

Final and Minor Subdivision Application Checklist

§15-63

The final plat shall be clearly and legibly drawn at a scale of not more than one hundred (100) feet to the inch on sheets having a maximum size of eighteen (18) inches by twenty-four (24) inches. It shall show the following information:

- 1 () Name of subdivision, magisterial district, county, state, north arrow and source of meridian used for the survey, scale of drawing and number of sheets. If shown on more than one sheet, matched lines shall clearly indicate where the several sheets join.
- 2 () Owner's name, deed book reference where the acquisition deed was recorded, and tax map parcel number.
- 3 () Location of proposed subdivision by an insert map at scale of not less than two (2) inches equal to one mile, indicating adjoining roads, their names and numbers, subdivisions, streams adjoining or running through the land and other prominent or well known landmarks.
- 4 () A boundary survey with an error of closure within the limits of fifteen (15) seconds or metric equivalent per angle observed and one in five thousand (5,000) feet or metric equivalent of perimeter length and showing the location of all monuments and their type of material. The survey may be related to the United States Coast and Geodetic Survey state grid north if the coordinates of two (2) adjacent corners of the subdivision are shown.
- 5 () Certificates signed by the surveyor or engineer setting forth the source of title of the owners of the land subdivided and the place of record of the last instrument in the chain of title as set forth in Appendix A of Chapter 15 of the Zoning Code (§15.1-476 of the Code of Virginia, 1950, as amended).
- 6 () A statement to the effect that the subdivision as it appears on this plat is with the free consent and in accordance with the desires of the owners, proprietors, and trustees, if any, which shall be signed by the owners, proprietors, and trustees, if any, and shall be duly acknowledged before some officer authorized to take acknowledgements of deeds as set forth in Appendix B to this chapter (§15.1-477 of the Code of Virginia, 1950, as amended).
- 7 () When the subdivision consists of land acquired from more than one source of title, the outlines of the various tracts shall be indicated by dash-lines and identification of the respective tracts shall be placed in the plat.
- 8 () The map shall show:
 - a () accurate location and dimensions by bearings and distances with all curve data on all lots and street lines,
 - b () boundaries of all proposed or existing easements¹, parks, school sites, or other public areas,

¹ Provide recordation reference for existing easements. Also, if applicable, label easements as "Existing" and/or "Private." Label an easement being created by this plat as "Easement to Serve Parcels __, __, & __." For temporary easements created to provide turn-around for future road extensions, provide a note on the plat indicating temporary easement to be vacated upon dedication of street. Building setbacks shall be measured from the temporary easement as long as it is applicable. Setbacks will be from the right-of-way upon dedication of the street.

- c () the number and area of all building sites,
 - d () all existing public and private streets, their names, numbers, and widths²,
 - e () existing utilities, and those to be provided such as sanitary sewers, storm drains, water mains, manholes, and underground conduits including their size and type,
 - f () watercourses and their names
 - g () names of owners and their property lines, both within the boundary of the subdivision and adjoining said boundaries.
- 9 () Any grave, object, or structure marking a place of burial located on the land proposed for subdivision.
- 10 () All dimensions shown in feet and decimals of a foot to the closest one-hundredth of a foot, all bearings in degrees, minutes, and seconds to the nearest thirty (30) seconds.
- 11 () Data of all curves along the street frontages shall be shown in detail at the curve, or in a curve data table containing the delta, radius, arc, tangent, chord, and chord bearings.
- 12 () Certification of approval and compliance to requirements, signed by the subdivision agent on a form set forth in Appendix C to chapter 15 of the Zoning Code. Resident engineer and director of department of public utilities shall be required to approve working drawings and specifications of construction where applicable.
- 13 () All subdivision plats shall show the limits of the “A” and “V” zones (“X” zones to not have to be shown) and the floodway areas as defined on the National Flood Insurance Rate Map (FIRM). A general note depicting the source shall be shown. For example: Flood lines shown hereon are approximate and are taken from FIRM Community Panel No. _____, dated August 4, 1987.
- 14 () All subdivision plats, including Family Transfers, which contain any street or right of access to be privately maintained shall display in addition to all other required notations and certifications the following notation prominently displayed in, at minimum, 12 point lettering³:

THE STREET(S) SHOWN HEREON IS/ARE PRIVATE, MAY NOT BE MAINTAINED OR IMPROVED BY EITHER THE COMMONWEALTH OF VIRGINIA OR THE COUNTY OF GLOUCESTER. MAINTENANCE OF THE STREET(S) AND/OR RIGHTS-OF-WAY SHOWN HEREON IS/ARE THE RESPONSIBILITY OF THE PROPERTY OWNERS OF THE LOTS CREATED BY THE PLAT.

