



# RECORD PLAT CHECKLIST for FLOODPLAIN AND STORM DRAINAGE EASEMENT



Site Development and Inspections Division  
Fairfax County Land Development Services  
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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), PFM 2-0201.2	Plat is legible, minimum letter size is 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 for existing property is 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. (If "Lic. No" does not precede the license number, reviewer to inform applicant of DPOR seal requirements per 18VAC10-20-760.)				13
101-2-5(c)(5)	If owner's certificate is on the plat, provide printed name and title with the signature. (Owner's certificate can be either in the deed or on the plat.)				14
PFM 6-1405.1, 2	The following note is provided: "No use shall be made of, nor shall any improvements be made in, the floodplain easement without specific authorization from Fairfax County."				29
LDS Policy	Where no title report provided, note shown: "All previously recorded r/w, easements or other interest of the County remain in full force and effect unless otherwise shown on this plat."				33
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	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	All associated plans (subdivision plans, site plans 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

REFERENCE	REQUIREMENT <sup>1</sup>	YES	NO	N/A	Line <sup>2</sup>
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 or 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
18VAC10-20-370.D.2.n	North arrow and source of meridian is shown.				43
101-2-5(c)(2)	Vicinity map minimum scale 2" = 1 mile (1" = 2,640'), adjoining road names and numbers shown, property location identified. (A minimum scale of 1"=2,000' is recommended as this is a typically accepted scale.)				44
101-2-5(c)(6)	Delta, radius, arc, tangent, chord, and chord bearing are shown for curve data.				46
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.				53
101-2-5(c)(6)	Adjoining property lines are shown. Adjoining property owners or subdivision names and lot numbers are shown.				54
101-2-5(c)(7)	All dimensions are in feet and decimals to the nearest 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
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
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” or “hereby quitclaimed”. Conservation easements are permanent and shall not be vacated without proper justification.				79
LDS 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”.				81

REFERENCE	REQUIREMENT <sup>1</sup>	YES	NO	N/A	Line <sup>2</sup>
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	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

**Note**

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 numbers 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

Other Codes/Regulations/Policies:

[Code of VA](#) Code of Virginia

[PFM](#) Fairfax County Public Facilities Manual

[VAC](#) Virginia Administrative Code

LDS/OCA Policy Current Land Development Services (LDS)/Office of County Attorney (OCA) practice or new policy to be established by this document

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