



EASEMENT PLAT CHECKLIST

Site Development and Inspections Division
 Fairfax County Land Development Services
 12055 Government Center Parkway, Suite 535, Fairfax, VA 22035
 Phone: 703-324-1720, TTY 711
 www.fairfaxcounty.gov/landdevelopment



Plat Name: _____ Plat Number: _____

By: _____ Date: _____

REFERENCE	REQUIREMENT	YES	NO	N/A	Line
Reference	Format	YES	NO	N/A	1
17VAC15-61-20.B.3 17VAC15-61-40	Sheet size is min 8.5" x 11", max 18" x 24" with minimum ¼" margins on all edges.				2
17VAC15-61-30.B.4	Plat is legible, lettering is no smaller than 0.09".				3
SDID Policy 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.2	Black or dark blue inscriptions only. Grey (screened) lettering and lines are not allowed.				5
Reference	Notes and Certificates	YES	NO	N/A	6
SDID Policy	Tax Map number for existing property is provided.				7
18VAC10-20-760.B.1	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. (If "Lic. No" does not precede the license number, reviewer to inform applicant of DPOR seal requirements per 18VAC10-20-760.)				8
SDID Policy	Owner's certificate can be either in the deed or on the plat. If owner's certificate is on the plat, provide printed name and title with the signature.				9
Reference	General	YES	NO	N/A	10
SDID Policy	Associated construction plan has been submitted and related plan number is provided (<i>base number and sequence number only, no submission number</i>). Geometry and callout of all easements and RPA-s match construction plan.				11
SDID Policy	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".				12
SDID Policy	Name of subdivision/property, supervisor district, county, state is shown in the title.				13
18VAC10-20-370.D.2.n SDID Policy	North arrow and source of meridian shown.				14
SDID Policy	Delta, radius, arc, tangent, chord and chord bearing are shown for curve data.				15
SDID Policy	Accurate location and dimensions by bearings and distances with all curve data of proposed easement centerlines are shown. Easement widths are labeled or dimensioned.				16
SDID Policy	All existing and proposed utility easements dedicated to Fairfax County Board of Supervisors are shown.				17
SDID Policy	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.				18
SDID Policy	Owners or lot and subdivision name are shown.				19
SDID Policy	Adjoining property lines are shown. Adjoining property owners <u>or</u> subdivision names and lot numbers are shown.				20
SDID Policy	All dimensions are in feet and decimals to the nearest 1/100 of a foot.				21

SDID Policy	Bearings are shown in degrees, minutes, and seconds (may be to the nearest ten seconds).				22
SDID 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 cannot be private.)				23
PFM 2-0201.3	Proposed easements are tied by bearing and distance to a lot corner or other definable point tied to property lines.				24
SDID Policy	Conservation easements cannot overlap any other easements, including "Floodplain and Storm Drainage" easements to avoid conflicts.				25
SDID Policy	Vacations of easements are clearly shown and dimensioned. Hatching is preferred to show the extent of the vacation. Label shall include "Hereby vacated" or "hereby quitclaimed". Conservation easements are permanent and shall not be vacated without proper justification.				26
SDID Policy	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".				27
SDID 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.				28
SDID Policy	Streetlight easements should not be shown on plats submitted to the county for review. (<i>Dominion records their own streetlight easements via separate plat/deed.</i>)				29
Reference	Approval Conditions	YES	NO	N/A	30
PFM 10-0102.11C	The sanitary sewer easement serving the sewer line to be abandoned or removed must be vacated before bond release and after the sewer flow has been diverted to the new line and the easement associated with such new line has been duly recorded among the land records.				31

Note:

Vacation of Public Right of Way is processed through FCDOT.

References:

- [PFM](#) Fairfax County Public Facilities Manual
- [VAC](#) Virginia Administrative Code
- SDID/OCA Policy Current practice or new policy to be established by this document

Line #: Note: