

ORANGE COUNTY

DEPARTMENT OF PLANNING AND ZONING

COMMUNITY DEVELOPMENT
128 WEST MAIN STREET
ORANGE, VIRGINIA 22960



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

RECORD PLAT CHECKLIST

Owner(s): _____

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

A record plat submittal is required for all subdivisions of land; boundary line/property line adjustments; property consolidations; ingress/egress easements; water/wastewater/drainage easements; stormwater easements; public easement dedications; public right-of-way dedications; and plat vacations (provided all affected owners have signed the consent). **This checklist must be submitted along with an application for plat review.**

| ✓ | N/A | Submittal requirements: |
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| <input type="checkbox"/> | | Plat Review Application (with Authorized Agent Affidavit, as appropriate) |
| <input type="checkbox"/> | | Plat review fee (refer to the adopted fee schedule) |
| <input type="checkbox"/> | | At least 7 copies of the record plat (not showing proposed well/septic drainfield locations and other proposed utilities) |
| <input type="checkbox"/> | <input type="checkbox"/> | At least 3 copies of the VDH plat showing new well/septic drainfield and other new utility installations (as appropriate), clearly marked "NOT FOR RECORD" |
| <input type="checkbox"/> | <input type="checkbox"/> | Improvements plans, consistent with Sec. 54-46 of the Orange Co. Subdivision Ord. |
| <input type="checkbox"/> | <input type="checkbox"/> | For family subdivisions, the completed Family Subdivision Affidavit |
| <input type="checkbox"/> | <input type="checkbox"/> | For family subdivisions, a draft copy of each deed of conveyance which clearly states the transfer and ownership requirements for family subdivisions |
| <input type="checkbox"/> | <input type="checkbox"/> | For agricultural subdivisions, a draft copy of each deed of conveyance which clearly identifies that the lots are not buildable |
| <input type="checkbox"/> | <input type="checkbox"/> | For boundary line adjustments, a draft copy of each deed of conveyance IF property is being transferred between differing property owners |
| <input type="checkbox"/> | <input type="checkbox"/> | For subdivisions along a private road, a draft copy of the deed for each new lot which references a recorded private road maintenance agreement |
| <input type="checkbox"/> | <input type="checkbox"/> | For subdivisions of 40+ lots, a traffic impact analysis pursuant to § 15.2-2222.1 of the Code of Virginia and to current VDOT Traffic Impact Analysis Regulations |
| <input type="checkbox"/> | <input type="checkbox"/> | A Road Name Request Form (for new roads and/or to-be-named roads) |
| <input type="checkbox"/> | <input type="checkbox"/> | For a subdivision abutting a public water or sewer system, a written confirmation from the utility provider as to the availability of the water/sewer utility. |
| <input type="checkbox"/> | <input type="checkbox"/> | A draft private road maintenance agreement consistent with the requirements of Secs. 54-122 and 54-123 of the Orange County Subdivision Ordinance |

Note #1: The ability to show multiple actions on a single plat, such as a boundary line adjustment and a subsequent subdivision, must be pre-approved by the Subdivision Agent prior to plat/plan submittal.

Note #2: New private roads or extensions of existing private roads must be approved by the Orange County Planning Commission prior to plat/plan submittal.

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| <input checked="" type="checkbox"/> | Plat formatting requirements: |
| <input type="checkbox"/> | Blue or black lines on white paper; one-sided only; no larger than 18"x24" in size |
| <input type="checkbox"/> | Plan preparer stamp and original signature in blue or black ink on each page of the plat |
| <input type="checkbox"/> | All lettering is at least 1/10" or 2.54 mm in height |
| <input type="checkbox"/> | Margins at least 1/4" on all sides |
| <input type="checkbox"/> | Centering marks shown on each sheet containing a drawing or graphic information |
| <input type="checkbox"/> | Match lines or grid ties delineating 8.5"x11" sections (for plats larger than 8.5"x11") |

