



CHESTERFIELD COUNTY
 PLANNING DEPARTMENT
 CHESTERFIELD, VIRGINIA 23832
 (804) 748-1050
 www.chesterfield.gov/plan

FOR OFFICE USE ONLY	
Rec'd by _____	Case No. _____
Date Rec'd _____	Fee Amount _____
Time Rec'd _____	Receipt No. _____
Reviewed by _____	Anticip. Hearing Date _____

**SUBDIVISION PLAT REVIEW APPLICATION
 FINAL PLAT
 COMPLETE THE FOLLOWING INFORMATION IN FULL**

SUBDIVISION INFORMATION

1. Subdivision Name: _____ Section No.: _____
 Previous Name: _____ Sub ID No.: _____
 Existing Zoning: _____ Zoning Case No.: _____
 General Location Description (Example: N/W Quadrant Hull St./Genito Rd.): _____

2. **Case History**
 Preliminary/Tentative Case # _____
 Construction Plan Case # _____
 Final Plat Case # _____

3. **Property Type**
 Lot Parcel

4. **Final Plat Type** (Check One)
 Subdivision
 Family Subdivision Amended
 Line Modification Record Plat

5. **Development Type** (Check One):
 Single Family (S)
 Townhouse for Sale (T)
 Mixed Use (U)

6. **Copies of Plats Submitted: Final Plat**
 Ten (10) copies submitted Yes No
 (One (1) additional set if Well and Septic)

7. **Copies of Plats Submitted: Record Plat**
 2 Opaque submitted Yes No

8. **Utilities** (Check One)
 A) Water: Public (P) Well (W)
 B) Sewer: Public (P) Well (W) On Site (S)

9. **Drainage** (Check One)
 Curb and Gutter (C) Roadside Ditches (D)

10. **Statistical Summary:**
 A) No. of lots/parcels for approval _____
 B) No. of lots/parcels recorded _____
 C) Average lot/parcel size _____ sq. ft.
 D) Minimum lot/parcel size _____ sq. ft.
 E) Maximum lot/parcel size _____ sq. ft.
 F) Average lots/parcels width _____ sq. ft.
 G) Minimum lots/parcels width _____ sq. ft.
 H) Acreage in lots/parcels _____
 I) Acreage in roads _____
 J) Acreage in recreation/open space _____
 K) Total Acreage _____
 Comments: _____

11. APPLICANT INFORMATION

Applicant One: _____ Regist. No.: _____
Subdivider Email _____

Applicant Two: _____ Regist. No.: _____
Engineer/Surveyor Preparing Plat Email _____

12. SUBJECT PARCEL INFORMATION

THIS DATA SHOULD BE OBTAINED FROM THE
COUNTY ASSESSOR'S OFFICE (THE ROSE BUILDING)

SHADED AREA FOR OFFICE USE ONLY

GPIN#		Partial Parcel?	Land Use Taxation?	Zoning Sheet	Census Tract	Traffic Zone		
Address (if one given)	Existing Zoning	Zoning Acreage	Conditions			Existing Land Use/Structures	Magisterial District	Plan Area N,S,E,W,C
			CU	PD	SE			

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Address (if one given)	Existing Zoning	Zoning Acreage	Conditions			Existing Land Use/Structures	Magisterial District	Plan Area N,S,E,W,C
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			CU	PD	SE			

FINAL PLAT CHECKLIST

- Any existing or proposed covenants and homeowner association documents required by the Code, conditions of zoning or preliminary plat condition.
- Whenever any private pond, lake or similar body of water is proposed to be located within lots, the subdivider shall present a plan to the director of environmental engineering and the county attorney's office for review and approval outlining any construction to occur and a proposed plan for the indemnification and perpetual maintenance of any such body of water.
- Whenever any private pond, lake or similar body of water is proposed to be located within common area or open space, the subdivider shall present the recorded articles of incorporation for a homeowners association and proposed restrictive covenants to the director of environmental engineering, right of way, and the county attorney's office for review and approval. These documents shall outline any construction to occur and contain proposed plan for the indemnification and homeowners association's responsibilities for perpetual maintenance of any such body of water.
- Documentation of current road name approval by the applicable regional planning district commission

RECORD PLAT CHECKLIST

- Executed covenants and homeowner association documents required by zoning or tentative condition for recordation or proof of their recordation.
- Payment in the appropriate amount for new street signs and for the streetlight fees including the program administration fees shall be submitted to the director of environmental engineering with the record plat.
- Bonding for improvements, as required by Sec. 17-73
- Documentation that all erosion control ordinance requirements have been fulfilled, including satisfactory implementation and/or maintenance of erosion control measures in the field.
- A copy of the valid snow removal contract shall be submitted to the director of environmental engineering with the record plat.

