



# RECORD PLAT CHECKLIST for RIGHT OF WAY DEDICATIONS

Site Development and Inspections Division  
Fairfax County Land Development Services  
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[www.fairfaxcounty.gov/landdevelopment](http://www.fairfaxcounty.gov/landdevelopment)



Plat Name: \_\_\_\_\_ Record Number: \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_

REFERENCE	REQUIREMENT <sup>1</sup>	YES	NO	N/A	Line <sup>2</sup>
Reference	Format	YES	NO	N/A	1
101-2-5(c) 17VAC15-61-40.B	Sheet size is minimum 8.5" x 11", maximum 18" x 24" with minimum ¼" margins on all edges.				2
101-2-5(c)	Plat is legible, letter size is minimum 1/10".				3
101-2-5(c) 101-2-5(c)(1) OCA Policy	Scale is 1" = 100' or larger. Match lines are provided if applicable. Date of drawing (day/month/year) provided and reflects when property ownership was last checked. Date of drawing matches on all plat sheets. Sheet number and total number of sheets (even if there is only one sheet) are provided.				4
17VAC15-61-30.B	Black or dark blue inscriptions only.				5
101-2-5(c)(1)	A blank oblong space four (4) inches by six (6) inches shall be reserved for the use of the approving authority.				6
Reference	Notes and Certificates	YES	NO	N/A	7
LDS Policy	Tax Map number and zoning for existing property are provided.				8
101-2-5(a)	Engineer's/Surveyor's seal, signature and date provided. Seal is valid and is for an engineer or surveyor licensed in the Commonwealth of Virginia. <i>(If "Lic. No" does not precede the license number, reviewer to inform applicant of DPOR seal requirements per 18VAC10-20-760.)</i>				13
101-2-5(c)(5)	If owner's certificate is on the plat, provide printed name and title with the signature. <i>(Owner's certificate can be either in the deed or on the plat.)</i>				14
101-2-5(c)(4) 18VAC10-20-370.D.2.r	Surveyor's signed certificate provided. (Source of title of the owner of the land, place of record of last instrument in the chain of title, Deed Book and Page Number). If more than one source of title, indicate the outline of each tract. Also, information provided on the source of the land boundary survey (for subdivision it must be current field-run boundary survey). <i>Sample language (if field survey): "I, _____, a duly licensed land surveyor in the Commonwealth of Virginia, do hereby certify that I have carefully surveyed the property delineated on this plat of subdivision, that this property is in the name of _____, by deed recorded in Deed Book _____ at Page _____ all among the land records of Fairfax County, Virginia. I further certify that the land embraced by this subdivision lies entirely within the bounds of the original tract, that this plat represents accurate survey of the same and the property shown hereon. Given under my hand and seal this ____ day of ____, ____."</i> <i>(Non-applicable portions may be omitted for right of way only plats.)</i>				17
Notice 10/6/2023	Add the following note when easements are proposed in the Plat: "See the accompanying deed to this plat for information on use, ownership, maintenance and conditions of easements shown."				36

