

SUBDIVISION ORDINANCE
MINOR SUBDIVISION CHECKLIST

Plat Name: _____ Plat Date: _____

Subdivider Name: _____ Phone #: _____

Email: _____

Subdivider Name #2: _____ Phone #: _____

Email: _____

Surveyor Name & Firm: _____

License Number: _____ Phone #: _____

Email: _____

General:

- Prepared by Virginia certified professional engineer or land surveyor
- Remainder parcel also surveyed (if less than 20 acres) –Section 8-111 and 8-171(c)
- 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

Plat Features:

- Note and title bar identify as “Minor Subdivision”
- Note identifying name and address of legal owner(s). If owner is a corporation, then provide name and address of chief officer of the corporation
- Note identifying tax parcel map number and parcel ID number
- Note identifying zoning district and setback (front, rear, side) minimums
- Reference Special Use Permit, 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 8-173(20) and 8-174(12)
- Reference Dam Inundation Zone (notation shall be placed on plats, if applicable)-Section 8-173(21) and 8-174(13)

- ___ Location of all known drainage easements, utility easements, sewer lines, water lines, gas lines, power lines, manholes, or fire hydrants-Section 8-173(22) and 8-174(14)
- ___ Note giving total area subdivided
- ___ Area 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 inch to 2,000 feet
- ___ Names of adjoining property owners and deed/plat references shown
- ___ If remainder not surveyed (over 20 acres), then show sketch 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.

Lot design and arrangement:

- ___ Acreage and dimensions of each lot shown
- ___ Meet minimum lot size for zoning district
- ___ Meet minimum lot frontage on a public street for zoning district, or
- ___ Exception (if A-1 parent parcel) for one lot served by 40' 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
- ___ Meet maximum length/width ratio for zoning district (if lot less than 20 acres)
- ___ 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)
- Area of 100-year flood plain calculated

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)

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 8-153b)
- 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 8-153b)
- 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)

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 to be signed by all property owners
- ___ Include dedication to Montgomery County (if new public right-of-way or easements)
- ___ Notary's Statement for owner's signature
- ___ Conforming statement to be signed by surveyor/engineer
- ___ Source of Title to be signed by surveyor/engineer
- ___ Seal of surveyor to be signed by surveyor/engineer
- ___ AFD Statement (if applicable)
- ___ Private Access Statement (if applicable)
- ___ VDH Statement (if applicable)
- ___ Approving Statement to be signed by Subdivision Agent

Plat Review Fee Paid:

___ \$ _____ Date _____

SUBMIT PLATS TO: mcplan@montgomerycountyva.gov

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.