

PLANNING STAFF ONLY

Staff: \_\_\_\_\_ File #: \_\_\_\_\_

Date received: \_\_\_\_\_

Date(s) reviewed: \_\_\_\_\_

COMMONWEALTH OF VIRGINIA  
County of Cumberland



## Minor Subdivision – Checklist

Developed by the Planning Department from the Subdivision Ordinance

This checklist must be completed and submitted when the final plat is submitted. Final plats shall be reviewed for approval within 30 days of a complete submittal. **Any subdivision submitted for review not accompanied by the completed checklist will be promptly returned to the submitter.**

**Project Name:** \_\_\_\_\_

**Property Owner(s):** \_\_\_\_\_ **Tax Map(s) and Parcel Number(s)** \_\_\_\_\_

**Firm Completing Checklist:** \_\_\_\_\_ **Individual Completing Checklist:** \_\_\_\_\_

**Signature of Person Completing Checklist:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Platting Standards:

#### General Requirements [Sec. 54-59]

The subdivider shall submit a minimum of 2 final plats for review and approval by the agent.

#### Form [Sec. 54-58(A)]

Blue or black line prints.

Scale of not more than 200 feet to the inch. Scale shall be noted graphically by scale bar and scale text.

No sheet in a plat shall exceed 24 inches by 36 inches in size. If prepared on more than 1 sheet, match lines shall clearly indicate where the several sheets join. The top of each sheet shall be approximately north.

Plat shall be prepared on one (1) or more sheets, provided that no sheet shall exceed eighteen (18) inches by twenty-four (24) inches in size, and further provided that if the plat is prepared on more than one (1) sheet, match lines shall clearly indicate where the several sheets join. The top of each sheet shall be approximately north.

**Title Block [Sec. 54-58(B)]**

To be located consistently on all sheets:

- Name of subdivision (shall not duplicate an existing subdivision name) and phase or section as appropriate.
- Title describing the type of development action or actions proposed to occur on the plat. This includes the type of subdivision that is proposed and if multiple actions are to occur, such as a subdivision and a lot line adjustment, each shall be listed separately.
- Electoral district, county, and state.
- Name(s), addresses & phone numbers of all owners(s) & developer(s).
- Name, address & phone number of professional who prepared the plat.
- Date of completion and any subsequent revisions.
- Number of sheets – match lines.

**Information Block [Sec. 54-58(C)]**

- Total land area in parcel(s) existing prior to subdivision.
- Total land area in proposed lots.
- Total land area in road right-of-way.
- Total land area in common or open space areas. Total number of lots.
- Tax map parcel numbers of parcel(s) being subdivided.
- Zoning district designation(s) of parcel(s) and applicable overlay districts of parcel(s).

**General [Sec. 54-58(D)]**

- North arrow.* True north arrow.
- Vicinity sketch.* At a scale of 1 inch equals 2,000 feet.
- Boundary survey.* A boundary survey of the land to be subdivided, showing the number, area, and dimensions of all lots, is required for all subdivisions. However, See section 54-175 for exception.
- Instrument creating property proposed for subdivision.* The deed book and page number or instrument number of the last instrument in the chain of title for each and all parcels to be subdivided, as recorded in the office of the clerk.
- Adjacent landowners.* Name, deed book & page number or instrument number, tax parcel number & current zoning of all current adj. owners
- Zoning classification.* Zoning district, including any zoning overlay districts, proffers, conditional use permits and variances and any conditions
- Lots.* shall conform to the requirements of the zoning ordinance. Curvilinear data shall include radius, central angle, arc length, and tangent

distances and may be shown either directly on the corresponding boundary or surveyed line or in table form.