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| <input checked="" type="checkbox"/> | N/A | Required plat information: |
| <input type="checkbox"/> | | A title block denoting the type of plat, affected property owners' names or subdivision name (if applicable), tax parcel number(s) and source(s) of title for the affected properties, phase name/number (if applicable), and original date of plat/plan preparation |
| <input type="checkbox"/> | | Name, license number, business address, and contact info. for the plan preparer |
| <input type="checkbox"/> | | A graphic scale, north arrow, and source of meridian (on every page containing graphic information) |
| <input type="checkbox"/> | | An area to list revisions and revision dates |
| <input type="checkbox"/> | | A vicinity map showing the subject property and its relationship to surrounding roads, area names and landmarks, jurisdictional boundaries, etc. at a scale sufficient to determine the location within the County |
| <input type="checkbox"/> | | Tax parcel numbers, owners, and sources of title for all adjacent lots |
| <input type="checkbox"/> | | The zoning district of the subject lot(s) and, in the case of multiple zoning districts, the location where the districts split |
| <input type="checkbox"/> | <input type="checkbox"/> | Acknowledgement of any proffers affecting the property pursuant to any approved conditional zoning, or any approved variances |
| <input type="checkbox"/> | | Boundaries of the entire affected property/properties (except as may be permitted by Sec. 54-44 of the Subdivision Ordinance) with straight lines described by distances to the nearest hundredth of a foot and bearings to the nearest second, and curves described by the radius, arc, and chord to the nearest hundredth of a foot and the delta and chord bearings to the nearest second |
| <input type="checkbox"/> | <input type="checkbox"/> | Lot numbers in consecutive numerical order |
| <input type="checkbox"/> | <input type="checkbox"/> | Changes in acreage of affected lots and/or acreages of new lots |
| <input type="checkbox"/> | <input type="checkbox"/> | Jurisdictional boundaries (i.e. town limits and County lines) |
| <input type="checkbox"/> | <input type="checkbox"/> | If any affected properties were acquired via more than a single source of title, the dividing line(s) between the multiple tracts shown as a dashed line |
| <input type="checkbox"/> | | The location, roadway width, right-of-way and/or easement width, right-of-way and/or easement source of title, and name (and route number if applicable) of existing roads |
| <input type="checkbox"/> | <input type="checkbox"/> | Known easements, including any easement(s) shown on a plat recorded in the Orange County Circuit Court, along with their respective deed book and page numbers (or instrument numbers) |

