

Plat Standards

Required Items for Plat Submittals

*(Not having these items may delay review and approval and may require resubmittal and an additional review fee.)
(Note that a Preliminary Subdivision Plat should be a near-complete preliminary version of the Final Plat. It is not a concept review. Concept reviews are handled in the Planning Department's site plan review.)*

Computation sheet for boundary closure and area (reference 18VAC10-20-370 The Minimum Standards and Procedures for Land Boundary Surveying Practice)

Scale and bar scale

North arrow and source of meridian used for plat

Note on all sheets having north arrows, bearings, distances or coordinates stating what datum and units are utilized, for example: NAD 83 (HARN 1993) Va South Zone, U.S. Survey feet

Legend for symbols used on plat

Drawings and signatures in black ink only (plats using color ink will not be accepted for review or recordation)

Owner name and address (required on preliminary plat submittal only)

Surveyor and surveying company name, address, phone number and surveyor's email address

Name of subdivision, which shall not duplicate the name of an existing subdivision

Complete linework, metes & bounds, line tables and curve tables. Bearings and distances on all lines with directional arrows on bearings (no +/- distances)

Title references for subject parcel, including all deed and plat references.

Omit any GPIN or address references

Adjoinder names and recorded references, lot-block-subdivision information if applicable

Boundaries and location of all adjoining properties held in the same ownership as the tract to be subdivided

Boundaries and location and identification of adjacent or abutting streets, subdivisions, unsubdivided parcels, easements, water areas and other geographic features

Boundary lines of created parcels drafted in solid, bold linework. Lines to be vacated drafted in dashed or broken linetype and light linewidth

Monuments set at all corners prior to the recordation of the subdivision and in accordance with city code regulations 42.5-8

Description and location of all corner monuments, found and set, to be shown on plat

Two NAD 83 (HARN 1993) Va South Zone coordinate values in U.S. Survey feet shown on two easily accessible parcel boundary corners

Curve data for all curves (radius, length, Δ , tangent, chord)

Surveyor's Certificate on plat

Owner's Certificate on plat with notary

City Official signature area on plat

Clerk of Court signature block on each sheet

Notes regarding the survey, the parcel, dedications, restrictions, recorded references, etc.

Existing easements shown on plat

Physical features located and shown from edge of roadway inward and throughout the property showing all encroachments and utilities and drainage features servicing or effecting the property (required on preliminary plat submittal only)

Professional seal with signature on all sheets of plat.