



Application for FINAL PLAT SUBDIVISION

The City Planning Commission
c/o Department of Planning and Development Review
Land Use Administration Division
900 E. Broad Street, Room 511
Richmond, Virginia 23219
<http://www.richmondgov.com/>

Application is hereby submitted for: (check one)

- Final Plat (New) Plat of Correction

Name/Location

Name of the Subdivision: _____ Date: _____

Property Address: _____ Tax Map # _____

Number of Lots: _____ Fee: _____ (check made payable to "City of Richmond")

Applicant/Contact Person: _____

Company: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: (_____) _____ Fax: (_____) _____

E-mail: _____

Property Owner: _____

If Business Entity, title and individual who can sign for the company: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: (_____) _____ Fax: (_____) _____

E-mail: _____

The City will send all correspondence to the applicant/contact person. Please check this box if the property owner would also like to receive copies of all correspondence.

Property Owner Signature: _____

(Except for subdivision confirmation letters, the names, addresses, telephone numbers and signatures of all owners of the property are required. Please attach additional sheets as needed. If a legal representative signs for a property owner, please attach an executed power of attorney. Faxed or photocopied signatures will not be accepted.)

NOTE: Please attach the required plats, checklist, subject parcel information and a check for the application fee. (See Filing Procedures for Subdivisions.)



Checklist of Requirements: Final Plat Subdivision

Every subdivision plat which is intended for recording shall be prepared by a licensed professional engineer or land surveyor, who shall endorse upon such plat a certificate signed by him setting forth the source of title of the owner of the land subdivided and the place of record of the last instrument in the chain of title. When the plat is of land acquired from more than one source of title, the outlines of the several tracts shall be indicated upon such plat.

Plats of subdivisions shall be clearly and legibly drawn in black lines. The dimensions of each sheet shall be sixteen (16) inches by twenty-four (24) inches and shall include a margin of one-half inch outside of ruled borderlines at the bottom and right side of the sixteen-inch end and a margin of one and one-half (1-1/2) inches on the left side and at the top of the sheet. The plat of a subdivision shall be drawn to the scale of one (1) inch to one hundred (100) feet, unless otherwise authorized by the commission.

Two (2) opaque mylar prints, one (1) transparent mylar print, six (6) (folded) paper copies of the plat and six (6) copies of the final construction plans shall be submitted to the Secretary to the Commission for approval after it has been duly executed and acknowledged by the subdivider. After the Secretary has approved the plat, one (1) opaque mylar print shall be returned to the subdivider for recordation and the commission shall retain other prints.

When the plat of a subdivision consists of more than one sheet, an index sheet of the same size as the sheets comprising the plat may be required by the Commission showing thereon the entire subdivision. A sketch of the area in the vicinity of the subdivision at a small scale may be required to be shown on the plat.

In order to expedite the review of the Final Plat, please be sure that all of the following items have been included on the plans. **Please return this completed checklist with the Application** to assure that all items have been addressed. Should an item not apply to your plans, indicate why you believe it is not necessary in the space provided at the end of the checklist.

The plat of a subdivision shall contain the following:

- The boundaries of the subdivision, showing the length of its courses and distances to hundredths of a foot and bearings to the nearest ten (10) seconds, having been determined by an accurate survey thereof in the field, which shall close with an error of closure not exceeding one (1) foot in ten thousand (10,000) feet;
- Accurate coordinates of selected or monumented points referred to the Virginia State Plane Coordinate System, NAD 83. Location of existing monuments can be found in the Surveys Department, Public Works, Room 600, City Hall. The error of closure referred to in this section shall be adjusted before the coordinates are computed. Please submit a copy of the plat in digital format by disc or e-mail to: Parrish.Simmons@Richmondgov.com



Checklist of Requirements, Continued: Final Plat Subdivision

- The exact location, alignment and width along property lines of all streets, whether opened or not, intersecting or paralleling the boundaries of the subdivision;
- The exact location and character of all monuments;
- The exact location, alignment or arrangement of street and alley lines in the subdivision, the names of all streets, the bearing, angles of intersection and width thereof, including their width along the line of any obliquely intersecting street;
- The lengths of arcs, radii, chords and chord bearings of all curves;
- The exact location, alignment or arrangement of all easements provided for use by public service corporations, with a statement of any restrictions or limitations placed on such use;
- The acreage of each lot and the width of the lot at the setback line;
- The exact location, alignment or arrangement of all lot lines with their dimensions expressed in feet and hundredths of a foot and with their bearings or angles to the nearest ten (10) seconds;
- The tangent distance of all corners when rounded at intersections, except in cases where streets intersect at right angles;
- All lots shall be numbered with consecutive Arabic numerals in each block;
- All blocks shall be lettered in alphabetical order;
- In case of resubdivision of lots in any block, the lots shall be numbered with consecutive Arabic numerals beginning with the number following the highest lot number in the block;
- The exact boundaries of all property to be dedicated for public use, and of all property to be reserved by covenant in deeds for the common use of the occupants of lots in the subdivision or otherwise reserved, with a statement of the purpose for which such covenant or reservation is made or such use is restricted or limited;
- The name of the subdivision or section or part thereof, the date, scale and the name of the engineer or surveyor who prepared the plat, which shall be contained in a space not exceeding four (4) inches high and six (6) inches wide in the lower right-hand corner of the plat. The name of the subdivision shall appear more distinctively than the other data;
- The names and locations of contiguous or adjoining subdivisions and the ownership of other contiguous or adjoining property;
- The name of the subdivider;
- The north point with magnetic bearing, or if the true meridian is shown, the basis for its determination shall be stated;
- A statement of the engineer or surveyor who prepared the plat, certifying that the plat represents and is based on a survey made by him or under his direction and supervision; that all monuments shown thereon are actually in place or will be put in place before a date specified by him; that their location and character are truly shown on the plat; and, that all of the provisions and requirements of this chapter have been observed and fully complied with;