| <input checked="" type="checkbox"/> | N/A | Required plat information (con't): |
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| <input type="checkbox"/> | <input type="checkbox"/> | Existing driveway entrance locations onto adjacent roads, with their distances to the nearest intersection(s) and to other nearby entrances either stated or illustrated |
| <input type="checkbox"/> | <input type="checkbox"/> | Approximate locations of proposed entrances onto adjacent roads |
| <input type="checkbox"/> | <input type="checkbox"/> | The approximate location and extent of any 100-year floodplain as identified on current FEMA FIRM maps |
| <input type="checkbox"/> | | The location and extent of any mapped dam break inundation zones, or a statement that no the property is not located within any such zone |
| <input type="checkbox"/> | <input type="checkbox"/> | The identification and delineation of any existing wetlands in accordance with the current US Army Corps of Engineers Wetlands Delineation Manual (if shown as part of an approved preliminary plat) |
| <input type="checkbox"/> | <input type="checkbox"/> | The approximate extent of any existing waterbodies (with approximate acreages) |
| <input type="checkbox"/> | <input type="checkbox"/> | Approximate locations of perennial streams and intermittent streams, and their names if applicable |
| <input type="checkbox"/> | <input type="checkbox"/> | Any cemetery and other place of burial, which shall be delineated and reserved within a perpetual open space easement, the boundaries of which shall be no closer than ten (10) feet to the extent of the burial area |
| <input type="checkbox"/> | <input type="checkbox"/> | Locations, dimensions, and names (if previously approved) of proposed roads; proposed public roads shall be labeled as “dedicated to public use” |
| <input type="checkbox"/> | <input type="checkbox"/> | Locations, dimensions, and purposes of proposed easements; proposed public easements shall be labeled as “reserved for public use” |
| <input type="checkbox"/> | <input type="checkbox"/> | Easements for temporary cul-de-sacs and turnarounds |
| <input type="checkbox"/> | <input type="checkbox"/> | The known or readily-observed locations of existing wells, existing septic drainfields (and reserved areas), public water lines, public sewer lines, gas lines, power lines, manholes, and fire hydrants |
| <input type="checkbox"/> | <input type="checkbox"/> | The location or extent of any land to be dedicated to public use in fee simple, or to be held in common ownership |
| <input type="checkbox"/> | <input type="checkbox"/> | Boundaries and acreages of any areas reserved for recreational/open space purposes |
| <input type="checkbox"/> | <input type="checkbox"/> | Compliance with lot design and arrangement standards; see Secs. 54-86 – 54-92 of the Orange County Subdivision Ordinance |
| <input type="checkbox"/> | <input type="checkbox"/> | For subdivisions along arterial/primary roads, compliance with the entrance spacing standards of Sec. 54-124 of the Orange County Subdivision Ordinance (Route 3, Route 20, US 522, US 15, Route 231, and US 33) |
| <input type="checkbox"/> | <input type="checkbox"/> | For subdivisions along major collector roads, compliance with the entrance spacing standards of Sec. 54-124 of the Orange County Subdivision Ordinance (Flat Run Rd, Mine Run Rd, Lahore Rd, Burr Hill Rd, Pine Stake Rd, Rapidan Rd, Monrovia Rd, Marquis Rd south of Lahore Rd, Old Gordonsville Rd, Raccoon Ford Rd, Gold Dale Rd, Old Plank Rd, Carpenters Mill Rd, Dulin Ln, and Catharpin Rd south of Dulin Ln) |
| <input type="checkbox"/> | <input type="checkbox"/> | For boundary line adjustments, compliance with Sec. 54-44 of the Orange County Subdivision Ordinance |

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| ✓ | N/A | Required plat information (con't): |
| <input type="checkbox"/> | <input type="checkbox"/> | For property consolidations/property line vacations, compliance with Sec. 54-44 of the Orange County Subdivision Ordinance |
| <input type="checkbox"/> | | Signature blocks for “Orange County Subdivision Agent,” “Virginia Department of Transportation” (as applicable), “Rapidan Service Authority” (or other public utility provider; as applicable), and “Virginia Department of Health” (as applicable); |