- Open Space or Yards.* The location of all open space or yards required by the zoning ordinance.
- Dimension standards and information on all lots, access easements (roads, alleys and shared entrances).* All linear, angular, and curvilinear dimensions of access easements for roads, alleys and shared entrances shall conform to the requirements of this chapter. All linear, angular, and curvilinear dimensions of lots shall conform to the requirements of the Zoning Ordinance. Curvilinear data shall include radius, central angle, arc length, and tangent distances and may be shown either directly on the corresponding boundary or surveyed line or in table form. Easements shown for private roads, alleys and shared entrances shall be labeled as "private road easement", "alley easement" or "shared entrance easement," as applicable. The easement holder(s) shall be identified on the plat. If shared entrances are shown, a note shall be added to the plat stating that maintenance shall be by the owners of the lots affected by the shared entrance easement, not by the Virginia Department of Transportation or the county.
- Floodplain.* Location of any part of the property within the flood hazard overlay district including the FEMA panel number.
- Road names.* Name of each proposed road, which names shall be subject to approval by the agent.
- Public sewerage and public water supply.* A statement as to whether the subdivision will be served by a public sewer system and public water supply. If the property is not within the service area for public sewer and/or public water, the following statement is required: "Under current county policy, public water and/or sewer service will not be available to this property."
- Proposed facilities.* Location of proposed water/sewer lines & related improvements; proposed drainage & stormwater management facilities & related improvements.
- Land to be dedicated in fee or reserved.* Location, acreage, and current owner of all land intended to be dedicated in fee or reserved for public use, or to be reserved in a deed for the common use of lot owners in the subdivision.
- Statement pertaining to private roads.* If the subdivision will contain one or more private roads, the following statement: "The roads in this subdivision may not meet the standards for acceptance into the secondary system of state highways and will not be maintained by the Virginia Department of Transportation or the County of Cumberland."
- Notary panels.* Notary panels for the notary to acknowledge the signature of all owners.
- Plat Certificates & approval block.* Appropriate certificates as defined below, with required signatures, will accompany all final plats. Seal and signature of the professional engineer or surveyor shall be provided on each sheet.
  - Survey certificate.* A statement signed by the surveyor or engineer certifying that the subdivision is in conformance with the subdivision ordinance and zoning ordinance of Cumberland County and setting forth the source of title of the land and the place of record of the last instrument in the chain of title, giving the deed book number and page number and/or instrument number of all tracts involved;
  - Ownership.* A statement signed by all owners, proprietors, and trustees, properly notarized, stating the following:  
"The platting or dedication of the following described land (here insert a correct description of the land subdivided) is with the free consent and in accordance with the desire of the undersigned owners, proprietors, and trustees, if any and as applicable."
  - Approval Block.* Upon approval & certification of all elements of the final plat, the agent will certify the plat for recording as follows:

<u>SUBDIVISION AGENT APPROVAL</u>
Subdivision agent: _____
Date approved: _____

**Additional Items Required:**

**Access** [ Article V, Chapter 54]

*Shared entrances:* copy of shared access easement to be recorded with subdivision plat.

*Private Roads:*

- Copy of road maintenance agreement to be recorded with subdivision plat.
- Bond in an amount appropriate to cover the cost to construct or upgrade the road to private road standards. Bond will be released when professional has certified the road meets the required min. standards.

**Plat Endorsements** [Sec. 54-56.B.5]

- Surveyor/Engineer.* Professional surveyor/engineer must sign and seal all original copies and pages of the plat.
- Sewer and Water.* In the instance that lots are served by private sewer and water systems, an authorized representative of the Cumberland County Health Department shall sign the final plat confirming a suitable waste disposal system (and necessary reserve area) and water supply (and back up water supply) are available for all lots (including residual portions) under twenty (20) acres in area. In the instance any lot is served by a public sewer or water system, the Cumberland County director of public utilities shall sign the final plat indicating such lots have the ability to connect to a public sewer or water system. In the instance where lots are served by a private central sewer or water system, the final plat shall be signed by an official representative of the party that owns or operates such systems.
- VDOT.* A representative of VDOT shall sign any plat for subdivision that produced 2 or more lots.