REFERENCE	REQUIREMENT <sup>1</sup>	YES	NO	N/A	Line <sup>2</sup>
Reference	General	YES	NO	N/A	37
101-2-3 (end) 101-2-5(d)(2) Code of VA 15.2-2209.1 Code of VA 15.2-2261	Associated Preliminary Subdivision Plan is valid. All associated plans (subdivision, site, and/or public improvement plans) are valid.				38
101-2-5(b) LDS Policy	Associated construction plan has been submitted and related record number is provided , if applicable.				39
101-2-5(d)	Plat matches associated construction plan, including geometry and callout of all easements, RPA-s, dedications, and vacations.				40
101-2-5(c)(1) LDS Policy <sup>3</sup>	Plat title accurately describes what plat is for, name of subdivision or owner name(s), description of easements, vacation of easements, dedications. If multiple easements/vacations are proposed, list each <u>or</u> include “dedication/vacation of various easements”.				41
101-2-5(c)(1)	Name of subdivision/property, supervisor (magisterial) district, county, state is shown in the title.				42
101-2-5(c)(1) 101-2-5(c)(3)	North arrow and source of meridian is shown. VCS 83 annotation note provided (Virginia Coordinate System of 1983, + metadata). True North or Meridian of Record can be shown for properties more than 1.24 miles from VCS monuments. True North or Meridian of Record can be shown for subdivisions creating no more than two lots.				43
101-2-5(c)(2)	Vicinity map minimum scale 2" = 1 mile (1" = 2,640'), adjoining road names and numbers, town limits, subdivisions shown (if scale permits), property location identified. ( <i>A minimum scale of 1"=2,000' is recommended as this is a typically accepted scale.</i> )				44
101-2-5(c)(3)	Two adjacent corners <u>OR</u> two points with coordinate values in feet are shown <u>on each sheet</u> except when true north or meridian of record is used.				45
101-2-5(c)(6)	Delta, radius, arc, tangent, chord, and chord bearing are shown for curve data.				46
101-2-5(c)(6)	Right of way centerlines of existing streets are shown and dimensioned to at least one property corner.				47
101-2-5(c)(6)	Existing and platted streets, their names, route numbers and right-of-way widths are shown, if definable.				48
101-2-5(c)(6) 101-2-5(c)(8)	Accurate location and dimensions by bearings and distances with all curve data of lot lines, street lines or right of way and centerline of new streets are shown.				49
101-2-5(c)(6)	Accurate location and dimensions by bearings and distances with all curve data of proposed easement centerlines are shown. Easement widths are labeled or dimensioned.				50
101-2-5(c)(6)	All existing and proposed utility easements dedicated to Fairfax County Board of Supervisors are shown.				51
101-2-5(c)(6)	All shown existing and proposed easements are labeled. Deed book and page number is shown and correct for all existing easements. Existing easement names match recorded names.				52
101-2-5(c)(6)	Owners or lot and subdivision name are shown within the boundaries.				53
101-2-5(c)(6)	Adjoining property lines are shown. Adjoining property owners <u>or</u> subdivision names and lot numbers are shown.				54
101-2-5(c)(6)	Address/house number shown for each lot. Area of all residential lots are shown. Two addresses are provided on corner lots. Proposed street names are shown.				56
101-2-5(c)(7)	All dimensions are in feet and decimals to the closest 1/100 of a foot				57
101-2-5(c)(7)	Bearings are shown in degrees, minutes, and seconds (may be to the nearest ten seconds).				58
101-2-5(c)(14)	The extent of any dam break inundation zone of a state-regulated impounding structure is shown and labeled with the name and state-issued identification number of the impoundment.				59
101-2-2 101-2-5(d)(1)(A)	All associated Rezonings, Special Exceptions, Special Permits, Variances are still valid. All proffers and conditions applicable to record plats are addressed.				62