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| ✓ | N/A | Required plat notes and certificates: |
| <input type="checkbox"/> | | As a standalone note in bold face: <i>“This plat must be recorded within six (6) months of the Subdivision Agent’s approval signature or it shall be considered void.”</i> |
| <input type="checkbox"/> | | <i>“I certify that this plat has been prepared in accordance with all County requirements and state code requirements regarding the preparation of plats, including the minimum state standards and procedures for land boundary survey practice, and may be committed to record in the Circuit Court.”</i> (to be signed and dated by the surveyor or engineer) |
| <input type="checkbox"/> | | <i>“The platting and/or dedication of the property shown hereon, being (insert Circuit Court deed book/page number or instrument number and County tax parcel number for each affected property), is with the free consent and in accordance with the desire of the undersigned owners, proprietors, and trustees, if any.”</i> (to be signed and dated by all owners; each signature shall be notarized) |
| <input type="checkbox"/> | | <i>“The (insert type of plat) shown hereon has been reviewed and approved by the undersigned in accordance with existing regulations and may be committed to record.”</i> (to be followed by the appropriate signature blocks for review agencies) |
| <input type="checkbox"/> | | <i>“This plat has been prepared (with / without) the benefit of a title report.”</i> |
| <input type="checkbox"/> | | A statement as to whether the plat represents a current field survey and/or represents a compilation of deeds and/or plats of record. |
| <input type="checkbox"/> | <input type="checkbox"/> | Addresses, if any, for structures on affected properties. |
| <input type="checkbox"/> | <input type="checkbox"/> | For family subdivisions: <i>“This is a family subdivision as defined by the Orange County Subdivision Ordinance. Each lot created hereon as a family subdivision shall be titled in the name of the immediate family member for whom the subdivision is approved for a period of no less than five (5) years from the date of plat approval.”</i> |
| <input type="checkbox"/> | | <i>“(A portion / Portions) of the (property / properties) shown hereon (is / are) located within FEMA flood zone (A / AE) (areas subject to inundation by the 1%-annual-chance flood event), as shown on FIRM map (insert the number of the map panel(s)), dated (insert the date of the FIRM map).”</i> <u>OR</u> <i>“(Property / Properties) shown hereon (is / are) located within FEMA flood zone X (areas outside of the 0.2%-annual-chance floodplain).”</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | If any affected property is subject to a conservation easement, a note specifying that the easement exists and specifying the deed book/page number or instrument number for the deed of easement. |

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| ✓ | N/A | Required plat notes and certificates (con't): |
| <input type="checkbox"/> | <input type="checkbox"/> | For a plat requiring VDH review and approval: <i>"A copy of the plat showing the approved building, well, and septic field locations, unless otherwise noted, is on file in the Orange County Virginia Department of Health office."</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | For a plat showing the creation of a residual lot greater than six (6) acres in size: <i>"Approval of the residue lot shown hereon does not certify or guarantee the presence of adequate soils to support an onsite wastewater treatment system, nor does it guarantee that the lot is deemed buildable by the County."</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | For the creation or extension of a private road: <i>"(Insert name of private road) shown hereon is private and its maintenance is not a public responsibility. It shall not be eligible for acceptance into the state secondary system for maintenance until such time as it is constructed and otherwise complies with all requirements of the Virginia Department of Transportation for the addition of subdivision roads current at the time of such request. Any costs required to cause this road to become eligible for addition into the state system shall be provided with funds other than those administered by the Virginia Department of Transportation."</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | For the creation or extension of a public road: <i>"(Insert name of public road(s)) shown hereon (is / are) hereby dedicated to public use, and shall be constructed to meet the Virginia Department of Transportation Secondary Street Acceptance Requirements. (This road / These roads), upon meeting the necessary state requirements and with the appropriate petition to the Orange County Board of Supervisors, may be included in the system of state highways for maintenance by VDOT, upon VDOT approval."</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | For a plat showing the creation of a private access easement, private road right-of-way, or any new driveway onto an existing state road: <i>"Prior to construction of any new entrance and/or road connecting to an existing state road, a VDOT Land Use (Entrance) Permit shall be required in addition to a Land Disturbance Permit issued by Orange County."</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | For a plat showing the reservation of temporary turnaround easements: <i>"The area(s) on this plat designated for temporary turnaround(s) shall be constructed and used until (road name(s)) (is / are) extended, at which time the land within the reserved area(s) shall revert to the underlying owners and the turnaround easement shall be deemed abandoned."</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | For agricultural subdivisions, the lot(s) labeled with: <i>"Not approved as a residential or commercial building lot."</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | For vacating a previous agricultural subdivision to make the lot(s) "buildable": <i>"Approval and recordation of this plat vacates the previous agricultural subdivision recorded in (insert Circuit Court deed book/page number or instrument number for the plat) and hereby creates a lot deemed buildable by the County."</i> |

Signature of plat preparer: _____ Date: _____

The complete Orange County Subdivision Ordinance (Chapter 54 of the County Code)
can be found at www.orangecode.us