

SUBDIVISION PLAT REVIEW CHECKLIST

SUBDIVISION NAME _____

A/C _____ & TAX MAP PARCEL NOS. _____
(13 DIGITS)

PLAT PREPARER _____

DEVELOPER _____

REVIEWING ENGINEER _____

WATERSHED (INCLUDE SUBSCRIPT) _____

I. PRELIMINARY ITEMS

___ A. Verify that plat conforms to approved improvement plan and approve preliminary plat.

___ 1. Ensure that plan approval is valid. If not send out letter that plat must be submitted prior to plat review.

___ 2. Route one copy each to Planning (Form A-68) and Real Estate (Form A-69).

___ 3. Verify lot lines (and # of lots) shown on plat correspond with approved plan.

___ 4. Plat shows delineation of RPA and RMA in accordance with plans.

___ B. If plat is a portion (sectioned) of a subdivision, then a plan revision is required to show the following items:

___ 1. All master improvements (ditch and shoulder, perimeter facilities, CBPA/ stormwater management features, etc) are required with recordation of initial phase.

___ 2. Subdivision section lines.

___ 3. Adequate termination of utilities including any necessary easements (e.g. valve with a kicker joint on water mains, manhole for sewer mains)

- ___ a. Utilities tie into accepted or constructed and bonded utilities pending acceptance.
- ___ b. Sectioning is such that utilities will be functional (e.g. pump station, gravity, forcemain).
- ___ 3. Adequate termination of streets:
 - ___ a. One lot deep – barricade 70-94 (c).
 - ___ b. Greater than one lot deep requires cul-de-sac in accordance with City Standards.
 - ___ (1) Cul-de-sac temporary sign shown on plan (8-2-E).
 - ___ c. All right-of-way storm water must drain through recorded right-of-way or drainage easements (e.g. stub street which does not end on high point will require easements to be recorded to next catch basin – ensure catch basin outfall is included in right-of-way or easement).
 - ___ d. Verify fire hydrant spacing is acceptable.
 - ___ e. Street improvements are required along all street adjacent to lots being recorded (70-167).
 - ___ f. Stub streets or temporary cul-de-sacs constructed to ultimate top of bank for perimeter facilities (5-11-d).
- ___ 4. Subdivision access – when the number of recorded lots exceed 150, a minimum of two public street access points must be provided (8-4-R).
- ___ C. Stipulations in approval letter resolved.
 - ___ a. Ensure plan has not expired.
- ___ D. Pro-rata contribution(s)
 - ___ 1. Drainage $C \times A \times \$ =$ _____
 - ___ 2. Traffic signal _____
 - ___ 3. Other _____
- ___ E. All offsite easements agreements to ensure all public improvements are consistent with the agreements.

___ F. Review all existing easement agreements to ensure all public improvements are consistent with the agreements.

II. GENERAL – (FINAL PLAT)

___ A. Final plat shall be drawn in ink on polyester drafting film to a scale of one hundred feet to the inch or larger 70-28 (a).

___ B. Final plat shall be on a sheet or sheets not less than eight and one-half inches by eleven inches and not larger than seventeen inches by twenty-two inches 70-28 (a).

___ C. Lettering shall be no smaller than 0.10" in height.

___ D. Title block – each sheet shall show the following:

- ___ 1. Subdivision name 70-28 (a) (1)
- ___ 2. Borough
- ___ 3. State
- ___ 4. City
- ___ 5. Plat meridian 70-28 (a) (2)
- ___ 6. Date of drawing (including all revision dates) 70-28 (a) (1)
- ___ 7. Number of sheets (if more than one) 70-28 (a) (1)
- ___ 8. Match lines to clearly indicate where several sheets join 70-28 (a) (1)
- ___ 9. Scale 70-28 (a) (1)

___ E. Vicinity map per section 70-28 (a) (3):

- ___ 1. Scale not less than 1" = 1 mile
- ___ 2. Adjoining roads, their names and numbers
- ___ 3. Adjoining subdivisions, cities, counties, other landmarks

