



PRINCE WILLIAM COUNTY
Department of Development Services – Land Development Division

FINAL PLAT CHECKLIST
(Minimum Acceptance Requirements)

Plan Name: _____

For Simple, Family Subdivision, Re-subdivision, Consolidation, Rights-of-Way Dedication, Easement, Abandonment, Vacation and Revision to Approved Plats.

| Item # | ADMINISTRATIVE ITEMS | YES | NO | N/A |
|---------------------|--|-----|----|-----|
| 1 | Fees in accordance with the LDD Fee Schedule . A certified Prince William County (PWC) Review Fee Calculation Sheet. [Administrative Procedures Manual, Section 4.05.1] | | | |
| 2 | Standard Prince William County Development Control Form with all required information. (If not signed by the owner, a Power of Attorney must accompany this form.) [APM, Section 4.05.2(A1)] | | | |
| 3 | Existing zoning of parcel. | | | |
| 4 | Reference to rezoning file, if applicable. | | | |
| PLAT DETAILS | | | | |
| 5 | Sheet size shall not exceed 18" x 24" or smaller than 8.5" x 11" and lettering in accordance with Va. State Library Board. [APM, Section 4.05.5(B1)] | | | |
| 6 | Graphic scale of lot less than 1" = 100'. [APM, Section 4.05.5(B2)] | | | |
| 7 | Title block, including subdivision name or owner's name, engineer's/surveyor's name and address, magisterial district, date, description of plat and project number. [APM, Section 4.05.5(B3)] | | | |
| 8 | North arrow and designation of north orientation used for survey. Appropriate note provided for plats referencing VCS 1983. [APM, Section 4.05.5(B4a,b,c)] | | | |
| 9 | Complete VCS coordinates for two corners on each sheet, if applicable. [APM, Section 4.05.5(B5)] | | | |
| 10 | Vicinity map (scale: 1" = 2,000'). [APM, Section 4.05.5(B6)] | | | |
| 11 | Seal (on each sheet) by a Virginia registered engineer or land surveyor. Seals are not required to be signed until approval submission, provided the following note is added: "This plat is for review purposes only and not for recordation." [APM, Section 4.05.5(B7)] | | | |
| 12 | Surveyor's/engineer's certificate. [APM, Section 4.05.5(B7)] | | | |
| 13 | Owner's consent and dedication (owner's notarized signature required for the signature submission). [APM, Section 4.05.5(B9a)] | | | |
| 14 | Area of each lot or parcel shown less than 10 acres in size and included in area tabulation (indicate residue for parcels greater than 10 acres). [APM, Section 4.05.5(B10)] | | | |
| 15 | Area tabulation indicating total site area, number of lots, residue area, etc. [APM, Section 4.05.5(B11)] | | | |
| 16 | Individual lots each identified by a separate and sequential number in accordance with Section 603.24 of the DCSM . [APM, Section 4.05.5(B12)] | | | |
| 17 | Existing parcel's GPIN's and all adjacent parcel's GPIN's or GSIN's. [APM, Section 4.05.5(B13)] | | | |
| 18 | Subdivision, parcel and lot boundaries with bearings, distances and complete curve table. (Line Table & Curve data must be on same sheet as the line or curve it describes.) [APM, Section 4.05.5(B14)] | | | |
| 19 | All existing structures shown on the plat or an exhibit for resubdivisions, consolidations, and family subdivisions. [APM, Section 4.05.5(15)] | | | |
| 20 | All applicable notes. [APM, Section 4.05.5(B16)] | | | |

| PLAT DETAILS (CONTINUED) | | YES | NO | N/A |
|--------------------------|--|-----|----|-----|
| 21 | Addresses shown for existing lots in accordance with Section 603.24 of the DCSM. (New addresses will be assigned during the review process as necessary.) [APM, Section 4.05.3(B17)] | | | |
| 22 | 100-year flood area boundaries, including ties to property lines and corners with bearings, distances and/or curve data, and labeled "Flood Hazard Area." [APM, Section 4.05.5(B18)] | | | |
| 23 | The RPA boundary, when applicable, including ties to property lines and corners, with bearings, distances and/or curve data, including reference to PASA Application # [APM, Section 4.05.5(B19)] | | | |
| 24 | The RMA boundary, when applicable, including ties to property lines and corners, with bearings, distances and/or curve data. [APM, Section 4.05.5(B20)] | | | |
| 25 | Existing and proposed easements, types and widths. (Bearings, distances, and/or curve data for proposed easement reservations may be deferred until second submission of the plat). Recording references (i.e. D.B & PG or Instrument #) for existing easements and appropriate maintenance notes for all proposed easements, such as sight distance, utility, storm drainage, water, sanitary sewer and buffer areas, etc. [APM, Section 4.05.5(B21)] | | | |
| 26 | Existing and proposed street right-of-way boundaries within, adjacent to, or providing access to the site with bearings, distances, and/or curve data, centerline dimensions, street name, route number or recording reference (i.e. D.B & PG or Instrument #). New right-of-way dedication with the following phrase, "Hereby Dedicated for Public Street Purposes." [APM, Section 4.05.5(B22)] | | | |
| 27 | Vacated street or parcels showing areas vacated and area amounts reverted to adjacent parcels. [APM, Section 4.05.5(B23)] | | | |
| 28 | Existing and proposed drainfield locations shown on the plat or an exhibit and the following note (if applicable) added to the plat. "The proposed drainfield(s) shall provide a reserve drainfield area at least equal to that of the primary sewage disposal site." [APM, Section 4.05.5(B24)] | | | |
| 29 | Existing and proposed well locations shown on the plat or an exhibit. [APM, Section 4.05.5(B25)] | | | |
| 30 | Application for a family subdivision including the deed by which the owner obtained the property, deed transferring the property, and proof of relationship. [APM, Section 4.05.5(26)] | | | |
| 31 | All existing easements, with recording reference or a note stating that "All underlying easements may not be indicated on this plat." [APM, Section 4.05.5(B27)] | | | |
| 32 | The following note shall be included on the plat for all site plans or subdivision plans that include a buffer area on the landscape plan. "The owner of fee title to any property on which plant material has been established in accordance with an approved landscape/planting plan shall be responsible for the maintenance, repair and replacement of the approved plant material as required by the ordinance." (If a plat is not required, the note above shall be shown on the landscape plan or grading plan.) [APM, Section 4.05.5(B28)] | | | |
| 33 | Every use requiring establishment of a buffer area shall note the following restriction regarding the use of such buffer on a plat or other instrument recorded among the land records: "Land designated as buffer area shall be landscaped and may only be used for structures, uses, or facilities in accordance with the requirements of the Zoning Ordinance and the DCSM." [APM, Section 4.05.5(B29)] | | | |

I hereby certify that the applicable information is included on the subject plat and/or documents.

Engineer/Surveyor Signature

Date

Attachments/Hyperlinks:

- Land Development Division Fee Schedule { <http://www.pwcgov.org/LDDFeeSchedule> }
- Design and Construction Standards Manual (DCSM) { <http://www.pwcgov.org/DCSM> }
- Administrative Procedures Manual (APM) { <http://www.pwcgov.org/APM> }