Checklist of Requirements, Continued: Final Plat Subdivision

- A statement to the effect that the subdivision as it appears on the plat, including the dedication of all streets, alleys, easements and other land for public purposes and use, is with the free consent and in accordance with the desire of the subdivider and of the trustee or mortgagee, or each of them, if more than one, in any deed or other instrumentality, if any, creating a lien on the land in the subdivision, or any part thereof, which shall be signed by the subdivider, trustee or mortgagee, and shall be duly acknowledged before some officer authorized to take acknowledgements to deeds. All cloth prints and transparent copies shall contain such signatures;
- The location and extent of Chesapeake Bay Preservation Areas on, across or adjacent to the property to be subdivided;
- Such other information deemed necessary by the Secretary of the Commission to indicate compliance with applicable zoning and subdivision requirements.
- The following items were not checked and do not apply to this application for the following reasons:

Applicant's Certification of Completeness:

I do hereby certify that I have read and am familiar with the requirements for the submission of subdivisions as provided under the Subdivision Ordinance and further that this submittal is in compliance with those requirements, or exceptions have been properly requested in accordance with Section 94-9 of the Subdivision Ordinance.

Signature of Applicant: _____ Date: _____



Filing Procedure: Final Plat Subdivision

FILING

Subdivision applications are filed with the Department of Community Development, Land Use Administration Division, Room 511, City Hall, 900 East Broad Street, Richmond, Virginia 23219, Telephone (804) 646-6304. The applicant prior to submission should discuss and review with staff any potential issues relating to the City's Master Plan, zoning and any other land use issues that may be involved.

DEADLINES

For each submission and possible subsequent resubmittal of the final plat, staff reviews the plan and offers comments within 30 calendar days. Once the final plat is approved, the applicant has six months to record the plat from the final plat approval date. The applicant has one year to record the plat from the final plat approval date if surety bonds have been paid to the City of Richmond.

APPLICATION REQUIREMENTS

Application for subdivision must include: 1) Application form, including a completed Final Plat Checklist; 2) folded plans or plats and 3) application fee. Each part is explained below.

1) Application Form: The application form is available in the Department of Community Development and online at <http://www.richmondgov.com/departments/communityDev/>. All the owners of the property must sign the application form. If a legal representative signs for a property owner, a copy of an executed power of attorney is required. The certificate of completeness must also be signed by the applicant of the subdivision application.

2) Plans/Plats:

- For final plat review, six (6) folded paper prints of the final plat are required.
- Final plats must be on sheets measuring 16" X 24" drawn to a scale of 1"=100'.
- A digital version (.DXF file on disk, CD or e-mail) of the final plat should be included.
- Checklist for Final Plats must be filled out and returned with the Application.
- Six (6) folded sets of construction plans and details for all public improvements are required.
- Upon review and approval of the final paper plat, **two opaque mylar prints, one transparent mylar print, six (folded) paper copies of the final plat and six (folded) copies of the final construction drawings** are required for official approval. Such copies must bear the original, notarized signatures of all owners of the property to be subdivided, and all trustees or mortgage holders.

3) Application Fee

The appropriate fee must accompany the application. Checks should be made payable to the "City of Richmond". The fees are determined from the following schedule:

Final Plat Approval	\$500.00 plus \$15.00 per lot
Plat of Correction	\$100.00



Standard Plat Notes & Certificates: Final Plat Subdivision

Please enter the text below as it appears, adding/deleting the underlined information that applies/does not apply to your subdivision.

