



RECORD PLAT CHECKLIST for SIMPLE SUBDIVISIONS

Site Development and Inspections Division
Fairfax County Land Development Services
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www.fairfaxcounty.gov/landdevelopment



Plat Name: _____ Plat Number: _____
By: _____ Date: _____

REFERENCE	REQUIREMENT	YES	NO	N/A	Line ¹
Reference	Format	YES	NO	N/A	1
101-2-5(c) 17VAC15-61-40.B	Sheet size is min 8.5" x 11", max 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.2	Black or dark blue inscriptions only. Grey (screened) lettering and lines are not allowed.				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
101-2-2(3)(c)	The following note is provided if proposed private streets <u>meet</u> Virginia Department of Transportation (VDOT) requirements: "The private streets in this development are not intended for inclusion in the system of state highways and will not be maintained by the Virginia Department of Transportation or Fairfax County and are not eligible for rural addition funds or any other funds appropriated by the General Assembly and allocated by the Commonwealth Transportation Board." (Frontage to private streets may be allowed in P, R-5, R-8 and R-12 districts.)				10
101-2-2(16)(G)	Soils note provided where a soils report was required: "Engineering geology and/or soil reports have been reviewed and approved by the Director of Land Development Services for the property described herein and are available for review at Land Development Services. Site conditions are of such a nature that land slippage or foundation problem possibilities required the submittal of soil reports."				12
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

REFERENCE	REQUIREMENT	YES	NO	N/A	Line ¹
101-2-5(c)(3)	Boundary survey statement provided.: "The plat of the property shown hereon is referenced to the Virginia Coordinate System of 1983 (VCS 83), North Zone, US Survey foot units as computed from a field run boundary and horizontal control survey that ties this boundary to a) the Fairfax County Survey Monument (insert number and name of monument and show combined grid and elevation factor) or National Oceanic and Atmospheric Administration/National Geodetic Survey (NOAA/NGS) Survey Monument (insert Permanent Identifier Datasheet (PID) number and designation with the combined scale factor) <u>OR</u> b) Static Global Positioning System (GPS) or Virtual Reference System (with appropriate reference frame and necessary velocities stated)"				15
101-2-5(c)(3)	In the surveyor's certificate or as a separate note, a note is provided that the error of closure is within the limit of one in 20,000 maximum permissible error (or state the actual error of closure, to demonstrate that it smaller than 1 in 20,000). <i>Sample note:</i> "The boundary survey of the lands delineated hereon meets the minimum error of closure of 1 in 20,000."				16
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> "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>(Non-applicable portions may be omitted for right of way only plats.)</i>				17
101-2-5(c)(6)	The following note is provided: "Any future easement or authorization for electric, cable, telephone or gas services to be furnished to the property must comply with the provisions of 15.2-2241(6) of the <i>Virginia Code</i> ."				18
101-2-5(c)(10)	Wetlands Statement is signed by owner/developer/agent. Printed name and title are provided.				19
101-2-5(c)(12)(i) Tech Bulletin 22-01	Resource Protection Area (RPA) boundary is shown based on approved RPA delineation. RPA delineation study reference number is provided. <i>(Note that any notes referring to the 2003 Chesapeake Bay Preservation Ordinance are outdated and should not be shown on plats.)</i>				20
101-2-5(c)(12)(ii)	If RPA is within the subdivision, the following note is provided: "The RPA is to remain undisturbed and vegetated in accordance with the requirements of Section 118-3-3(f) of Chapter 118 of the County Code unless otherwise authorized by Land Development Services."				21
101-2-5(c)(12)(iv)	On-site sewage disposal system note provided: "Where houses are to be served by on-site sewage disposal systems, each disposal system shall be pumped-out at least once every five (5) years and each disposal system shall be provided with a reserve sewage disposal site with a capacity at least equal to that of the primary sewage disposal site. Building shall be prohibited on the area of all such sewage disposal sites, including the reserve sewage disposal site, until the structure is connected to public sewer or an on-site sewage treatment system that operates under a permit issued by the State Water Control Board."				22

