc length to the nearest hundredth of a foot.
- Name of proposed subdivision.
- Name and address of owner(s) affected by the subdivision (with signature blocks), and names of holders of any easements affecting the property.
- Name, address, telephone number, and seal of surveyor or engineer.
- Graphic scale (50:1, 100:1 or 200:1), title, date (including revision dates), and north arrow (on each page).
- Vicinity map showing the location of the parcel to be subdivided and its relationship to the surrounding roads.
- Boundaries of the parcel(s) to be subdivided with all bearings and distances indicated. Oddly shaped parcels created solely to provide required minimum lot area or street frontage are prohibited. For residential lots, the depth shall not exceed five (5) times the width.
- Ensure proper marking of all property boundaries, including corners, and conformance with all minimum standards – pursuant to 18VAC10-20-370 of the Code of Virginia.
- Tax parcel #, zoning classification, source of title, and location of last instrument in chain of title for all lots to be subdivided and/or altered.
- Lot numbers in consecutive numerical order, accurate location and dimensions of all lot lines, area of each lot, and name or number of the section, if part of a larger subdivision.
- All rights-of-way, easements or areas to be dedicated, reserved or used for any purpose other than single-family detached dwellings. Recreational and open space areas shall be clearly labeled on the plat.

- The accurate location and dimensions of all existing and proposed streets, both within and adjoining the subdivision. Streets shall be named and shall not duplicate existing or platted street names, unless the new street is a continuation of existing or platted streets, in which case it shall bear the name of the existing or platted street. A street name (to be first approved by the Building Department) is required for a new road serving three (3) or more lots or an existing road on which three (3) or more parcels are being subdivided.
 - If one (1) or more new parcels are being created to be served by a private road, either a draft road maintenance agreement OR a copy of an existing agreement or existing covenants outlining road maintenance responsibilities shall be submitted with the plats for review.
- Temporary culs-de-sac where needed. When one (1) or more temporary turnarounds are shown, the following statement shall be included on the plat: *“The area on this plat designated as temporary turnaround shall be constructed and used until (street name) is/are extended, at which time the excess land in the temporary turnaround easement shall be abandoned for street purposes and shall revert to adjoining lot owners in accordance with specific provisions in their respective deeds.”*
- Debris/waste sites. All subdivision plats shall locate and designate debris/waste burial sites created during the subdivision's initial development. The sites shall be shown on the plat prior to approval, or a note shall be affixed saying no such sites exist.
- Water and sewer. A statement by subdivider shall be on the plat to indicate the type and source of water and sewer or septic system, or a statement that no water, sewer or septic is available and that the lot is not a buildable lot.
- Floodplain location. The approximate location of the 100-year floodplain (Zone A and/or AE) as shown on the FEMA Flood Insurance Rate Maps shall be shown on all plats. Where no 100-year floodplain exists, a statement to that effect shall be noted on the face of the plat.
- Dam Break Inundation Zone. Approximate location of mapped dam break inundation zone shall be shown on all plats, or a note shall be affixed saying no such zone exists.
- Entrances. Existing and proposed entrance locations and distances to the nearest road intersection(s) must be shown on plat.
- Improvements. Plats shall be accompanied by final construction plans and specifications of all streets, water, sewer and stormwater management systems, drawn to specifications and standards of agency responsible for maintenance. Sureties (cash escrow, letter of credit or performance bond) must be posted for the improvements prior to the issuance of any land disturbance permit.
- Health Department Note. Copies of the “record” plat (not showing well/drainfield information) shall note, as appropriate: *“A copy of the plat showing approved well and drainfield locations is on file at the Health Department.”* The creation of any new parcel must be approved by the Health Department, except for agricultural divisions for which any created parcel shall be clearly labeled “not a buildable lot.”
- VDOT Subdivision Checklist. If one (1) or more new parcels are being created, a completed VDOT subdivision checklist shall accompany the final plats.
- Final plats for major subdivisions (8+ lots) shall also comply with Sections 54-64 and 54-65 of the Orange County Subdivision Ordinance. Hydrogeologic testing is also required to ensure adequate groundwater availability.

See Section 54-94 of the Orange County Subdivision Ordinance (available online at www.orangecountyva.gov) for guidance on which certificates (notes) shall appear on the final plat.

There may be unique plats/situations which necessitate consultation with staff, in order to determine plat requirements.