



## LONG FORM APPLICATION CHECK LIST

PRELIMINARY SKETCH

- Ten copies submitted.
- Sketch shall be drawn on white paper, or a print of a topographic map of the property showing all interior and exterior property lines.
- Sketch shall be drawn on sheets between 8 ½" x 11" and 18" x 24" in size and drawn at a scale appropriate to the paper size. The sketch shall include name of developer and preparer.
- Sketch shall show the name, location, and dimensions of all streets entering the property, adjacent to the property, or terminating at the boundary of the property to be subdivided.
- Sketch shall show the location of all proposed streets, lots, parks, playgrounds, and other proposed uses of the land to be subdivided.
- Sketch shall include the approximate dimensions.
- Sketch shall include date prepared.
- Sketch of any existing legal right-of-way or easement affecting the property.
- Existing covenants on the property. (If there are none, please indicate such.)
- Copy of deed.
- A vicinity sketch map shall be included with the preliminary plat. It shall be at an approximate scale of 2,000 feet to the inch, showing the relationship of the subdivision to its surroundings. This map shall comprehend an area extending at least one mile on each side of the subdivision and shall identify roads, political boundaries, other subdivisions, and important landmarks and natural features.

## PRELIMINARY PLAT CHECK LIST

- \$50.00 application fee
- Letter of Intent – Explanation of Proposal
- Two copies of the preliminary plat submitted for initial review. Ten copies after plat is determined technically adequate by Planning Commission staff.
- Copy of the deed.
- Name, address, and telephone number of the owner, the developer, and the surveyor or engineer preparing the plat. When the subdivision consists of land acquired from more than one source of title, the outline of the various tracts shall be indicated by dash-lines, and identification of the respective tracts shall be placed on the plat.
- Identification of type of division of property.
- Name of the subdivision if property is within existing subdivision or proposed name of the subdivision. (Any such proposed name shall not duplicate the name of any existing or proposed subdivision in Wythe County.)
- Drawn on paper between 8 ½” x 11” and 18” x 24” in size and drawn at a scale appropriate to the paper size.
- Date of plat, magnetic north point with magnetic declination of the appropriate year, graphic scale, and number of sheets.
- Vicinity Map.
- Location of property as designated on County tax maps.
- Size of parent tract.
- Minimum of 100 feet of State road frontage per parcel.
- Layout, numbering, and approximate acreage of proposed lots or parcels. Indicate size in square feet if less than one acre.
- Note the number of proposed lots in the subdivision and size of residual property, if any.
- Current and proposed use of property and all adjoining properties. (Please see Amendment No. 4, Section 4.1-38 for list of uses.)

- Boundaries of the land being subdivided shown in heavy outline, with the approximate dimensions of the property included.
- Area of lots proposed, minimum, average, and maximum.
- All divisions of property shall be adjusted to the Virginia State Plane Coordinate System. Using 1983 datum and a minimum of three points shall be required on each plat.
- Proposed building setback lines must be drawn on plat as well as the location of any existing structures.
- Flood plane information shall be included on the plat.
- Include statements concerning any proposed covenants to be imposed by the owner. If there are none, please indicate such.
- Proposed type of water and sewer facilities. Include septic permit number on plat.
- Location of existing water mains, sanitary sewers, culverts and other storm drains. Location of connections with these existing facilities and any proposed water mains, sanitary sewers, culverts and other storm drains.
- Location, names, and widths of all existing and/or platted streets, alleys, easements, railroads and utility rights-of-way, parks, cemeteries, parking spaces, watercourses, permanent buildings, bridges, other public ways and open spaces, and any additional feature deemed as pertinent data by the Administrator.
- Location, names, and widths of all proposed streets and rights-of-way, including alleys, easements for water and sewer mains and other public utilities.
- Reference to accompanying profiles of all proposed streets and alleys, showing the proposed grade lines thereon and typical cross sections if such profiles and cross sections are required by the Administrator.
- Approximate radii of curves and central angles on all streets.
- Accurate locations and descriptions of all reference monuments.
- Locations and area of all property proposed to be dedicated for public use and the conditions, if any.
- Whenever part of a tract is proposed for platting and it is intended to subdivide additional parts in the future, a preliminary sketch plan for the entire tract shall be submitted with the preliminary plat. This sketch is merely for informational purposes and is not binding on the subdivider or the governing body.

## FINAL PLAT CHECK LIST

- Final plat shall include all of the area contained in the approved preliminary plat provided that the public improvements to be constructed in the area covered by the final plat are sufficient by and of themselves to accomplish a proper development and to provide adequately for the health, safety, convenience, and general welfare of said area's anticipated inhabitants and for adequate access to contiguous areas.
- The final plat shall include all of the requirements of the preliminary plat.
- Source of Title – Certificates signed by the engineer or surveyor 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.
- Certificate of Owner's Consent and Dedication - A statement to the effect that the division of property as it appears on this plat is with the free consent and in accordance with the desires of the owner, to be signed by the owner, and duly acknowledged before an officer authorized to take acknowledgements of deeds.
- Surveyor's Certificate – A statement by the surveyor (or engineer) shall be placed on the Final Plat in accordance with Exhibit 2 of this ordinance.
- A Certificate of Approvals shall be placed on the Final Plat in accordance with Exhibit 2 of this ordinance. (Signature of Health Department official is not required for parcels five acres or larger.)