



WESTMORELAND COUNTY, VIRGINIA

Land Use Administration

MONTROSS, VIRGINIA 22520



P. O. Box 1000
Montross, Virginia 22520
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PLAT APPLICATIONS
(April 12, 2006)

Building Official
Zoning Official
Planning Commission
Board of Zoning Appeals
Board of Building Appeals
Wetlands Board

Recording No: _____ Date Received: _____

Fee: _____

Pursuant to Zoning Code and the Subdivision Regulations, the undersigned owner(s) of the following described property hereby apply for approval of the subdivision plat as described below:

(check one)

- Boundary / Lot Line Adjustment No Fee:
Lot Combination Approval No Fee:
Resurvey Recordation Approval No Fee:
Family Exempt Subdivision Fee: \$110 is the total fee.
Exempt Subdivision Fee: \$220 for 1st lot plus \$55 for each additional lot
Preliminary Plat Fee: \$330 for 1st lot plus \$11 per lot

Final Plat (require the Planning Commission and the Board of Supervisors approval)
Fee: \$330 plus \$11 per lot Deferral fee being 25% of the original fee:
(VDOT approval required)

Subdivision Code Variance (require the Planning Commission and the Board of Supervisors approval)
Fee: \$330 Deferral fee being 25% of the original fee:

Tax Map Identification: _____ Acreage: _____ Zoning District: _____

Project Description: _____

Applicant: _____ Email: _____

Phone #: _____ Phone #: _____ FAX #: _____

Applicants' Signature: _____ Date: _____

Applicants' Address: _____ State: _____ Zip: _____

Owner: _____ Email: _____

Phone #: _____ Phone #: _____ Phone #: _____

Owner Signature: _____ Date: _____

Address: _____ State: _____ Zip: _____

ALL PLAT SUBMITTALS

- 1. A minimum of six (6) copies. Two (2) copies shall be retained by Land Use for our records.
2. Titled as to the type of plat. Otherwise they shall be reviewed as a Residential Subdivision plat.
3. The Tax Map number shall be clearly shown on the title of the plat.
4. Additional required information as described on the following pages.

PRELIMINARY PLATS FOR SUBDIVISIONS

Four copies shall be filed by the subdivider. The Secretary shall deliver copies thereof, as required, to the Health Official and, if roads are involved, to the Resident Highway Engineer of VDOT, retaining the other copies. Preliminary plats should conform generally with the requirements for final plats unless variances are agreed to by the Secretary.

SITE PLAN ITEMS TO ACCOMPANY PRELIMINARY PLAT

Items as described in the following subparagraphs of this section shall accompany the preliminary plat at the time the latter is submitted to the Secretary of the Commission or at such later time as agreed to by the Secretary.

1. A statement by the Health Official that the subdivider has consulted with him with respect to providing water supply and sewage handling facilities at least in accordance with Health Department minimum standards and a tentative proposal for providing each building lot with an adequate supply of potable water and an adequate means of sewage disposal consisting of; as a minimum, a septic system.
2. A statement by the subdivider acknowledging that requirements of the Health Official will be carried out at the expense of the subdivider.
3. A statement by the Highway Engineer that the subdivider has consulted with him as to the plans and specifications of any roads or public parking areas that are included in the subdivision, and as to any special treatment which will be required in their construction, including the drainage system which will be required.
4. A statement by the subdivider acknowledging the requirements of the Highway Engineer will be carried out at the expense of the subdivider.
5. A statement by the subdivider as to whether or not he proposes to dedicate or reserve land (other than for roads) for public use or for the common use of future property owners in the subdivision and, if so, a statement giving an outline of the terms proposed and acreage involved.
6. A statement summarizing proposed restrictive covenants and reservations, if any.
7. A check payable to the Treasurer of Westmoreland County to cover the required fees.

SECRETARY ACTION ON PRELIMINARY PLAT

1. If at all possible, within thirty days after submission to the Secretary of the preliminary plat and the site plan items that are required to accompany such plat in accordance with the provisions of this ordinance, the Secretary shall advise the subdivider whether or not to proceed with the final plat.
2. One (1) copy of the preliminary plat together with the action of the Secretary shall be returned to the subdivider, and a copy shall be retained by the Secretary for comparison with future plats submitted by the subdivider.