REFERENCE	REQUIREMENT	YES	NO	N/A	Line ¹
124-1-7.3 124-2-2.A PFM 6-0303.7 Technical Bulletin 14-11	The following note provided: "Stormwater management compliance must be addressed on the individual infill grading plans. Simple subdivisions that in total disturb one acre or more are considered a common plan of development or sale and as such, are not eligible for single-family detached dwelling exemptions from the Stormwater Management Ordinance."				24
101-2-5(d)1.A	If septic and/or new well(s) are proposed, septic outline/well location are shown, and Health Department approval is provided.				25
PFM 2-0103.5	Note shown for each pipestem driveway: "Driveway privately owned and privately maintained by the lot owner."				26
PFM 2-0103.5	Note shown for lots abutting pipestem driveways: "Owners of abutting lots utilizing pipestem driveways automatically assume an obligation for maintenance of the pipestem driveway, which obligation is a condition of their ownership of the property and which runs with the land."				27
PFM 2-0103.5	Note shown on plats with pipestem driveways: "The pipestem driveways in this development do not meet the standards necessary for inclusion in the system of state highways and will not be maintained by the Virginia Department of Transportation or Fairfax County, and are not eligible for rural addition funds or any other funds appropriated by the General Assembly of Virginia and allocated by the Commonwealth Transportation Board."				28
PFM 6-1405.1, 2	If there is a floodplain on the property, a "floodplain and storm drainage easement" is proposed or existing. 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
PFM 10-0102.9C	When a private sanitary sewer pump facility is proposed, provide a note: "The sanitary lateral pipe and pump is a private system and the ownership of same must be vested in the owner of the premises on which the system or portions thereof, are located. The County is not responsible for operation or maintenance of the private sanitary sewer pump system."				30
112.1-5100.2.O	Cluster Subdivision Note shown if subdivision is cluster. State under which section of the Zoning Ordinance it qualifies.				32
LDS Policy	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 (<i>this note should be modified for existing site conditions</i>): "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. (<i>if applicable</i>) Accessory structures are not permitted on a lot absent a principal structure."				33
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."				34
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(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	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

REFERENCE	REQUIREMENT	YES	NO	N/A	Line ¹
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. (A <i>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)	Subdivision property lines, including entire parcel to be subdivided are shown.				55
101-2-5(c)(6) LDS Policy	Address/house number and 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
LDS Policy 101-2-5(d)(1)(A)	All associated waivers are still valid and reference numbers are provided. Notes applicable to plats required in waiver conditions provided.				61
101-2-2 101-2-5(d)(1)(A)	All associated Rezoning, Special Exceptions, Special Permits, Variances are still valid. All proffers and conditions applicable to record plats are addressed.				62
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	Existing nonconforming structures removed, or Zoning variance approved unless qualified by the provisions of the Zoning Ordinance.				64
112.1-5100.2.J.(1)(b)2	No new nonconformance or aggravation of existing nonconformance is proposed on existing nonconforming lots.				65

REFERENCE	REQUIREMENT	YES	NO	N/A	Line ¹
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 prior to 2/28/1995, dedicated areas must be excluded from the total area: Parent subdivision density = (# of dwelling units) / (total area of lots and outlots) OR Parent subdivision density = (# of dwelling units) / (total area of subdivision - previously dedicated areas) (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/intensity 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."				69
112.1 Article 2 112.1 Article 9 - Definitions	Lot widths meet minimum zoning district requirement. Where the front lot line is curved or angled and the lot width is close to the minimum required width, lot width shall be provided either as a dimension or in a tabulation on the plat or the subdivision plan.				70
112.1-5100.2H	For irregularly shaped lots the Lot Shape Factor ($SH = P^2/A$) calculation is provided to demonstrate compliance. Shape factor meets zoning district or SE requirements.				71
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 2-0103.5	In cluster subdivisions , for pipestem lots, where common driveway construction is used, "easement for ingress, egress, construction, maintenance of utilities and County and other emergency vehicles" is provided.				73
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
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

REFERENCE	REQUIREMENT	YES	NO	N/A	Line ¹
LDS Policy ²	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
PFM 6-1405 PFM 6-1702.1 101-2-1(3)	Lots have adequate buildable area outside of existing and proposed easements, floodplains, RPAs, and other restrictions.				82
Simple Subdivision Eligibility Checklist	Simple subdivision eligibility requirements are met. A Simple Subdivision Eligibility Checklist must be included with the submission of Record Plats for Simple Subdivisions, along with the Record Plat Checklist for Simple Subdivisions .				83
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	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
Reference	Approval Conditions	YES	NO	N/A	87
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.				88
101-2-1(1)	Site notices have been submitted if preliminary subdivision plat and construction plan are not required (including Minor Lot Line Adjustment).				90
101-2-2(6) PFM 2-0202.5 and 5C	Public sanitary sewer exists abutting each lot or lot is approved for septic by the Health Department (HD).				91
PFM 10-0201	Each septic system is located and shown on plat and is approved by Health Department.				92

Footnotes

1. Line numbering may not be continuous.
2. 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
- [Chapter 118](#) Chesapeake Bay Preservation Ordinance
- [Chapter 124](#) Stormwater Management Ordinance

Other Codes/Regulations/Policies:

- [Code of VA](#) Code of Virginia
- [Notice](#) Land Development Notice
- [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
- [Tech Bulletin](#) Land Development Technical Bulletin
- [VAC](#) Virginia Administrative Code

Notes (list checklist line number with your note)