



TOWN OF WARRENTON

Community Development Department

PO BOX 341
 WARRENTON, VIRGINIA 20188
<http://www.warrentonva.gov>
landdevelopment@warrentonva.gov
 (540) 347-2405

Final Plat Submission Checklist

Project Information	Permit # _____
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Project Name:	Submission #:
Associated Plans:	
Submitting Firm:	
Engineer:	
Email:	Phone #:

Yes	No	N/A	Code	Required Items
				Land Development Application (1x)
			3-12.6	Fee (Per <i>Fee Sheet 2018-05</i> : Preliminary/Final Plat = \$2,000 + \$250/lot)
			3-12.4	A completed and accurate Final Plat Checklist (this document).
			3-10.2 / 3-11.2	Twelve (12) copies of the Final Plat drawn in accordance with Section 4- 11 [at a size of fifteen (15) inches by twenty (20) inches] and twelve (12) copies of the Final Plat reduced in size to approximately eight (8) inches by fourteen (14) inches must be submitted.
			3-10.2	Twelve (12) copies of any Construction Plans, if separate from the Final Plat.
			3-10.1	Digital Copy of ALL submission documents.
			3-12.7	Copies of the proposed deed of dedication.
			Federal / State Code	Any Floodplain or Wetlands Documentation (Ex: Base Flood Elevation Certificate, CLOMR, LOMR, Jurisdictional Determination, etc).
			If applicable	Special Use Permit Conditions Letter, Proffer Letter, and/or Variation/ Exception approvals/application

Yes	No	N/A	Code	Other Required Items (Minimum at time of Second Submission)
			Article 5	Stormwater Management Agreement (5x copies).
			3-12.3	Draft Bonds (5x copies).
			If Separate from Deed	Draft HOA / Condominium Documents (5x copies).
				Comment response letters, on resubmission

Yes	No	N/A	Code	Final Plat Minimum Standards	Sheet #
			3-11.1	The Final Plat must be prepared by a certified professional engineer or land surveyor with their seal, who must endorse upon the plat a certificate signed by him setting forth the source of title of the land subdivided and the place of record of the last instrument in the chain of title.	
			3-11.2	The Final Plat must be substantially in accordance with the Preliminary Plat [If Applicable], except that a Final Plat may include all or any part of the area covered by the Preliminary Plat.	
			3-11.3	Must be legibly and accurately drawn upon sheets having a size of fifteen (15) inches by twenty (20) inches. The plat must be drawn at a scale of one inch equals one hundred (100) feet. If the subdivision is shown on more than one (1) sheet, the sheet number, total number of sheets, and subdivision name must be shown on each sheet, and match lines must clearly indicate where the several sheets join.	
			3-11.4	The Final Plat must also show the following details: <ul style="list-style-type: none"> - A boundary survey. - Location and dimensions of all lot and street lines and center lines of all streets, both within and adjoining the subdivision: names and widths of all streets; and boundaries of all easements, school sites, parks, or other public areas. - All dimensions shown in feet and decimals of a foot to the closest one-hundredth of a foot; and all bearings and degrees, minutes and seconds, to the nearest ten (10) seconds. - Curve data showing radius, delta, and arc either at the curve or in a curve data table. - Location and approximate bearing of all property lines intersecting the subdivision perimeter boundary. - Number of each lot and letter or number of each block. 	
			3-11.5	The Final Plat must show any land or water areas are being dedicated or reserved for streets, alleys, parking space, or for other public use, or for the common use of future property owners of the subdivision.	
			3-11.6	The Final Plat must show or have appended to it an unexecuted copy of a proposed Certificate of Owner's Consent to Subdivision suitable for recording, containing a statement to the effect that the subdivision is with the free consent and in accordance with the desire of the owners, proprietors, trustees, and lien holders thereof, as applicable, and setting forth in full all restrictive covenants, reservations and dedications applicable to the proposed subdivision.	
			3-11.7	The Final Plat must provide on the first sheet space for: <ul style="list-style-type: none"> - The surveyor's certificate, as to title. - The surveyor's certificate, as to monuments. - All restrictive covenants, or reference thereto. - Approval by the Town. 	

