

Please complete both sides of this form

CITY OF CHARLOTTESVILLE
DEPARTMENT OF NEIGHBORHOOD DEVELOPMENT SERVICES
Subdivision Checklist: Preliminary Review

➤ This checklist has been created to provide better customer service and streamline our review process. We ask that you use this checklist to insure a timely review and to avoid multiple submittals. Thank you, Neighborhood Development Services.

Subdivision Name _____
Tax Map and Parcel _____ Existing Zoning and Use _____
Type: ___ Boundary Adjustment ___ Minor (<5 lots) ___ Major (5 or more lots or public improvements)
Physical Street Address/Location of Subdivision _____
Number of Lots _____



Code for Checklist
 ✓ = provided and adequate
 0 = provided but not adequate
 X = not provided
 n/a = not applicable

Subdivision Plat Requirements

Section 29-110

- _____ 10 Copies (8.5X14 or 18X24)
- _____ Name of Plat Preparer
- _____ Date of Drawing (Including Last revision)
- _____ Sheet Number and Total Number of Sheets
- _____ Signature Panels (For the Chair & Secretary of the Planning Commission).
- _____ Scale
- _____ North point
- _____ Name of Subdivision. The title under which the subdivision is to recorded and the name or number of the section if a part of a larger tract.
- _____ Professional seal of the engineer or land surveyor who prepared the plat with signature and date, source of title, place of record of the last instrument in title chain, deed book and page number
- _____ Name of Owners and Statement of Consent. A statement that "the platting or dedication of the following described land [insert description] is with the free consent and in accordance with the desire of the undersigned owners, proprietors, and trustees, if any." The statement shall be signed and duly acknowledge before an officer authorized to take acknowledgement of deeds.
- _____ Vicinity Map
- _____ Existing or Platted Streets (location, width, grades and detailed measurements including

- _____ _____ Easements, Right-of-way
- _____ _____ Alleys, shared driveways, and private streets. Including labels, locations and dimensions
- _____ _____ Land to be dedicated in fee or reserved. Location, acreage of current owners intended to be dedicated for public use.
- _____ _____ Public Easements
- _____ _____ Proposed Private Easements & Facilities (location & dimensions)
- _____ _____ Existing and departing lot lines
- _____ _____ Proposed lots
- _____ _____ Lot lines, minimum setback lines, separation requirements for yard and building
- _____ _____ Building sites on proposed lots (location, area and dimensions of the building site on each proposed lot complying with the requirements of the zoning ordinance.
- _____ _____ Street trees
- _____ _____ Proposed Improvements (Including Buildings and Other Structures, sidewalks and any public improvements)
- _____ _____ Floodplain and floodway limits
- _____ _____ Drainage District (any land within the drainage district)
- _____ _____ Places of Burial
- _____ _____ Control Points (at least four (4) control points, evenly distributed across the property at the survey property corners, shall be shown on each sheet depicting the property
- _____ _____ Public Areas, facilities, uses
- _____ _____ Zoning District (Classifications/Variances/Proffers/Bonuses)
- _____ _____ Tax Map, Parcel Number and Street Address
- _____ _____ Stream Buffers (the location require by the city's water protection ordinance with the following note "The stream buffer(s) shown hereon shall be maintained in accordance with the Chapter 10 of the City Code, the City's Water Protection Ordinance.
- _____ _____ Boundary lines (the exterior boundary lines in degrees, minutes and seconds.
- _____ _____ Monuments
- _____ _____ Bearings and distance ties (between not less then two (2) permanent monuments on the exterior boundary of the property and future tie to the existing intersection or nearby benchmark
- _____ _____ Identification of sections blocks & lots. (Sections identified by numbers, blocks by letters, and lots by numbers)
- _____ _____ Acreage and square footage of lots (both existing and proposed lots)
- _____ _____ Ownership of common areas
- _____ _____ Street names
- _____ _____ Temporary Turnarounds
- _____ _____ Statement pertaining to private alleys or streets
- _____ _____ Restrictions (i.e. sidewalk maintenance agreements, BMP facilities maintenance agreements)
- _____ _____ Terms of public easements
- _____ _____ Topography

Preliminary Plat Requirements

- _____ _____ Request for Critical Slope Waiver (a written request and justification for the disturbance of critical slopes (>25%) as required under Sec. 34-1120 of the zoning ordinance.
- _____ _____ Storm water Management Information (Standards of Design Manual requirements)
- _____ _____ Mitigation Plan (per the water protection ordinance)

Final Plat Requirements for Major Subdivisions

- _____ _____ Infrastructure plans and computations (detailed and computations and supporting documents for physical improvements including, traffic studies, street plans and cross sections, soil testing results, drainage plans and computations, erosion and sediment control plans and stormwater management plans, landscape plants and other documents deem necessary by the city engineer
- _____ _____ Construction plans, public facilities, utility fixtures and systems
- _____ _____ **Location of existing buildings**
- _____ _____ **Building envelop**
- _____ _____ **Interest to be vacated in city property**
- _____ _____ **Instrument evidencing maintenance of certain improvements**
- _____ _____ Required bond or surety for public improvements
- _____ _____ Environmental disclosures (Subdivides must disclose and remediate contamination and other adverse environmental condition on the property.

Comments:

Note: For detailed description of the items on this checklist, refer to the City Subdivision Ordinance Article III, Plat Requirements, Section 29-110.

- It is recognized that there may be other ways to accomplish the solutions to items/issues listed above, which may come out in the preliminary review conference.