FINAL PLATS

After acceptance of the preliminary plat by the Secretary, six (6) copies of the final plat drawn and two (2) copies of the final plat reduced in size to approximately eight (8) inches by fourteen (14) inches shall be submitted to the Secretary. Said copies shall be photographic copies of original tracings and shall be of semi permanent quality. The final plat shall provide on the first sheet space for:

1. The surveyor's certificate, as to title.
2. The surveyor's certificate, as to monuments.
3. Space for Board approval by the Secretary.
4. Space for approval by the governing body of any town, if applicable.

FINAL PLAT AND SITE PLAN REQUIREMENTS

1. Final plats and site plans shall adhere to the requirements of this section.
2. The final plat shall be prepared by a surveyor who shall endorse upon such 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. The final plat shall be substantially in accordance with the preliminary plat, together with any changes or additions required by the Secretary as a condition for its approval, except that a final plat may include all or any part of the area covered by the preliminary plat.
4. The plat shall be legible and accurately drawn upon sheets approximately 16 inches by 24 inches in size, including a margin of one-half inch outside ruled border lines, and with a 2 inch binding strip on the left end. The

plat shall be drawn at a scale of 1 inch equals not more than 200 feet. The Commission may, in its discretion, permit different suitable scales for plats of dedication or other special plats. The sheet number, total number of sheets and subdivision name shall be shown on each sheet, and match lines shall clearly indicate where the several sheets join.

5. The final plat shall show accurately the following information:
 - a. Date of plat and name of surveyor preparing the same.
 - b. Scale.
 - c. Sheet number and number of sheets comprising the plat.
 - d. North meridian, designated "true" or "magnetic" with north direction oriented to the top of the sheet and each sheet comprising plat shall be so oriented.
 - e. Name and signature of owner(s).
 - f. Name of subdivision - the name shall not duplicate nor too closely approximate that of any existing subdivision in this or neighboring counties.
 - g. Magisterial District, County and State.
 - h. Sources of data used in preparing the plat, particularly the deed book and page number of the last instrument in the chain of title.
 - I. Names of all adjoining property owners and the location of each of their common boundaries including established roadways and waterways.
 - j. The boundary lines of the proposed subdivision and of any larger tract of which the subdivision forms a part, plus all subdivisions, town boundary lines, public roads, water courses, marshes and other landmarks, if any, within two thousand (2,000) feet, shown at a reduced scale of 1" = 2,000 feet on an inset or on a separate sheet.
 - k. All adjoining roads with their numbers and/or names with the existing and/or proposed right-of-way.
 - l. Boundary lines and total acreage of the proposed subdivision and the acreage remaining in the original tract, if any.
 - m. Contour lines, existing and finished as required for approval of drainage and sewer facilities.
 - n. A boundary survey.
 - o. Location and dimensions of all lot and road lines and center lines of all roads, both within and adjoining the subdivision; names and widths of all roads and boundaries of all rights-of-way, easements, school sites, parks or other public areas.
 - p. Location and dimensions of all central water supply and sewer service lines.
 - q. Building setback lines shown as dashed lines with dimensions to front property line along each road and length of setback line within each lot.
 - r. All Dimensions shown in feet and decimals of a foot to the closest one-hundredth of a foot; and all bearings in degrees, minutes and seconds.
 - s. Curve data showing radius, delta and arc either at the curve or in a curve data table.
 - t. Location and approximate bearing of all property lines intersecting the subdivision perimeter boundary.
 - u. Area, dimensions, and number of each lot.
 - v. If any land or water areas are being dedicated or reserved for roads, parking space, or for other public use, or for the common use of future property owners of the subdivision, the final plat shall so state and indicate which.

SITE PLAN DOCUMENTS TO ACCOMPANY FINAL PLATS

1. Certificate signed by the Local Health Officer that the water supply and sewage handling facilities plans are in conformity with current Health Department minimum standards and that each building lot will have an adequate supply of potable water and an adequate means of handling sewage disposal. This certification may be shown on the first sheet of the final plat.
2. If new roads are involved, a certificate signed by the Resident Highway Engineer that the plans for all roads, road signs and drainage systems are acceptable and in conformity with current installed, a certificate by the Resident Highway Engineer approving such installations. This certification may be shown on the first sheet of the final plat.