² See Right-of-Way Width Deficiency Policy

³ **This note is required on BLA plats only when applicable.** Only BLA plats which relocate or alter private rights of way, consistent with the requirements in §15-3.1(6) of the subdivision ordinance, will need to include this notation on the plat.

- 15 () Pursuant to §15-3.2 of the Gloucester County Subdivision Ordinance, subdivision plats for Family Transfers shall contain the following statement set forth so as to be readily seen in a minimum of 12 point type:

THIS LOT IS CREATED AS A FAMILY TRANSFER PURSUANT TO THE PROVISIONS OF THE GLOUCESTER COUNTY SUBDIVISION ORDINANCE. THE USE AND TRANSFER OF THE PROPERTY ARE RESTRICTED BY THE TERMS OF THAT ORDINANCE.

- 16 () Pursuant to the Chesapeake Bay Preservation Ordinance (Chapter 5.5-10(7)), all subdivision plans shall include the following information or a note indicating that this information is not applicable to the plat⁴:
- a () Delineation of the RPA boundary
 - b () Delineation of required buffer areas
 - c () Delineation of RMA wetlands
 - d () All wetland permits required by law
 - e () Delineation of slopes twenty-five (25) percent or greater
 - f () BMP maintenance agreement to ensure proper maintenance of BMP's in order to continue their functions
 - g () A statement that all existing vegetation within the RPA shall remain in its undisturbed natural state, except for vegetation weakened by age, storm, fire or other natural cause.

- 17 () Pursuant to the Chesapeake Bay Preservation Ordinance (Chapter 5.5-9(b)(6)), a reserve sewage disposal site with a capacity at least equal to that of the primary sewage disposal site shall be provided for each new lot. Construction or establishing of any impervious surface shall be prohibited on the area of all sewage disposal sites and reserve drainfields until the structure is served by public sewer. Health Department approval letters indicating compliance with this requirement shall be provided for each lot not connecting to sewers.

OTHER REQUIREMENTS OF THE SUBDIVISION ORDINANCE

- 18 () Lot Size - §15-45 – Lot size shall be determined by the Zoning Ordinance
- a () Zoning _____
 - b () Minimum Area _____
 - c () Five acre lot size for lots on Private Road as per §15-31(c)? _____
 - d () Average lot width⁵ _____
 - e () Sufficient area within setbacks and outside drainfields and RPA?
- 19 () Streets⁶
- a () §15-31(a) – Except as permitted in Section 15-3.2 (Family Transfers) and 15-31(c) below, every subdivided property shall be served from a publicly dedicated street, unless the Commission grants an exception.

⁴ See Planning Department Wetlands Policy

⁵ *Lot, width of:* The average horizontal distance between side lot lines.

⁶ *Street:* The principal means of access to abutting properties. The word "street" shall be synonymous with "road."

In considering whether to grant an exception, the Commission shall apply the criteria set forth in Section 15-8(a).

