

Lot Subdivision Plat Review

Contact and Plat Name: \_\_\_\_\_

Meets Ordinance		Requirements	Description	Section
Yes	No			
		<b>Area and depth</b>	Minimum 2 Acres, unless public water OR wastewater (21,780 SF) or public water and wastewater (11,250 SF). If on existing street, lot depth must be greater than width on each parcel.	2-43-4, 4-1, 6-2, 6-3, 6-4, 6-5
		<b>Frontage</b>	ALL lots (including original) must have 50-ft road frontage on publicly maintained road.	2-20, 4-4-1
		<b>Width and Set-back</b>	Lots must be 175-ft wide at setback (35 ft from State Rd property line or 60 ft from road middle-line if ROW only), unless public water OR wastewater (100 feet at setback), or both public water and wastewater (75 -ft width at setback).In the defined setback area, no building or structure may be built.	6-2,6-3,6-4,6-5, 2-37
		<b>Agency approval</b>	Plats must be approved by the Virginia Department of Health (unless well and septsics & reserve areas already exist);by VDOT (only if there are 3 more more parcels involved), and the E-911 Coordinator.	7-1-4
		<b>Copies to Agent</b>	If 3 or fewer lots, first generation plats must be submitted to the Subdivision Office for Agent review. Two plats (when approved) will be retained by this office. If the Health Department must approve, a minimum of 6 first generation plats must be submitted.	6-10, 6-11
		<b>Water &amp; wastewater</b>	The drainfield, reserve areas and well-site to be shown to scale on final Plat. All lots, including original house site must have a 100% reserve area.	4-1-6
		<b>Signature of Owner(s)</b>	Final plats must be signed by all owner(s) and surveyor with a notary public attesting the plat.	5-1-3, 6-12-3
		<b>Boundary Survey</b>	All parcels including any residual, must meet the ordinance. There must be a boundary survey of the entire boundary line, including any residual. This may be an existing survey of record (in all cases the Plat must be cited--not just the Deedbook and Page--and in some cases a copy of that Plat may be required.) When a previous survey is cited for a residual tract, the acreage of the tract must be shown on the plat and frontage and width must be given (an estimate is sufficient if plenty of frontage and width.)	6-10-3
		<b>Plat Title</b>	The Plat must include a Title indicating type(s) of division(s). The Title block or a narrative on the plat must name each parcel involved and indicate any transfers of ownership involved.	6-10-1
		<b>Other Info</b>	Location map, existing or proposed streets, floodplain designation.	6-10
		<b>Re-subdivision</b>	An additional lot subdivision is permissible after a 5-year period. This applies to parent tract and any tract created from it.	4-1-7
		<b>Purpose</b>	Plat must meet the general meaning, purpose and requirements of the Ordinance.	1-1-10, 3-1-8, 3-1-10, 5-2-1, etc.

**Notes: If a new road is proposed, it's a Standard Subdivision and must follow those rules**

**NO LOT SHALL BE CONVEYED UNTIL A FINAL PLAT FOR THE SUBDIVISION IS APPROVED AND RECORDED (6-5-1)**  
*A copy of this page and any previous written comments by the Agent should be submitted with the Final Plat.*

Office \_\_\_\_\_ For Administrative Purposes Only; does not substitute for Ordinance

**COMMENTS ON OTHER SIDE**