___ F. Monuments and markers per Sections 70-28 (a) and 70-121:

- ___ 1. Monuments located at all block corners or tangent points of curves connecting intersection street lines and all points of angles and curvature in the right-of-way lines (at all changes in right-of-way). 70-28 (a) (4)
- ___ 2. Markers (or monuments) located at all corner and angles on the exterior boundary of the subdivision except at corners that are inaccessible due to topography in which case markers shall be located at such other points as may be necessary to provide a complete survey. 70-28 (a) (4)
- ___ 3. Monuments shall be poured or precast concrete or stone, 24" in length, minimum diameter 6", with metal pin or disk embedded therein. A note stating material is required on the plat. 70-121

- ___ 4. Markers shall be a metal pin or pipe 3 / 4” x 30”. 70-121 A note stating material is required on the plat.
- ___ 5. The survey shall be related to the Virginia State System of Plan Coordinates South Zone. 70-28 (a) (4) By method in the Public Facilities Manual, Volume I, page 4-1

___ G. Building Lots:

- ___ 1. Lot numbers 70-28 (a) (6)
- ___ 2. Building set back line shown (from reservation line) 70-95 (b)
- ___ 3. Dimension and location by bearing and distance or curve data of all exterior lot lines. 70-28 (a) (6)
- ___ 4. All lots must be buildable. Ensure no spite strips are created. 70-94 (e)
- ___ 5. If property line is being vacated ensure property line relocation does not adversely effect fire hydrant or catch basin location. State code reference not required.
- ___ 6. The size of each subdivided lot, expressed in square feet and acres to two decimal places. Shown either on each lot or on a chart located on the plat and identifying each lot by its assigned number. 70-28 (a) (6)

___ H. Street (s):

- ___ 1. Name, number (if applicable), right-of-way width. 70-28 (a) (6)
- ___ 2. Geometry per approved plan and City standards.
- ___ 3. Dimension and location by bearing, and distance or curve data. 70-28 (a) (6)
- ___ 4. Cul-de-sac used for “temporary” (not labeled temporary) end of street shall have note in accordance with Appendix VII. This right-of-way and note must be shown again on plat when street is being extended.
- ___ 5. Ensure future street extension sign is shown on plans. 70-94 (c)
- ___ 6. Ties into existing right-of-way. Recently dedicated right-of-way must have reference. 70-92

- ___ 7. When additional right-of-way is being dedicated adjacent to an existing street, ensure acreage is stated, and the area is distinguished on plat.
- ___ 8. Ensure ultimate right-of-way reserved (dedicate a minimum of 60') – ultimate curb returns – must state “___ reserved for future right-of-way widening.” Standard note per Appendix VII must be on the plat.
- ___ 9. List below existing and future right-of-way for all existing streets shown on plat. Check Master Road Plan.

I. Easements – This includes existing easements.

- ___ 1. Name (type), width.
- ___ 2. Geometry per approved plan and City policy.
- ___ 3. Dimension and location by bearing, and distance or curve data. 70-28 (a) (6)
- ___ 4. Verify every easement size is correct. Ensure the detail on the plan showing the maintenance strip and property line correspond to the easement location on the plat.
- ___ 5. Easements for public service corporations (tv, gas, telephone, electric) to be shown. 70-28 (a) (10)
- ___ 6. Vacating any easement must be done in accordance with the State Code which must be referenced. If an easement being vacated that has not been dedicated to the City, the appropriate authority must sign the plat (e.g. AT&T, Virginia Power, etc.)
- ___ 7. Appropriate notes included on plat.
 - ___ a. Private drainage per PFM, Appendix 7
 - ___ b. Public drainage easement per PFM, Appendix 7
 - ___ c. Septic tank per PFM, Appendix 7
 - ___ d. Impoundment easement
 - ___ (1) Note (_____) per PFM, Appendix 7.
 - ___ (2) Property lines extended through the lake.
 - ___ (3) Ensure tic marks separate changes in bearings, etc.
 - ___ (4) Verify elevations and storage shown on note are correct.
- ___ 8. If an ingress-egress easement is being dedicated, the plat must have a note stating the purpose of ingress-egress easement.

