

SUBDIVISION ORDINANCE
FAMILY SUBDIVISION CHECKLIST

Plat Name: _____ Plat Date: _____

Subdivider Name: _____ Phone #: _____

Email: _____

Surveyor Name & Firm: _____

License Number: _____ Phone #: _____

Email: _____

General:

- ___ Prepared by Virginia certified professional engineer or land surveyor
- ___ Location of existing and proposed monuments shown
- ___ Location of existing dwellings and their drain fields and reserve areas shown
- ___ Location of any grave, object or structure marking a place of burial shown
- ___ Location of existing culverts, drains and watercourses, and sinkholes shown
- ___ Remainder parcel also surveyed (if less than 20 acres) –Section 8-111 and 8-171(c)

OR

- ___ If remainder not surveyed (over 20 acres), then show sketch map (shall not be included in vicinity map) of the entire property to be subdivided with sufficient detail to verify the following-Section 8-171(c)1-5
 - a. That the remainder meets minimum road frontages requirements for the zoning district;
 - b. The approximate acreage of the remainder parcel;
 - c. The delineation of any known existing and proposed easements and rights-of-way;
 - d. The location of known existing septic drain fields and reserve areas and private well locations, located by a licensed surveyor;
 - e. The location of existing buildings within 50 feet of any new boundary line.

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Plat Features:

- Note and title bar identify as “Family Subdivision”
- Note identifying name and address of legal owner(s)
- Note identifying tax map number and parcel ID number
- Note identifying zoning district
- Reference Special Use Permit, Rezoning (Proffered Conditions), or Variance (if applicable)
- Reference Agricultural and Forestal District Information (if applicable)-Section 8-174(11)
- Reference Conservation Easement Information (if applicable) –Section 8-174(12)
- Reference Dam Inundation Zone (notation shall be placed on plats, if applicable)-Section 8-174(13)
- Location of all known drainage easements, utility easements, sewer lines, water lines, gas lines, power lines, manholes, or fire hydrants-Section 8-174(14)
- Note giving total area subdivided
- Areas of dedicated right-of-way shown (if applicable)
- North arrow with source of meridian shown
- Date of drawing and graphic scale shown
- Vicinity map shown at a scale of no less than 1 in. to 2,000 ft.
- Names of adjoining property owners and parcel ID numbers shown

Lot design and arrangement:

- Acreage and dimensions of each lot shown
- Meet minimum lot size for zoning district
- Meet maximum length/width ratio for zoning district (if lot less than 20 acres)
- Meet minimum lot frontage on a public street for zoning district, or
- Exception for lots served by 20’ minimum right-of-way connecting to a public street
- Provide deed/plat reference and right-of-way widths for all existing right-of-ways used to connect to a public street
- Provide private access easement note
- Lot assignment table shown (if A-1 or C-1 districts) and completed correctly
- Access to existing streets minimized

Meet minimum setbacks for any existing structures

Floodplains:

- Note identifying flood zone and applicable Flood Insurance Rate Map
- Location of HUD/FEMA designated 100-year flood plain and base flood elevations shown
- Location of approximated 100-year flood plains shown, and
- Base flood elevations calculated (if 5+ lots or 50+ acres)

Water:

- Public water (required if within 200 feet of an existing water line)
- Note that all lots served by public water
- Location of easements from lots to existing water line (15' minimum width) shown
- Fire hydrants meeting section 8-154 criteria shown
- Town/PSA Subdivision Approval Letter (documentation)

OR

- Proposed well locations shown

Sewer:

- Public sewer (required if within 200' of an existing sewer line)
- Note that all lots served by public sewer
- Location of easements from lots to existing sewer line (15' minimum width) shown
- Town/PSA Subdivision Approval Letter (documentation)

OR

- VDH approval for each individual lot (unless exempted by 8-153(b))
- VDH septic system permit numbers for each lot shown
- Location of VDH approved drain fields and reserve areas for each lot shown
- Location of any drain field/reserve area easements on adjoining properties shown

OR

- Private soil evaluations for each individual lot (unless exempted by 8-153(b))
- VDH Subdivision Approval Statement for use with private soil evaluations

- ___ VDH Subdivision Approval Letter (documentation) for private soil evaluations
- ___ Location of approved drain fields and reserve areas for each lot shown
- ___ Location of any drain field/reserve area easements on adjoining properties shown

Streets:

- ___ Existing street names, route numbers and right-of-way width shown
- ___ Lots abut streets meeting VDOT right-of-way standards (Additional right-of-way dedicated if lots abut streets with less than 50' rights-of-way)
- ___ VDOT Subdivision Approval for entrances (signature line)

Public Utility and Drainage Easements:

- ___ Location of public utility easements (15' minimum width) shown
- ___ Location of drainage easements (15' minimum width) shown
- ___ Note that all utilities shall be installed underground (if 4+ lots)

Plat Statements:

- ___ Owner's Statement signed by all property owners and
 - a. A description of the family relationship and acknowledgement that the property may not be re-conveyed for at least three (3) years in the consent statement; OR
 - b. A separate statement shown and notarized on the plat: "I _____, do hereby verify that _____ is my legal _____. New tract _____ is being conveyed to _____ and shall not be re-conveyed for a period of no less than three (3) years unless subject to an involuntary transfer per Montgomery County Code."
- ___ Family Subdivision note stating:

"Approval of this subdivision is subject to the condition that the parcel subdivided can only be conveyed to a member of the immediate family and shall not be transferred for a period of no less than three (3) years as set forth in Montgomery County's Subdivision Ordinance, as amended, and the Code of Virginia, as amended. Conveyance to any other person or entity not an immediate family member voids approval. This restriction does not apply to subsequent reconveyance after the three (3) year period"

- ___ Include dedication to Montgomery County (if new public right-of-way or easements)
- ___ Notary's Statement for owner's signature
- ___ Conforming statement signed by surveyor/engineer
- ___ Source of Title signed by surveyor/engineer
- ___ Seal of surveyor signed by surveyor/engineer
- ___ Private Access Easement Statement (if applicable)
- ___ AFD Statement (if applicable)
- ___ VDOT Statement (if applicable)
- ___ VDH Statement (if applicable)
- ___ Approving Statement to be signed by Subdivision Agent
- ___ Family Subdivision Affidavit(s) (Grantor and Grantee)
- ___ Copy of draft deed with language
 - a. Stating familial relationship of grantor and grantee
 - b. Placing a restrictive covenant on the lots created by the family subdivision prohibiting the transfer of the lots so created to a person who is not a member of the immediate family for the three (3) year retention period.

This sheet is intended to only be a guide for subdivision regulations. Please see the Montgomery County Code for the specific regulations. The full texts of the zoning and subdivision ordinances are available at the Planning Department Webpage or at www.municode.com.

SUBMIT PLATS TO: mcplan@montgomerycountyva.gov