



# Final Plat 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: \_\_\_\_\_

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

YES       NO       N/A      Eight (8) 18" x 24" copies scaled of 100 ft. to the inch

**The following information for the subdivision or part thereof shall be shown on the face of the final plat.**

- | <u>YES</u>               | <u>NO</u>                | <u>N/A</u>               |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The name of the subdivision, owner, subdivider, land surveyor, and the date of drawing, number of sheets, graphic (bar) scale and, if applicable, the phase designation. Unless otherwise excepted by the agent, the side line of each sheet shall be a north-pointing (from bottom to top) grid line and labeled as such. If true north is used, the method of determination shall be shown.     |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The location of the proposed subdivision or part thereof on an inset map at a scale of not less than two thousand feet (2,000') to the inch, showing adjoining roads, their names and numbers, towns, subdivisions, watercourses, and other landmarks. Said inset map shall be oriented north.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A boundary survey providing a closure within an accuracy of not less than one (1) in twenty thousand (20,000) or which meets or exceeds Second Order, Class II standards, as determined by the Federal Geodetic Control Committee and contained in the current edition of the publication entitled, Classification, Standards of Accuracy, and General Specifications of Geodetic Control Survey. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A known monument or other survey reference with the X-Y coordinate value in U.S. survey feet or meters.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All existing, platted and proposed streets and public rights-of-way, their names, numbers and widths (both pavement and right-of-way). The data of all curves along street frontages shall be shown at the curve or in a curve data table and shall contain the following:  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1 delta   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2 radius  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3 arc   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4 tangent   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5 chord   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6 chord bearings  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Temporary cul-de-sacs shall be shown and appropriately labeled to show both the permanent and the temporary portions of the right-of-way included.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All utility, public service corporation, and other easements, including landscape, preservation or conservation easements, public areas, and parking spaces. Easements shall be located and dimensioned by bearings and distances with curve data or X-Y coordinate values in U.S. survey feet or meters.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All proposed lots, lot areas, and building setback lines. All lots shall be located and dimensioned by bearings and distances with curve data or X-Y coordinate values in U.S. survey feet or meters.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The location of all approved private sewage disposal systems, including both primary and reserve locations.   |

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<u>YES</u>	<u>NO</u>	<u>N/A</u>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If the plat is for a boundary line adjustment there must be a note on the plat that the proposed boundary line adjustment will not adversely impact adjacent well and septic systems.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The location of major stormwater management ponds or lakes.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The location of all approved private sewage disposal systems, including both primary and reserve locations and a notation that "the private on-site sewage disposal system(s) shall be pumped out at least once every five years."
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The location of any resource protection area and/or resource management area including delineation of all required buffers. If none of the area contained in the subdivision is within a resource protection area or resource management area, a note to this effect shall be shown on the face of the plat. There shall also be a notation on the plat that specifies permitted development in the RPA (resource protection area) is limited to water dependent facilities or development.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The location of any floodplain area as depicted on the flood insurance rate map (FIRM) for the County as published by the Federal Emergency Management Agency including the flood hazard zone designation(s) and elevation(s) and any other information required by the floodplain management area provisions of the zoning ordinance for floodplain areas.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The location of all secondary ground control network monuments.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All parcels of land to be dedicated for public use or for the common use of the property owners.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The parcel identification number assigned to each lot, either within the boundaries of the lot itself or in tabular form.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The certificate of consent and dedication to be duly signed and notarized by all owners, including trustees, if any, in the format required by section 15.2-2264, Code of Virginia.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The certificate to be duly signed by a land surveyor setting forth the source of title in accordance with section 15.2-2262, Code of Virginia, and certifying that the monuments and survey markers shown on the plat have been correctly located and installed.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	An approval block for the signature of the agent on behalf of the County.

**Final Plat Contents**

<u>YES</u>	<u>NO</u>	<u>N/A</u>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A copy of the documents for any property owners association proposed to be created or expanded and which would apply to the lots created by the subdivision. Such documents shall be prepared in accordance with the relevant provisions of the Code of Virginia.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A copy of any other documentation which establishes responsibility for maintenance or perpetuation of any feature or element within the subdivision including, but not limited to, streets, sidewalks, streetlights, landscaping, drainage facilities, or common elements.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A disclosure statement as required by section 91-48(b) of this chapter.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A statement, certified by a duly licensed attorney, defining and describing who has title to each tract of land contained within the subdivision and specifically describing any title defects or encumbrances affecting, or potentially affecting, any portion of the property proposed to be dedicated to public use.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Unless previously submitted, evidence as required by section 91-53(f) that wetlands permits have been obtained or are unnecessary.

**Final Plat Sheet Layout**

<u>YES</u>	<u>NO</u>	<u>N/A</u>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The format of final plat sheets submitted shall be in conformance with the diagram entitled New Kent County Final/Record Plat Layout.

<b>Notes:</b>	