SUBDIVISION CERTIFICATE

The subdivision of land shown hereon, designated "??? Subdivision, Section ???" is with the free consent and in accordance with the desires of the undersigned owners, mortgagees and trustees thereof. There are no Deeds of Trust or Mortgages on this property. All streets, alleys and easements are of the width and extent shown hereon and are dedicated to the City of Richmond, Virginia free and unrestricted by any previous agreements or easements, except as noted on this plat at the time of recordation. All easements are for surface and underground drainage and for underground utilities, unless noted otherwise. All unrestricted easements are subject to the right of the City of Richmond, Virginia to establish alleys on said easements at a future time without cost of the property involved. The dedication of easements to the City includes the right to make reasonable use of the adjoining land for construction and maintenance of public facilities within the boundaries of the easements shown hereon. All dedications of land are subject to the right of the City of Richmond, Virginia to establish streets, alleys, or easements on such property at a future time without cost of the property involved.

IN WITNESS WHEREOF, the Owners, Mortgagees, and Trustees have/has affixed their signature and seal as of this ??? day of ??? 20??.

By: _____
Owner / Mortgagee / Trustee

COMMONWEALTH OF VIRGINIA
CITY/COUNTY OF _____, To-wit:

I, _____, a Notary Public in and for the jurisdiction aforesaid, do hereby certify that _____, who is known to me and whose name is signed to the foregoing instrument personally appeared before me and has acknowledged the same before me in the jurisdiction aforesaid this _____ day of _____, 20??.

Notary Public
My commission expires: _____ (SEAL)
Registration No.: _____

SOURCE OF TITLE

The property embraced within the limits of this subdivision is that property conveyed to ??? from ??? by deed / will dated the ??? day of ??? 20?? and recorded at the Clerk's office in the Circuit Court of the City of Richmond, Virginia on the ??? day of ??? 20?? in Book ??? on Page ???.
The property embraced within the limits of this subdivision is subject to a Deed of Trust / Mortgage dated the ??? day of ??? 20?? and recorded at the Clerk's office in the Circuit Court of the City of Richmond, Virginia on the ??? day of ??? 20?? in Deed Book ??? on Page ???.

SURVEYOR'S CERTIFICATE

To the best of my knowledge and belief all of the requirements as set forth in the ordinance for approving plats of subdivision in the City of Richmond, Virginia have been complied with. All monuments have been previously set or will be set by the ??? day of ??? 20??. (Not to exceed one year from recordation.)



Standard Plat Notes & Certificates: Final Plat Subdivision

NOTES (Please follow this order and format as closely as is practicable)

1. Use: Single Family Attached ?? or Detached ?? Residential / Two Family Attached ?? or Detached ?? Residential / Multi-family Residential / Commercial / Industrial ??
2. Zoning: ?-?
3. Setbacks: Front ?? Side ?? Rear ??
4. Address: ??
5. Tax map reference number: ?-?
6. Water: Public - City of Richmond, Virginia / Private ??
7. Sewer: Public - City of Richmond, Virginia / Private ??
8. Drainage: Curbs & Gutter / Roadside Ditches ??
9. Public Utilities: Underground/ Overhead (Existing)/ Overhead (New) ??
10. Owner(s): ???
11. Developer: ???
12. Total Area: ??? Acres & ??? square feet
Area in Roads: ??? Acres & ??? square feet
Area in Lots: ??? Acres & ??? square feet
Area of Land Dedicated for Public Purposes: ??? Acres & ??? square feet
13. Number of Lots: ???
Minimum Lot size: ??? Square feet
Maximum Lot size: ??? Square feet
Average Lot size: ??? Square feet
14. Property within the limits of this subdivision is located in Flood Zone ???, as shown on Flood Insurance Rate Map Sheet ?? of 20 for the City of Richmond, dated ???. The approximate limits of the 100 Year Flood Plain as shown on construction plans prepared by ??? P.E., dated ??? as revised ???. The approximate elevation of the 100 Year Flood Plain is ??? / as noted on the plat.
15. Property within the limits of this subdivision is / does not contain wetlands identified on the National Wetlands Inventory Map dated ?? entitled ???. Property within the limits of this subdivision is located in federally designated wetlands, as shown on a study dated ??? entitled ???. The approximate limit of the identified wetlands is denoted by ???. The designated wetlands limits do not extend beyond the tops of banks of the creek / the 100 year flood plain.
16. Property within the limits of this subdivision is / is not located in Chesapeake Bay Preservation Areas designated by the City of Richmond, Virginia pursuant to Chapter 50 of the City Code of 2004. The approximate limits of the Chesapeake Bay Resource Protection Area is denoted by ???. The limits of the Resource Protection Area has been modified pursuant to a Chesapeake Bay Management Plan approved by the City of Richmond on ???.

To be included under Notes if applicable

The property embraced within the limits of this subdivision is subject to Declaration of Covenants and Restrictions (*either 1 or 2*)

1. "dated the ??? day of ??? 20?? and recorded at the Clerk's office in the Circuit Court of the City of Richmond, Virginia on the ??? day of ??? 20?? in Deed Book ??? on Page ???." or
2. "recorded simultaneously with plat".

Property within the limits of this subdivision was previously transferred without the benefit of subdivision approval by the City of Richmond. The subdivision of property shown herein would authorize the resubdivision of said property in accordance with the requirements of City Code.