- b () 15-31(c) Subdivisions served by private roads⁷ shall be permitted where the design of the division of land is such that no lot is less than five (5) acres in area and the private road serves no more than three (3) lots or dwelling units. Such private roads shall consist of a permanent easement of right-of-way a minimum of twenty (20) feet in width from the lots to an existing road in the state highway system. Such right-of-way shall include within it a driveway consisting of, at a minimum, an all-weather surface of rock, stone, or gravel, with a minimum depth of three (3) inches and a minimum width of ten (10) feet. The right-of-way shall be maintained by those having a right to use the right-of-way in a condition passable by emergency vehicles at all times. **A notation to this effect shall be placed on the face of the final plat and this provision shall be included in the deeds by which the subdivision is effected.** This exception shall only apply to the subdivision of a parcel of record as of January 1, 2000.
 - c () The private streets shown shall meet the standards outlined in 15-31(c). If a new street is platted, prior to plat approval construction drawings should be submitted to the Planning office. Once the design is reviewed and approved, the road shall either be constructed or a surety for its construction shall be posted.⁸
 - d () §15-19 – All rights of access shall be 50 feet wide unless 15-31(c) of the subdivision ordinance applies.
- 20 () Arrangement, design and shape (§15-40)
- a () Generally lots shall be rectangular in shape – lots shall not contain peculiarly shaped elongations solely to provide necessary square footage of area which would be unusable for normal purposes.
 - b () Road frontage shall meet the minimum lot width requirement, except that fifty (50) feet of frontage shall be permitted on lots facing on a properly designed cul-de-sac⁹. Lot frontage¹⁰ _____
- 21 () Monuments
- a () §15-49 – Upon approval of a subdivision, the subdivider shall make certain that all monuments required by this chapter are properly installed and clearly visible for inspection and use. Such monuments shall be inspected and approved by the agent or his appointed representative.
 - b () §15-50 – Reinforced concrete monuments four (4) inches in diameter or square, three (3) feet long with a flat top, shall be set at all street corners, at all points where the street line intersects the exterior boundaries of the subdivision, and at right angle points and points of curve and tangency in each street.

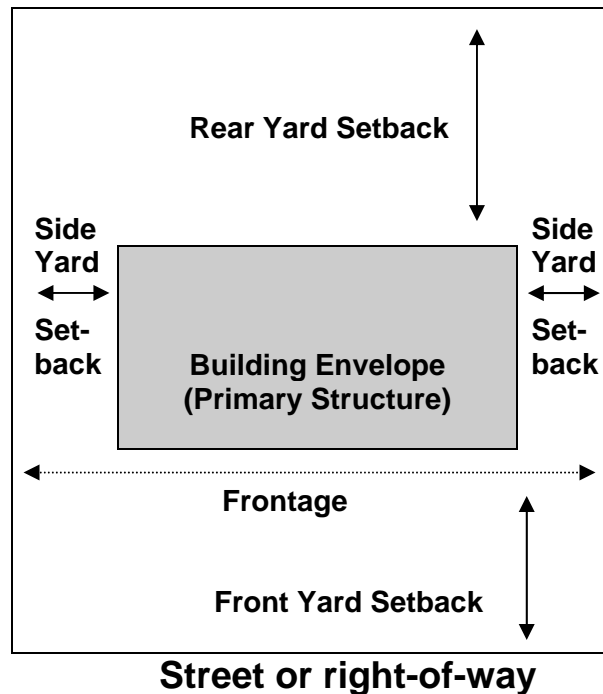
⁷ See Planning Department Use of Private Roads or Easements for Access Policy

⁸ See Planning Department §15-31c Private Roads Construction Standards Policy

⁹ *Cul-de-sac*: A street with only one outlet and having an appropriate turnaround for a safe and convenient reverse traffic movement.

¹⁰ *Frontage*: The minimum width of a lot measured from one side lot line to the other along a straight line on which no point shall be farther away from the street upon which the lot fronts than the building setback line as defined and required herein. **On a corner lot, the front shall be deemed to be along the shorter dimension of the lot; and where the dimensions are equal, the front shall be on that street on which a predominance of other lots in the block front.**

- c () §15-50.1 – Permanent benchmark, flood zones (“A” and/or “V” flood zones)
 - d () §15-51 – All other lot corners shall be marked with solid iron rod or markers being a minimum of three-fourths (3/4) inch in diameter and twenty-four (24) inches long driven so as to be flush with the finished grade.
- 22 () Fees – §15-56 - There shall be a charge for the examination and approval or disapproval of every preliminary plat or plat vacation reviewed by the agent¹¹.
- 23 () Term of validity of the plat - §15-64 – The subdivider shall record the approved record plat in the Clerk’s Office of the Circuit Court of the County within one hundred and eighty (180) days after approval thereof; otherwise, such approval shall become null and void.



Documents associated with subdivisions, including policies, applications, fee schedule, etc. are available in our office as well as on the Planning Department website at www.gloucesterva.info/planning/forms.

Please contact the Planning Department at 804-693-1224, Monday-Friday from 8:00 am to 4:30 pm, for complete details on plat requirements.

¹¹ See fee schedule.