- ___ 9. Subdivision located in or adjacent to an agricultural zoning must have the following note:
- “This subdivision is located in an agricultural district or area and may be subject to noise, dust, odor, chemical spraying, and the like as the result of the raising of crops and livestock on nearby property.” 70-28 (a) (15)
- ___ 10. The following note must be included if any portion of the subdivision is in the Fentress Airfield Overlay District or other airport safety or noise zone:
- “This subdivision is located partially or wholly within an airport noise and/or safety zone and may be subject to above average noise levels (including noise levels experienced in United States Navy AICUZ noise zone three) or to aircraft accidents.” 70-28 (a) (16)
- ___ 11. If traffic control easement is dedicated, plat to have the following note:
- “Traffic control easement is hereby dedicated to allow for the construction, inspection and maintenance of traffic control features to include but not limited to traffic signal appurtenances, control box and signage.”
- ___ 12. If sidewalk easement is dedicated, plat to have the following note:
- “Sidewalk easement hereby dedicated to the City for the purpose of maintenance of sidewalks across the land of property owners including pedestrian ingress and egress for the public.”
- ___ 13. Where landscape buffer is required, the plat must have the following note:
- “No structure shall be located in the landscape buffer area and all plant material therein is to be maintained by the owner of the property as set forth in the City of Chesapeake Zoning Ordinance.”
- ___ 14. If plat is in RMA/RPA, it is to have the following note:
- “The area encompassed by this plat is within the Resource Protection Area (RPA) and/or the Resource Management Area (RMA) of the Chesapeake Bay Preservation Area Overlay District. Development and use of all lots shall be in compliance with said standards and subject to review, as set forth in the City of Chesapeake Zoning Ordinance.”
- ___ 15. If a visibility easement is dedicated, plat to have the following note:
- “To ensure adequate sight visibility, there shall be no obstruction (i.e., shrubs, fences, vegetation, signs, etc.) within the visibility easement in excess of 2.5 feet above the curb line elevation.

If the approved subdivision plan allows for a 50' landward encroachment, plat to have the following note:

“The Department of Public Works has approved a BMP for the subdivision that will achieve water quality protection, pollutant removal and water resource conservation the equivalent of the full 100 foot RPA buffer. Accordingly, encroachment into the 50 foot landward RPA buffer is permitted pursuant to Section 12-508.B.8 of the Chesapeake Zoning Ordinance, provided that the BMP is maintained and all other regulations and performance standards of the CBPA Overlay District are met. No encroachment into the 50 foot seaward RPA buffer is permitted without the granting of an exception under Section 12-513 of the Chesapeake Zoning Ordinance.”

___ 16. Non-residential plats are to have the following note:

“This site is served by City water and sewer. Public water and sewer main lines exist in (street name). Development will require the property owner (developer) to install any water service and sewer lateral for their proposed land use, which may include upgrade of existing Public Utilities.

___ 17. Ensure plat does not have a note stating “This plat prepared, without the benefit of title report...”

___ J. Other public area (e.g. parks, schools) must have location and dimension shown by bearing and distance or curve data. 70-28 (a) (6)

___ K. All dimensions shown in feet and decimals of a foot to the nearest one-hundredth of a foot; all bearings in degrees, minutes and seconds. 70-28 (a) (7)

___ L. The data for all curves along street frontages shall be shown in detail in a curve table containing the following: delta, radius, arc and tangent. 70-28 (a) (8)
Ensure standards are met (e.g. centerline curves and intersection radii – check each one).