Yes	No	N/A	Code	Items Required in Construction Plans	Sheet #
			3-12.1	A water supply and sewerage handling facilities plan conforming to the Public Facilities Manual and demonstrating that each building lot will have a safe water supply and an adequate means of handling sewerage.	
			3-12.2	Plans for all streets, street signs, and drainage systems, including profiles, elevations, inverts and specifications, acceptable and in conformity with the Public Facilities Manual.	
			3-12.5	A Tree Protection Plan, in accord with the requirements of the Zoning Ordinance that indicates the location of trunks and driplines for trees or wooded areas that are to be retained. In the case of wooded areas, the trunks and driplines of perimeter trees shall be sufficient indication of location. Methods of protection must be clearly indicated, including details of all retaining walls, tree guards, tree wells, indications that grading changes will not alter surface water movement to or from trees to be retained, and methods to mark trees and wooded areas to be preserved during grading and construction activities.	
			3-12.8	An Erosion and Sedimentation Control Plan approved by the appropriate agent in accordance with Article 4 of the Zoning Ordinance.	
			Article 5	A Stormwater Management facility plan in accordance with the Zoning Ordinance.	
			Article 8	Landscaping Plan in accordance with the Zoning Ordinance	
			Article 9-8	Lighting Plan/Details in accordance with the Zoning Ordinance	
			If Applicable	Open Space/Recreation details in accordance with the Zoning Ordinance	
			If Applicable	Any legislative approvals and/or conditions letters	

Yes	No	N/A	Code	Items Required in Proposed Deed(s)
			3-12.7	An unexecuted copy of the proposed deed of dedication, accompanied by a certificate signed by the subdivider and duly acknowledged before some officer authorized to take acknowledgements of deed, to the effect that this is a true copy of the proposed deed of dedication which will be presented for recordation. The deed must:
			3-12.7(a)	Contain a correct description of the land subdivided and state that the subdivision is with the free consent and in accordance with the desire of the undersigned owners, proprietors, and trustees, if any.
			3-12.7(b)	Contain language such that when the deed is recorded it will operate to transfer in fee simple to the Town the portions of the platted premises designated on the plat and set apart for public streets, alleys, or other public use and to grant such easements as are shown on the plat to create a public right of passage.
			3-12.7(c)	Contain all protective or restrictive covenants, including those referred to in Section 4-11.7(c) and including provision for the maintenance of private streets, if any.

Yes	No	N/A	Code	Items Required in Bonds
			3-12.3	A detailed estimate, prepared by a certified professional engineer, of the costs for construction and installation of the following on-site and off-site improvements:
			3-12.3(a)	Any street, curb, gutter, sidewalk, bicycle trail, drainage or sewerage system, waterline as part of a public system or other improvement dedicated for public use, located within any the subdivision and maintained by the Town, the Commonwealth, or any other public agency.
			3-12.3(b)	Any other site-related improvements required by this Ordinance or other Town ordinance for vehicular ingress and egress, including traffic signalization and control; for public access streets; for structures necessary to ensure stability of critical slopes; and for storm water management facilities.
			3-12.3(c)	Cost estimates must be based on per-unit quantities and costs for respective public- or private-sector construction within the Warrenton region. The estimates must include a reasonable allowance for estimated administrative costs, inflation during the anticipated time of project completion (determined using the most recent yearly rate of change in the Consumer Price Index), and potential damage to existing roads, utilities or other public facilities.
			3-12.3(d)	Each cost estimate must include an estimated time frame for phasing and completion of all improvements.
			3-12.3(e)	Cost estimates, including estimated time frames, will be reviewed and approved, approved with revisions, or disapproved by the Town Engineer and/or Director of Public Works for the Town with notice provided in writing and addressed to the owner, or the subdivider's designated agent, as identified on the plat documents.

****Unless otherwise noted, each submission should include the same number of hard copies of any supplemental documentation as the plans/plats.**