3. If all improvements required under this ordinance are not satisfactorily completed, construction and maintenance bonds as required.
4. An unexecuted copy of the proposed deed of dedication. Said Copy shall:
 - a. Contain a correct description of the land subdivided and state that said subdivision is with the free consent and in accordance with the desire of the undersigned owners, proprietors and trustees, if any.
 - b. Contain language such that when the deed and the final plat are recorded such recordation shall operate to transfer, in fee simple, to Westmoreland County such portion of the premises platted as is on such plat set apart for roads or other public use and to transfer to Westmoreland County any easement, including rights-of-way, included in such plat to create a public right of passage over the same.
 - c. Contain all protective or restrictive covenants.
5. An Erosion and Sedimentation Control Plan where appropriate, approved by the responsible agent of the County in accordance with the County's Erosion and Sedimentation Control Ordinance.
6. A check payable to the Treasurer of Westmoreland County to cover all required fees.

COMMISSION ACTION ON FINAL PLAT AND SITE PLAN

After a final plat and the accompanying site plan documents have been submitted to the Secretary, the Commission shall take action, at a public hearing advertised at least once not later than the week preceding the hearing, to determine whether or not they comply with the provisions of this ordinance. When the aforesaid determination has been made, the Secretary shall present such final plat and accompanying site plan documents to the Board with the Commission's recommendations.

1. Upon receipt of the Commission's recommendations, the Board shall review the final plat and accompanying site plan documents.
2. If the Board approved the final plat and accompanying site plan documents, two copies of the final plat measuring sixteen inches by twenty-four inches and one copy of the reduced size plat (approximately eight inches by fourteen inches) shall be returned to the subdivider. One copy of the reduced size plat shall be submitted by the subdivider to the Clerk of the Circuit Court for recordation and one copy of the full size final plat shall be submitted to the same office for filing in the subdivision plat book. One copy of the full size plat shall be delivered to the Commissioner of the Revenue of Westmoreland County and the remaining copies thereof, with the accompanying site plan documents, shall be retained by the Secretary in the County subdivision files. Any surety bond to be posted by the subdivider pursuant to the requirements of this ordinance shall be delivered to the Secretary. Cash bonds, if any, shall be delivered by the Secretary to the Treasurer of Westmoreland County.
3. No final plat shall be recorded unless all the monuments shown and described on the plat are in place as evidenced by the certificate of a surveyor endorsed on said plat.
4. All costs of recording and providing copies of plats and other required documents shall be borne by the subdivider.
5. If the Board does not approve, the plat and/or any accompanying site plan documents shall be returned to the Secretary who shall notify the subdivider in writing of the reasons for not approving. All bonds posted will also be returned to the subdivider.

VDOT APPROVAL

With the recent amendments to the State Law all Subdivisions, except Exempt Subdivisions, will require VDOT approval prior to the County allowing the development to go forward. Should VDOT modify the County approved plans, the applicant is required to have the plans re-approve by the County.



Preliminary Subdivision Checklist

County: _____

Name of Subdivision: _____

Applicant/Developer: _____

Designer: _____

Date Plans Sent to VDOT: _____, _____ 20 _____

Number of Sheets	_____	Existing/Proposed Street Names	<input type="checkbox"/>
North Arrow Indicated	<input type="checkbox"/>	Existing/Proposed Easements	<input type="checkbox"/>
Scale Shown	<input type="checkbox"/>	Land Dedicated to Public Use	<input type="checkbox"/>
Location Block	<input type="checkbox"/>	Traffic Impact Study (if required)	<input type="checkbox"/>
Adjoining Roads Shown	<input type="checkbox"/>	Drainage Calculations	<input type="checkbox"/>
Boundary Survey	<input type="checkbox"/>	Site Distance Shown	<input type="checkbox"/>
Acreage of Lots/Parcels Shown	<input type="checkbox"/>	Speed Limit Shown	<input type="checkbox"/>
Lots Numbered	<input type="checkbox"/>	VDOT Signature Block	<input type="checkbox"/>
Plan & Profile	<input type="checkbox"/>	Signage/Stop Bar Shown	<input type="checkbox"/>

Please Complete This Checklist Before Sending Plans To VDOT For Approval

The above project plans have been approved to be forwarded to VDOT for their review. Any changes in the plans required by VDOT will require re-submittal to Westmoreland County for re-approval.

By: _____
Westmoreland Co. Planning Director

Date: _____