



# Preliminary Plan Submittal Checklist

County of New Kent, VA  
 Planning Department

Web Site: [www.co.new-kent.va.us/209/Planning](http://www.co.new-kent.va.us/209/Planning)

New Kent County Planning Department P. O. Box 150 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 #: \_\_\_\_\_

Property Owner/Agent Signature: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

YES NO N/A

Ten (10) copies of plan submitted (24" x 36") scaled at 100 ft. to the inch

**The following Information Shall be Shown on or Attached to the Preliminary Plan**

<u>YES</u>	<u>NO</u>	<u>N/A</u>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Name of subdivision, owner, subdivider, surveyor, date of drawing, number of sheets & graphic (bar) scale
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sideline of each sheet north pointing (from bottom to top) gridline If true north is used, the method of determination shall be shown
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location of proposed subdivision on an inset map at a scale of not less than 2,000 ft. to the inch, orientated north, showing, adjoining roads, their names & numbers, towns, subdivisions, watercourses, and other landmarks
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Boundary or boundaries of the property
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A table of statistical data, including:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 Total acreage of the property or properties to the nearest acre
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2 Acreage of the area to be subdivided to the nearest acre
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3 Zoning district classification
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4 Summary of zoning district requirement including min. lot size, yard & setback requirements, open space, & any other pertinent requirements
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5 Acreage & percentage of the total area which is classified as undevelopable area
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6 Acreage & percentage of the total area anticipated to be included within common area
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7 Acreage & percentage of the total area anticipated to be maintained as landscaped open space
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8 Acreage & percentage of the total area anticipated to be contained within road rights-of-ways
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9 Acreage & percentage of the total area anticipated to be impervious surface area
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10 Acreage & percentage of the total area estimated to be in the resource protection area (RPA) and resource management area (RMA)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11 Number of lots
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12 Maximum, minimum, & average lot areas
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Names of the owners, locations of existing property lines, zoning, & parcel identification numbers of all parcels within boundaries of the tract and for all properties adjacent
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All existing & platted streets & public right-of-ways, their names & widths (both pavement & right-of-way) & show the location of all existing & driveways or other entrances onto public streets within 500ft. of the proposed subdivision
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	General layout & design of the street circulation system shall be shown including proposed widths & names

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<u>YES</u>	<u>NO</u>	<u>N/A</u>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	General location & extent of all existing & proposed utilities & easements, including landscape, preservation or conservation easements, public areas, & parking spaces. Existing & planned fire hydrants located within 600 ft. if the property shall also be shown or described
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All proposed lots, approx. lot areas, blocks, phases, & building setback lines
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing site topography at a contour interval of no more than 5ft. based on mean sea level including existing site development
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Master drainage plan showing the proposed major drainage system, including significant existing & proposed structures & major stormwater management facilities proposed to convey the subdivision drainage to an adequate natural channel <i>(the preliminary plan shall be required to include only approx. sizing of major pipes &amp; ditches, general location &amp; extent of all existing &amp; proposed drainage utility easements, and the location &amp; approx. dimensions of significant existing or proposed stormwater management facilities).</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approx. location of any flood plain area including flood hazard zone designation(s) & elevation(s)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approx. location & identification by size & common name of all heritage, memorial, and/or specimen trees located within proposed rights-of-way or utility easements
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approx. location & extent of any know or suspected archaeological sites, historic sites, cemeteries, individual grave sites, & other similar cultural resources & including, as an attachment, a narrative description of the resource and its potential significance
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ID of any portion or portions of the property which are located in any watershed protection area, environmental management area or Chesapeake Bay Protection Area <i>(identification shall be accompanied by a general description of such area and what environmentally sensitive lands are believed to exist therein)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All parcels of land to be dedicated for public use and the conditions, if any, such dedication

**Preliminary Plan Contents**

<u>YES</u>	<u>NO</u>	<u>N/A</u>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3 copies of impact analyses <i>as required by Article VI of the Subdivision Ordinance</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Disclosure statement containing the following information: <ul style="list-style-type: none"> <li>1 A statement as to the title to all of the land comprising the subdivision or development, including all deed restrictions &amp; covenants which are proposed to be, applicable thereto.</li> <li>2 A statement as to the presence of any know environmental or health hazards on or within the property &amp; the condition of such hazards, including responsibility &amp; potential effect on human health &amp; the natural environment.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Where phases are proposed, a development schedule shall be submitted which shall clearly delineate the proposed phases & include a proposed schedule for the provision of improvements & facilities in conjunction with the proposed phases
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Wetlands determination for subdivision proposals which, based on the most current edition of the Soil Survey of <i>New Kent County, Virginia</i> published by the USDA Natural Resources Conservation Service (formerly Soil Conservation Service), will have more than 1 acre of land disturbance to hydric soils. <i>(This determination shall be prepared by a professional qualified to perform such services)</i>

**Preliminary Plan Sheet Layout**

<u>YES</u>	<u>NO</u>	<u>N/A</u>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The format of plan sheets submitted shall be in conformance with the diagram entitled New Kent County Preliminary Plan Layout

**Notes:**
