



**County of Powhatan,
Virginia**

Subdivision Review:
Final Plat
Application and Checklist

Powhatan County, Virginia
Department of Community Development
3834 Old Buckingham Road: Suite F
Powhatan, VA 23139

For Office Use Only	
Case Number	

Last Revision: October 1, 2018

A final subdivision plat must be submitted to the Department of Community Development for review and approval prior to recordation at the Office of the Clerk of the Circuit Court. The following application and checklist must be completed and submitted for review, along with all other documentation listed as required.

Subdivision Information		Infrastructure	
Subdivision Name		Water	Public (Powhatan County)
Tax Map Number(s)			Private (Central/Community Water System)
Total Area (Acres)			Private (Individual Wells)
Total Number of Lots		Sewer	Public (Powhatan County)
Current Zoning District			Private (Central/Community Sewer System)
Associated Rezoning Case(s) (if applicable)			Private (Individual Septic System)
Preliminary Plat Case Number (if applicable)		Roads	Public
Comprehensive Plan: Countywide Future Land Use Map			Private If roads will be private, has an application for private roads been submitted and approved? Yes (Private Road Case Number: _____) No
Magisterial District			
Election District			

Applicant Information	
Owner Name	
Mailing Address	
Phone Number	
Email Address	
Name of Applicant	
Company Name	
Mailing Address	
Phone Number	
Email Address	
Name of Surveyor or Engineer	
Company Name	
Mailing Address	
Phone Number	
Email Address	
Primary Contact	Owner
	Applicant
	Surveyor or Engineer

Owner Consent
<p>If the applicant is not the owner, the applicant must provide written documentation that the current property owner consents to the application (see form entitled <i>Consent of Owner(s) to Final Plat Application</i>).</p> <p>If there are multiple owners, all owners must sign the application or provide other documentation consenting to the application (see form entitled <i>Ownership Disclosure</i>).</p>

Preparation by Licensed Surveyor or Engineer
The final plat must be prepared by a licensed surveyor or engineer.

Final Plat Review Standards
<p>Per Sec. 68-110(c)(2), an application for final plat approval shall be approved upon a finding the applicant has demonstrated the proposed development:</p> <ul style="list-style-type: none"> • Is in substantial conformity with the preliminary plat approval [see Sec. 68-110(a)(5) for allowed deviations]; • Complies with applicable standards in the Powhatan County Subdivision Ordinance and all other county regulations; • Complies with applicable state regulations; • Complies with requirements of utility entities that will maintain the proposed infrastructure improvements; • Complies with all standards, conditions, and proffers of any prior applicable permits or development approvals; and

Review Fees	
Final Plat: First Submittal	\$500.00 + \$25.00 per lot
Final Plat: Third and Subsequent Submittals	\$250.00

General Submittal Requirements and Plan Content

Checklist		Requirement	Code Reference
Applicant	Staff		
		A pre-application conference was held with the Department of Community Development (Date: _____). (Note: This is an optional step, but it is recommended.)	Table 68-105
		Hard Copies (10) of Final Plat Prepared and Submitted (Folded to 8½" by 14")	Dept. Policy
		Digital Files Prepared and Submitted (CADD Files in DWG Format Preferred)	68-231
		Date of Final Plat Design	68-235(b)(2)
		North Arrow (with Datum)	68-235(b)(3)
		Scale (1 in.: 100 ft. or less)	68-235(b)(4)
		Page Number (Including Notation with Total Number of Pages)	68-235(b)(5)
		Street Lines on Adjacent Land (Including Route Number and Street Name)	68-235(c)(1)
		Monument References on Adjacent Land	68-235(c)(2)
		Intersecting Boundaries of Adjacent Parcels	68-235(c)(3)
		Ownership Information, Recording Information, and Tax Map Number of Adjacent Parcels	68-235(c)(3)
		Boundary Lines of Tract (Length of Courses: Hundredths of a Foot and Bearings: Nearest Second)	68-235(c)(4)
		Location and Type of All Permanent Reference Monuments	68-235(c)(5)
		Names and Width of All Streets	68-235(c)(6)
		Location, Type, and Width of All Easements	68-235(c)(7)
		Lot Lines (Dimensions: Hundredths of a Foot and Bearings: Nearest Second)	68-235(c)(8)
		Lot Number and Block Designations (Letters)	68-235(c)(11)
		Acreage Shown within Each Lot	68-235(f)