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112.1-5100.2.B 112.1-5100.2.F	On the plat or on a separate exhibit, show existing buildings and structures and demonstrate that minimum setbacks are met.				63
112.1-5100.2.B 112.1-5100.2.F LDS Policy	Existing nonconforming structures removed, or Zoning variance approved unless qualified by the provisions of the Zoning Ordinance. If a simple subdivision is proposed on a lot with existing structure(s) and the new lot line would create a non-conformance to required setbacks, the following note is provided (this note should be modified for existing site conditions): "A house (and/or accessory structure(s)) exist(s) on the lot prior to subdivision. However, a zoning nonconformity has been created with this subdivision. The lots cannot be sold separately until these nonconforming structure(s) are removed from the lots. ([if applicable] Accessory structures are not permitted on a lot absent a principal structure.)"				64
112.1-2102 or Rezoning Plan 112.1-5100.2.E	Area tabulation has been provided. Density calculation is shown on the associated plan, or on the plat or on a separate exhibit. Density does not exceed allowable density for both the proposed and the parent residential subdivision. -Density calculations account for environmentally sensitive areas (floodplains, marine clays, etc. and major utility easements/acquired right of way). -Non-buildable lots may be consolidated with a buildable lot but cannot be used to increase density. When calculating parent subdivision density for subdivisions recorded from 3/1/1941 to 2/28/1995, dedicated areas must be excluded from the total area and no density credit shall be claimed: <b>Parent subdivision density = (# of dwelling units) / (total area of lots and outlots)</b> <b>OR</b> <b>Parent subdivision density = (# of dwelling units) / (total area of subdivision - previously dedicated areas)</b> (Density credit was introduced in the zoning ordinance in 2/28/1995. For subdivisions recorded prior to that date, density attributed to dedication was only available to the initial subdivision and is not transferable to subsequent divisions.)				67
112.1-5100.2.E(5)(c)3	Density/floor area ratio allocation note is provided if area is dedicated or conveyed to County. <i>Sample note:</i> "A density credit is hereby reserved for the _____ sf of dedicated area to the maximum extent possible" OR "A floor area ratio credit is hereby reserved for the _____ sf of the dedicated area to the maximum extent permissible."				69
LDS Policy	Private easements that are shown are called out as private (for e.g. private ingress/egress easement to a single-family dwelling through and adjoining lot. Emergency access easement cannot be private.)				72
PFM 2-0201.3	Proposed easements are tied by bearing and distance to a lot corner or other definable point tied to property lines.				74
PFM 2-0303.2A PFM 2-0303.2B	Showing utility easements in which utilities are to be installed by someone other than the developer/contractor is optional.				75
PFM 6-1405.2 PFM 6-1405.3	Bearings and distances with all curve data are shown for Flood Plain and Storm Drainage Easement. Tie to site boundary is provided.				76
LDS Policy	Conservation easements cannot overlap any other easements, including "Floodplain and Storm Drainage" easements to avoid conflicts.				77
101-2-1(3), 112.1- 8100.7.E PFM 6-0201.3 PFM 10-0102.5B	Applicable easements and/or right of way are extended to property line to ensure future connection to adjoining property.				78
LDS Policy	Vacations of easements are clearly shown and dimensioned. Hatching is preferred to show the extent of the vacation. Label shall include "Hereby vacated". Conservation easements are permanent and shall not be vacated without proper justification.				79

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LDS Policy	On plats involving street dedications, the area to be dedicated shall be labeled as follows: "Hereby Dedicated for Public Street Purposes." A notation stating merely "Dedicated for Public Street Purposes" or "To Be Dedicated to Public Street Purposes" is not acceptable since these can be read as past and future dedications, respectively.				80
LDS Policy <sup>2</sup>	Record plat is required for subdivision, dedication for public street purposes, and floodplain and drainage easements. Vacation of county easements other than "floodplain and storm drainage easements" can be submitted as "Easement Plats".				81
LDS Policy	If lot crosses jurisdictional boundaries, a) for dedications, jurisdictional review depends on who will maintain the easement, b) for vacations, jurisdictional review depends on who the easement was dedicated to.				84
LDS Policy	Showing the full perimeter of the lot is not required for right of way dedication only plats.				85
LDS Policy	Streetlight easements should not be shown on plats submitted to the county for review. (Dominion records their own streetlight easements via separate plat/deed.)				86
LDS Policy	Public easements are called out as "Hereby Dedicated/Granted/Conveyed" or "Hereby Vacated", except: Fairfax Water easements that are "Hereby Conveyed" or "Hereby Quitclaimed" per FW preference. Private easements are called out as "Hereby Granted" or "To BE QUITCLAIMED/vacated by a separate instrument".				87

#### Footnotes

1. If the plat proposes water easements only, they are submitted directly to FCWA. With respect to vacating State or Fairfax Water interests, the County Attorney's Office administers such requests when shown on a Plat, only where other County interests are involved.
2. Line numbering may not be continuous.
3. Vacation of Public Right of Way is processed through Fairfax County Department of Transportation.

#### References

Fairfax County, Virginia – Code of Ordinances:

[Chapter 101](#) Subdivision Provisions  
[Chapter 112.1](#) Zoning Ordinance

Other Codes/Regulations/Policies:

[Code of VA](#) Code of Virginia  
[PFM](#) Fairfax County Public Facilities Manual  
LDS/OCA Policy Current Land Development Services (LDS)/Office of County Attorney (OCA) practice or new policy to be established by this document  
[VAC](#) Virginia Administrative Code

**Notes** (list checklist line number with your note)