FAMILY SUBDIVISION CHECKLIST

- A statement from the proposed grantor, given under oath and penalty of perjury, that identifies the subdivision as being for the purposes of conveyance to a qualifying family member and identifies the receiving family members and the relationship to the grantor.
- A note containing the following language:
"The Chesterfield County Subdivision Ordinance requires the grantee of a parcel or lot created by a family subdivision to retain ownership of the property for a period of not less than five (5) years, and the grantor of such division retain ownership of the parent parcel of a period of not less than five (5) years, unless granted written relief by the director of planning. Any violation of this requirement shall be presumed to constitute a circumvention of the subdivision ordinance and may result in corrective action taken by the county including, without limitation, imposition of applicable penalties, denial of building permits, and/or vacation of the subdivision. Any individual who is the recipient of any parcel created or modified through a family subdivision is ineligible for any other family subdivision in Chesterfield County."

CHECKLIST FOR ALL THREE (3) LISTED ABOVE

- An application by the subdivider for approval containing the name, mailing address, street address, telephone number, and fax number and e-mail address if available, of the owner, subdivider and the licensed professional engineer or the surveyor, as applicable, who prepared the plat, shall accompany each final plat with the following information as applicable (Check all that apply):
- The final plat sheet(s) shall be 16 inches by 24 inches and shall be prepared and signed and sealed by a certified professional engineer as applicable or land surveyor. The final plat shall conform to the approved preliminary plat and approved construction plans. The plat shall be drawn at a scale no greater than of one inch equals fifty (50) feet or equivalent metric scale for townhouse for sale subdivisions and other subdivisions at a scale of one inch equals one hundred (100) feet or metric equivalent. The final plats show the following information:
- Surveyor's certification as stated in 17-49 B
- Subdivision certificate as stated in 17-49 B
- Source of title as stated in 17-49 B
- A signature block shall be provided for the director of planning, director of engineering, and planning department. An additional signature block for the director of planning as shall be included on each sheet.

In addition to any requirements for a specific application, the following items shall be provided as specified for each plat or plan when the applicable column contains a check box. Check all that apply:

		Preliminary Plat	Overall Conceptual Plan	Lot or Minor Final Plat	Parcel Plat
A. The following shall be provided as general notes:					
1	Name of subdivision (to include phase or section, as applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Land use and zoning classification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Applicable zoning, schematic, variance, exception or preliminary case numbers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Names of property owners ^[1]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	GPIN(s) of property owners	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Magisterial District	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Total subdivision acreage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Type of water and wastewater service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Plat date and revision dates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Method of CBPA compliance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Total number of lots	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Stormwater drainage method for public roads and private pavement (i.e. curb and gutter, roadside ditch)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	List of acreage as follows: area in lots/parcels, roads, open space, common area, and land to be conveyed per sec. 17-71 ^[2]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	Lot density of subdivision, and the minimum, maximum and average lot size of lots	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	Construction-related building proffers, zoning, schematic and/or preliminary plat conditions related to construction, required improvements or restrictions on lots	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16	Original recordation date, with the deed, will, or plat book and page (parcel line modification plat only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. The following shall be provided and/or depicted, as applicable:					
1	Vicinity map with scale	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Sequentially numbered lots	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Individual lot area in square footage ^[3]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	County Boundary Line	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Location of any cemetery, grave, object, or structure marking place of burial and related access easement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Location, dimension and setback for an existing building or structure which shall remain:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a. Within the proposed subdivision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Adjacent to the proposed subdivision ^[3]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Location, labeling, and area of open space and common area ^[4]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Areas to be dedicated for public use in accordance with Sec. 17-71 ^[5]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Location, labeling, and width of buffers, special setbacks, landscape strips, and tree preservation areas, along with the applicable restrictions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Existing zoning boundaries with subdivision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Building setback lines required to be depicted by Sec. 17-62	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Graphic Scale	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	North arrow and Virginia state plane system coordinate points per North American Datum (NAD)83	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	Location of existing USGS or county monuments within subdivision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	If required by the director of environmental engineering, label existing contours at vertical intervals of five feet or other appropriate intervals. Source of topography and mean sea level datum shall be stated on the plat ^[6]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16	Minimum finished floor (MFF) and minimum crawl space (MCS) elevations for lots, and lots shown as no building permit (NBP), as appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	Layout of lots and parcels along with line dimensions ^[7]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18	Building envelope on lots or parcels, if required by planning or environmental engineering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19	The length and bearing of the exterior boundaries of the subdivision. Dimensions shall be expressed in feet to the nearest one hundredth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20	Length and bearing of each lot or parcel line along with the cumulative total of each perimeter tangent dimension. Provide curve table to depict the following for each curve: chord bearing, chord distance radius, delta, tangent and arc length	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

