

RECORD PLAT CHECKLIST
Subdivision Regulations Sect. 5.2

SUBDIVISION NAME: _____

A. Format and Identification

- 1. Scale 1" = 100' or less _____
- 2. Vicinity Map 1" = 2000 _____
- 3. Title Block Information
 - a. RECORD PLAT _____
 - b. Subdivision Name _____
 - c. Owner/Developer Name, address, phone # _____
 - d. Surveyor Name, Address, phone # _____
 - e. Legend, scale (graphic and written) _____
 - f. 3"x3" Square for County Clerk Recording _____

B. Boundary Data

- 1. Boundary w/bearings and distances (bearings to the second and distances to the hundredth of a foot) _____
- 2. Surrounding Property owners and record sources _____
- 3. Existing buildings and structures _____

C. Design Data

- 1. Lot dimensions with bearings to the second and distances to the hundredth of a foot _____
- 2. Lots consecutively numbered with area to the hundredth of an acre and to the nearest square foot. _____
- 3. All general utility easements and building setback line w/typical lot layout _____
- 4. Location, names, Right-of-way and pavement widths of all streets _____
- 5. Location of all existing and proposed monuments _____
- 6. Location of all existing and proposed utility easements _____
- 7. Temporary Cul-de-Sac locations (if required) _____
- 8. Length and size of all proposed Driveway entrance pipes _____
- 9. PVA tax number(s) _____
- 10. Site Statistics _____

D. Additional Data Required

- 1. Completed application and receipt for all fees _____
- 2. Three copies of all supplementary materials
 - a. Subdividers Agreementsw/Surety bond or Letters of credit _____
 - b. Bid Documentation or Engineers Cost Estimate _____
 - c. Complete set of Construction Drawings (Section 6.1) _____
 - d. Covenants and Restrictions _____

E. Certifications and Notes Required

1. Certifications

- a. Owners Certification w/notary*
- b. Surveyors Certification*
- c. Certification of Sewerage*
- d. Commission Certification*
- e. Road Department Certification*

2. Notes Required

- a. Flood note*
- b. PVA Parcel Number*
- c. Site Statistics*
- d. Recordable Document note*
- e. Subdivision Restrictions note*
- f. Maintenance Note*

F. Other Review Items

- 1. Minimum Road Frontage (appendix A)*
- 2. 1:4 Length to depth ratio*
- 3. Signatures*

Comments: _____