___ M. Contour of the 100 year flood or note stating subdivision is above the flood zone
70-28 (a) (6)

___ N. Show and reference the following:

___ 1. Existing and platted streets, their names, numbers and width 70-28
(a) (6)

___ 2. Existing water courses and names.

- ___ 3. Existing utilities (use discretion).
- ___ 4. Names of owners and their property lines (with legal reference), both within the boundaries of the subdivision and adjoining such boundaries. 70-28 (a) (6)
- ___ 5. Location of graves and burial sites (no reference required) 70-28 (a) (12)

- ___ O. Where bluff, highwater, bulkhead, or pierhead lines are intersected by a lot or block lines, measurements locating such intersections shall be given along the lot or block lines. 70-28 (a) (9)

- ___ P. Acreage of area being recorded stated on plat.

- ___ Q. Acreage of right-of-way being recorded stated on plat.

- ___ R. Pump Station Sites:
 - ___ 1. Site has all property lines with dimensions and bearings.
 - ___ 2. Pins on all corners.
 - ___ 3. Note stating “Pump Station Site hereby dedicated to City of Chesapeake”
 - ___ 4. Easements are required as with any other property.

- ___ S. A 5’ non-ingress easement required on all lots which double front on major streets. If a reservation is shown the easement shall be adjacent to reservation on development side.

- ___ T. All lots created must be buildable. Sewer laterals (or septic tank), water laterals (or well), and drainage must have an approved plan.

- ___ U. If plat is adjacent to (or concurrent with) a recorded plat – verify that all information on both plats is the same.

- ___ V. SDMP Subdivisions:
 - ___ 1. If a curb and gutter variance was approved, ensure public drainage easements are provided along the right-of-way.
 - ___ 2. Check ever SDMP ditch to ensure easement is in proper location. Trace drainage patterns for each lot to ensure that the correct easement is labeled on the ditch. SDMP easements are required to a public outfall.
 - ___ 3. Ensure all SDMP easements are labeled correctly. “Septic tank drainage easements” (Appendix VII)

___ W. Amended/Revised Plats:

- ___ 1. Must have a note stating the purpose of the revision.
- ___ 2. All easements must be shown.
- ___ 3. This checklist applies to the plat.

___ X. Soil boring data has been received and reviewed.

II. Certificates

___ A. The following certificates shall be affixed on major final plats as required, 70-28 (a) (17)

___ I (we) hereby certify that I (we) am/are the owner(s) of the property depicted on this plat. The platting or dedication of the following property shown on this plat is with the free consent and in accordance with the desire of the undersigned owners, proprietors and trustees, if any. I (we) hereby establish the lot lines shown hereon and dedicate all streets, alleys, walks, rights-of-way, parks, easements, open spaces and other areas and facilities to public or private use as indicated on the plat. I (we) further certify that any wetlands permits required by law shall be obtained prior to the commencement of grading and other on-site activities.

_____, 20 ____
(Date)

Owner (Signature)

Print Name

(Title)

(Owner's signature (s) shall be notarized)

___ We hereby certify that the subdivision shown hereon has been approved in accordance with the subdivision ordinance of the City of Chesapeake. The undersigned do not certify as to the correctness of the boundaries, streets, or other lines shown on this plat.

Chesapeake Health Department Date

Director of Public Works Date

Director of Planning Date

Approval shall be granted in the above sequence. The Health Department, if applicable, signs for suitability of septic tank applications; the Director of Public Works signs for acceptance of city improvements or confirmation that all bonding is in order; the Planning Director signs for conformance to subdivision ordinance and recordation.

_____ I hereby certify that the plat shown and described hereon is a true and correct survey of the accuracy required, that the source of title is correct, and that the monuments shall be placed as shown hereon in accordance with the requirements of the city subdivision ordinance.

Source of Title and Last Place of Record

Land Surveyor Date

Ensure surveyor's signed stamp is on Sheet 1 of the plat.