General Submittal Requirements and Plan Content (Continued)

Checklist		Requirement	Code Reference
Applicant	Staff		
		Title Block with the Following Information: <ul style="list-style-type: none"> • Subdivision Name and Section Number • Magisterial District • County and State • Date • Scale of Plat 	68-235(d)
		Legend with the Following Information: <ul style="list-style-type: none"> • Use of Property • Zoning Designation • Rezoning Case Number (if applicable) • Tax Map Number • Water Supply • Sewer Supply • Drainage Type • Number of Lots • Area of Lots • Area in Open Space • Area in Roads • Total Area • FEMA Flood Zone Designation • Proffered Conditions 	68-235(e)
		Location Sketch (Include Nearby Major Thoroughfares, Public Transportation, Schools, Recreation Areas, Shopping Areas, and Natural Features)	68-235(h)
		Personal Identification (Name of the Property Owner, Developer, and Surveyor)	68-235(i)
		Required Certifications (with Appropriate Language) <ul style="list-style-type: none"> • Subdivision Certificate • Surveyor's Certificate • Source of Title • Notary Certificate 	68-234(j)

Existing Structures

Checklist		Requirement	Code Reference
Applicant	Staff		
		Location of Existing Structures	Dept. Policy
		Location of Graves, Objects, or Structures Marking Burial Places	Dept. Policy

Environmental

Checklist		Requirement	Code Reference
Applicant	Staff		
		Location of Rivers, Streams, and Other Watercourses	68-235(c)(13) 83-471(a)
		Location of Wetlands (Include Wetland Delineation Map Approved by the U.S. Army Corps of Engineers, If Applicable)	68-235(c)(13)
		Location of Riparian Buffers (Intermittent Streams and Wetlands: 50'; Perennial Streams: 100')	68-170(b) 68-235(c)(14) 83-471(a)
		Location of Floodplains	68-185 68-235(c)(12)
		Soil Analysis	68-235(c)(17)
		Indication Noting Presence of Moderate or High Shrink/Swell Soils (if applicable)	68-235(c)(17)

Open Space

Checklist		Requirement	Code Reference
Applicant	Staff		
		Location of Property Dedicated for Public Use	68-235(c)(10)
		Location of Open Space	68-170(b) 68-235(c)(10) 83-470
		Purpose of Open Space Noted (Including Location of Open Space Amenities)	68-235(c)(10) 83-470

Road Access and Internal Circulation

Checklist		Requirement	Code Reference
Applicant	Staff		
		Location, Type, Size, and Spacing of All Entrances/Access Points (Review Table 68-175(E)(5)(d)(ii): Driveway Intersection Standards and Sec. 68-170(b)(7) for Minimum Number of Required Access Points)	68-175
		Auxiliary Lane Warrant Analysis Submitted	68-175(e)(5)(c)
		Provision of Acceleration/Deceleration Turn Lane and Taper at Site Entrance(s)	68-175(e)(5)(c)
		Location of Any Right-of-Way Dedication along Adjacent Roads	68-170(b)(8)
		Location and Right-of-Way Width of Internal Streets	68-175(e)(8)
		Proposed Internal Traffic Circulation	68-175(e)(1)
		Provision of Public Street Connections to Adjacent Properties	68-175(e)(6)(b)
		Proposed Bicycle Circulation (if located within Village Growth Area District)	68-175(f)
		Proposed Pedestrian Circulation	68-175(g)
		Completed Transportation Review Worksheet	Dept. Policy

