



Record Plat Submittal Checklist

County of New Kent, VA

Planning Division

Web Site: www.co.new-kent.state.va.us

New Kent County ♦ Community Development Department-Planning Division ♦ P. O. Box 50 ♦ New Kent, VA 23124

Phone: 804-966-9690 ♦ Fax: 804-966-8531

****Use P O Box for all mail. Street Address: 12007 Courthouse Circle, New Kent, VA 23124 FOR DELIVERIES ONLY****

Applicant: _____ **Date:** _____ **File #:** _____

YES NO N/A

Plats submitted for final approval and recordation shall be clearly and legibly drawn in dark black ink upon 0.004 mil or thicker polyester based drafting film with a matte finish on both sides and having a sheet size of 18"x24". All plats and drawings submitted shall comply with the Standards for Recorded Instruments of the Virginia State Library Board (17VAC15-60-10 et. seq.), including the following:

1 All drawing, lettering, and inscription shall be in permanent black ink and black ink and shall be solid, dense, uniform, sharp, unglazed, and on one side of the sheet only.

2 All signatures shall be in black or dark blue permanent ink.

3 Lettering and line weight shall be no less than 0.013 inches or 0.3302mm.

4 Lettering shall be no less than 0.10 inch or 2.54mm in height.

5 Letter and line spacing shall be no less than 0.040 inches or 1.016mm.

6 All plats shall have centering marks on each side.

7 Margins shall be at least 0.25 inch on all sides.

8 All shading or screening shall be eliminated over written data.

9 Good drafting practice shall be followed when eliminating ghost lines and when doing erasures.

Submission Requirements for Record Plats

YES NO N/A

The subdivider shall submit three (3) reproducible copies of the approved final plat, prepared in accordance with the requirements established in section 91-60 of this chapter, to the agent for signature and recordation. All plats submitted to the agent shall be complete including the following:

1 All required signatures and notarizations, except that of the agent, shall have been affixed to each copy.

2 Copies of all deeds, covenants, agreements, easements, performance guarantees or other certificates or instruments which have been required by the agent or are intended for recordation in conjunction with the plat, complete with all required seals, shall be submitted. Plats of easements for off-site easements shall be of a format in conformance with the diagram entitled New Kent County Easement Dedication Plat Layout.

3 Recordation fees in an amount sufficient to cover the recordation costs of the plat and other instruments shall be submitted.

The subdivider shall also submit digital line work including bearings and distances tied to a known monument including its X-Y coordinates expressed in US survey feet or meters in a format useable by the County Geographic Information System. The Geographic Information System in the New Kent County is referenced to the Virginia Coordinate System of 1983 (South Zone) and the 1983 North American Datum. The digital data shall be provided on optical storage media.

Notes:
