Department of Planning and Zoning

Technical Bulletin

Subject: Existing House Location Plats	**Date: 1/8/2018 No.: 18-02**

Summary: This Technical Bulletins supersedes Technical Memorandum 11-02 concerning existing house location plats which was issued on April 1, 2011. This bulletin outlines what is required to be shown on plats that are submitted with building permit applications for additions and accessory structures, and what is deemed an acceptable and not acceptable plat for zoning review.

Effective Date: February 1, 2018

Background: The Department of Planning and Zoning (DPZ) allows the use of existing plats for detached and attached single family dwellings to be submitted with building permit applications for the construction of additions and accessory structures. The proposed construction must be drawn on a plat to scale with the dimension from the lot lines shown to ensure compliance with minimum yard requirements (setbacks). Plats which had been used for previous building permit applications are generally not acceptable for zoning review since such plats do not reflect the as-built information; and, DPZ has been requiring new plats to be submitted with the proposed construction clearly and accurately shown.

Policy: Plats submitted with building permit applications for the construction of additions and accessory structures must be prepared and certified by a licensed professional in accordance with the Virginia Administration Code, 18VAC10-20-380, the minimum standard and procedures for surveys determining the location of physical improvements. In addition, the plats must:

- Be clear, legible, show the entire parcel regardless of size, and show all property line bearings and distances.
- Be a minimum size of 8.5″ x 14″ (except 8.5″ x 11″ for smaller lots).
- Be drawn to a designated scale of not less than 1" equals 50', unless a smaller scale is required to accommodate the development.
- Show existing and proposed structures properly identified, accurately located and dimensioned.
- Show the closest dimension from the front, side, and rear property lines to the walls of each building.
- Delineate any mapped floodplain and floodplain easement.
- Show and label the height and area of all existing and proposed structures. Indicate the height of a deck's finished floor above the finished ground level. Indicate the height of the highest point of an accessory structure from the finished ground level.

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- Show height and placement of existing and proposed fences.
- Indicate driveways and parking areas,
- Show all existing easements, streets, and alleys, including the name and width of any easement on the property.
- Contain the signature and certification number, if applicable, of the person preparing the plat.

When determined necessary, staff may request additional information to complete the zoning review.

The following are not acceptable for zoning review:

- Excerpt from grading plan
- A plat prepared using architectural scale
- A wall check plat
- A plat that does not scale
- A property report
- Partial or cut-off copy of a plat

A new plat reflecting new construction is required for a new single family dwelling on an existing foundation. Staff may use discretion to allow the reuse of plats for small projects, such as a deck or porch, when the new construction is clearly outside of the minimum required yards.

When available in the county subdivision files, DPZ will continue to make plat copies available; however, DPZ does not guarantee the accuracy of those plats. It is the responsibility of the applicants to provide plats which meet the application requirements. For more information: Contact the Zoning Permit Review Branch at 703-222-1082, TTY 711.

Approved by: Leslie B. Johnson
                         Zoning Administrator
                         Department of Planning and Zoning