Landscaping

Checklist		Requirement	Code Reference
Applicant	Staff		
		Location of Perimeter Buffers	Dept. Policy
		Landscaping Plan: Street Trees (if located within Village Growth Area District)	68-175(i)
		Location and Landscaping Plan for Buffer along Reverse-Frontage Lots (If applicable)	68-175(g)

Notes	
Expiration	Final plat approval shall generally expire if the final plat is not recorded with the Office of the Clerk of the Circuit Court within six months after the date of final plat approval [Sec. 68-111(c)(3)].
Performance Guarantee	A performance guarantee shall be required and submitted to Powhatan County if required public infrastructure improvements (e.g. street, sidewalks, stormwater management facilities, potable water facilities, wastewater facilities, street lights, etc.) are not installed and completed prior to approval of the final subdivision plat [Sec. 68-215].
VDOT Street Acceptance	In subdivisions where public roads are planned, the applicant/developer should coordinate with the Virginia Department of Transportation (VDOT): Chesterfield Residency and Powhatan County to have the roads accepted into the State Secondary System as soon as possible. Building permits shall not be issued for more than 80 percent of the lots in a phase of a residential subdivision with public streets until the streets have been constructed to VDOT standards, inspected, and accepted into the state highway system [Sec. 68-215(a)].

Statement of Validity of Information

Every applicant shall sign the following document to substantiate the validity of submitted information.

I, being duly sworn, depose and say that I am the Lessee/Owner of the property involved in the application. If I am not the Lessee/Owner, I will provide written certification from the owner granting me the right to submit this application.

I declare that I have familiarized myself with the rules and regulations pertaining to preparing and filing this application. I further declare that the foregoing statements and answers provided throughout the various sections of this application are in all respects true and correct to the best of my knowledge and belief.

Signature of Applicant	
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Name of Applicant (Printed)	
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Commonwealth of Virginia
County of _____, to wit:
Sworn and subscribed to before me a Notary Public in and for the jurisdiction aforesaid by _____, whose name is signed to the above, on this _____ day of _____ 20_____.

Notary Public		Seal
Commission Expires		
Notary Number		

Ownership Disclosure

List below the names and addresses of all owners or parties in interest of the land subject to this request.
 If this request is in the name of a corporation, artificial person, joint venture, trust, or other form of ownership, all officers, directors, and any stock holders owning ten percent or more of such stock must be listed.

Name	Address

I, _____, do hereby swear and affirm to the best of my knowledge and belief, the above information is true and that I am the applicant requesting preliminary plat approval. If the information listed above changes while this request is being considered, I will provide Powhatan County with an updated list of owners.

Signature of Applicant	
Name of Applicant (Printed)	

Commonwealth of Virginia
 County of _____, to wit:
 Sworn and subscribed to before me a Notary Public in and for the jurisdiction aforesaid by _____, whose name is signed to the above, on this _____ day of _____ 20_____.

Notary Public		Seal
Commission Expires		
Notary Number		

Consent of Owner(s) to Final Plat Application

If the applicant is not the owner, the applicant must provide written documentation that the current property owner consents to the preliminary plat application.

I, _____, am the owner of the property involved in the final plat application (Tax Map _____) and consent to the final plat application submitted by _____ for that property.

Signature of Owner

Name of Owner (Printed)

Commonwealth of Virginia

County of _____, to wit:

Sworn and subscribed to before me a Notary Public in and for the jurisdiction aforesaid by _____, whose name is signed to the above, on this _____ day of _____, 20_____.

Notary Public

Seal

Commission Expires

Notary Number

Permission for Inspection of Property

I, _____, hereby grant access to the Director of Community Development, Zoning Administrator, or assigns thereof, to enter my property during reasonable hours without prior notice to make inspections as deemed necessary for the evaluation of my application.

Signature of Applicant	
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Name of Applicant (Printed)	
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Commonwealth of Virginia
 County of _____, to wit:
 Sworn and subscribed to before me a Notary Public in and for the jurisdiction aforesaid by _____, whose name is signed to the above, on this _____ day of _____ 20_____.

Notary Public		Seal
Commission Expires		
Notary Number		