21	Adjacent information:				
	a. Adjacent subdivision name(s)	<input type="checkbox"/>			
	b. Adjacent parcel owner name(s) and GPIN(s)	<input type="checkbox"/>			
	c. Side boundary lines of adjoining lots and parcels	<input type="checkbox"/>	<input type="checkbox"/>		
	d. Existing zoning classifications and boundaries on adjacent property	<input type="checkbox"/>	<input type="checkbox"/>		
22	Street, rights-of-way, and easement information:				
	a. Location, right of way width, state route number, and name of any existing street within or adjacent to the subdivision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Location, right of way width, and name of any proposed street and pedestrian network ^[8]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Right of way dedication from the centerline of existing street	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
	d. All existing and proposed residential collector and local streets shall be labeled with design traffic volumes	<input type="checkbox"/>			
	e. All arterial, collector, and limited access streets for which a design is required shall be labeled with classification, geometric design standard, design speed, and design traffic volumes	<input type="checkbox"/>			
	f. Proposed streets with centerline curve data and any sidewalks, pedestrian and bicycle facilities	<input type="checkbox"/>			
	g. Private pavement and fire access lanes	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
	h. The location, width, and purpose of all existing and anticipated <u>onsite</u> easements, including any pedestrian and utility easements serving the subdivision ^[9]	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
	i. The location, width, and purpose of all existing and anticipated <u>offsite</u> easements, including any pedestrian and utility easements serving the subdivision	<input type="checkbox"/>			
23	Utility Information:				
	a. The layout and size of the existing and proposed wastewater, water mains, fire hydrants, and existing storm sewers/culverts, and other underground structures within the tract or immediately adjacent thereto	<input type="checkbox"/>	<input type="checkbox"/>		
	b. Water and wastewater connections to existing line(s) shall be graphically shown where feasible, otherwise a note indicating the approximate distance and contract number of the existing water/wastewater line(s)	<input type="checkbox"/>			
24	Environmental features:				
	a. The limits of established watercourses, manmade drainage conveyance systems, mapped dam break inundation zones, preliminary wetland boundaries and their anticipated impacts, floodplains, conservation areas, RPAs and approximate location and surface area of BMPs	<input type="checkbox"/>	<input type="checkbox"/>		
	b. CBPA area as described in chapter 19	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Location and labeling of conservation areas, wetlands, RPAs, floodplains, backwater(s), and elevations with survey tielines and /or tiedowns			<input type="checkbox"/>	<input type="checkbox"/>
	d. CBPA preservation areas described in chapter 19, with a note indicating the method of CBPA compliance, the type of facility utilized, as well as recordation information			<input type="checkbox"/>	<input type="checkbox"/>
25	A note with corresponding reference symbol for wetlands stating "Jurisdictional wetlands shall not be disturbed without written permission from the appropriate state and/or federal agencies"			<input type="checkbox"/>	<input type="checkbox"/>
26	A note with an asterisk on each lot between RPA limits and water feature(s) stating "Resource protection area (RPA) to remain in its natural state; no structure to be located within the RPA"			<input type="checkbox"/>	<input type="checkbox"/>
27	A note with corresponding reference symbol for any lot or parcel which is located, in whole or in part, on a FEMA floodplain stating "Prior to the issuance of a Certificate of Occupancy for any dwelling, a FEMA National Flood Insurance Program Elevation Certificate, completed by a licensed professional, shall be filed with the director of environmental engineering"			<input type="checkbox"/>	<input type="checkbox"/>

NOTES

- [1] For preliminary plats, the contact information of the owner, subdivider, and, if known, the proposed owner. This contact information shall include mailing address, street address, phone number, fax number and electronic mail address.
- [2] Calculations for open space and areas to be conveyed in accordance with Sec. 17-71 shall include the area for noncontiguous sections and the total area.
- [3] If required by the director of planning or director of environmental engineering.
- [4] Final plat should reference ownership and maintenance responsibilities.
- [5] Provide a note on plat that contains the conditions proposed for such disposal and use as specified in Sec. 17-71.
- [6] USGS quadrangle sheets are not an accepted source for the required information. The director of environmental engineering may require contour labeling at other appropriate intervals depending upon plan and topography.
- [7] All lots and parcels shall be buildable.
- [8] For an overall conceptual plan, there shall be depicted a general pedestrian circulation layout and general location of any proposed arterial, collector or residential collector street.
- [9] Where any easement bisects a property, provide tie-downs to property corners on final plat.
- [10] The utility layout must be consistent with the county's water and sewerage specifications and procedures. Any deviation must be requested in writing and is subject to approval by the director of utilities.
- [11] For an overall conceptual plan, large onsite and offsite water mains and trunk wastewater lines along with the corresponding tie in points shall be depicted.
- [12] If approved by the director of utilities, where such a depiction is not feasible, a note may be provided indicating the approximate distance and contract number of the existing water or wastewater line.
- [13] For an overall conceptual plan, the general limits of such features shall be provided.