CITY OF CHARLOTTESVILLE
DEPARTMENT OF NEIGHBORHOOD DEVELOPMENT SERVICES

Subdivision Checklist: Preliminary Review

This checklist has been created to provide better customer service and streamline our review process. We ask that you use this checklist to insure a timely review and to avoid multiple submittals. Thank you, Neighborhood Development Services.

Subdivision Name ____________________________________________

Tax Map and Parcel __________________ Existing Zoning and Use __________________

Type: ___ Boundary Adjustment ___ Minor (<5 lots) ___ Major (5 or more lots or public improvements)

Physical Street Address/Location of Subdivision ____________________________________________

Number of Lots ____________________________________________

Code for Checklist

✓ = provided and adequate
0 = provided but not adequate
X = not provided
n/a = not applicable

Subdivision Plat Requirements

Section 29-110

___ _____ 10 Copies (8.5X14 or 18X24)

___ _____ Name of Plat Preparer

___ _____ Date of Drawing (Including Last revision)

___ _____ Sheet Number and Total Number of Sheets

___ _____ Signature Panels (For the Chair & Secretary of the Planning Commission).

___ _____ Scale

___ _____ North point

___ _____ Name of Subdivision. The title under which the subdivision is to recorded and the name or number of the section if a part of a larger tract.

___ _____ Professional seal of the engineer or land surveyor who prepared the plat with signature and date, source of title, place of record of the last instrument in title chain, deed book and page number

___ _____ Name of Owners and Statement of Consent. A statement that “the platting or dedication of the following described land [insert description] is with the free consent and in accordance with the desire of the undersigned owners, proprietors, and trustees, if any.” The statement shall be signed and duly acknowledge before an officer authorized to take acknowledgement of deeds.

___ _____ Vicinity Map

___ _____ Existing or Platted Streets (location, width, grades and detailed measurements including
Easements, Right-of-way

- Alleys, shared driveways, and private streets. Including labels, locations and dimensions
- Land to be dedicated in fee or reserved. Location, acreage of current owners intended to be dedicated for public use.

Public Easements

- Proposed Private Easements & Facilities (location & dimensions)
- Existing and departing lot lines
- Proposed lots
- Lot lines, minimum setback lines, separation requirements for yard and building
- Building sites on proposed lots (location, area and dimensions of the building site on each proposed lot complying with the requirements of the zoning ordinance.
- Street trees
- Proposed Improvements (Including Buildings and Other Structures, sidewalks and any public improvements)
- Floodplain and floodway limits
- Drainage District (any land within the drainage district)
- Places of Burial
- Control Points (at least four (4) control points, evenly distributed across the property at the survey property corners, shall be shown on each sheet depicting the property
- Public Areas, facilities, uses
- Zoning District (Classifications/Variances/Proffers/Bonuses)
- Tax Map, Parcel Number and Street Address
- Stream Buffers (the location require by the city’s water protection ordinance with the following note “The stream buffer(s) shown hereon shall be maintained in accordance with the Chapter 10 of the City Code, the City’s Water Protection Ordinance.
- Boundary lines (the exterior boundary lines in degrees, minutes and seconds.
- Monuments
- Bearings and distance ties (between not less than two (2) permanent monuments on the exterior boundary of the property and future tie to the existing intersection or nearby benchmark
- Identification of sections blocks & lots. (Sections identified by numbers, blocks by letters, and lots by numbers)
- Acreage and square footage of lots (both existing and proposed lots)
- Ownership of common areas
- Street names
- Temporary Turnarounds
- Statement pertaining to private alleys or streets
- Restrictions (i.e. sidewalk maintenance agreements, BMP facilities maintenance agreements)
- Terms of public easements
- Topography

Preliminary Plat Requirements

- Request for Critical Slope Waiver (a written request and justification for the disturbance of critical slopes (>25%) as required under Sec. 34-1120 of the zoning ordinance.
- Storm water Management Information (Standards of Design Manual requirements)
- Mitigation Plan (per the water protection ordinance)

Final Plat Requirements for Major Subdivisions
Infrastructure plans and computations (detailed and computations and supporting documents for physical improvements including, traffic studies, street plans and cross sections, soil testing results, drainage plans and computations, erosion and sediment control plans and stormwater management plans, landscape plants and other documents deemed necessary by the city engineer)

Construction plans, public facilities, utility fixtures and systems

**Location of existing buildings**

**Building envelop**

**Interest to be vacated in city property**

**Instrument evidencing maintenance of certain improvements**

Required bond or surety for public improvements

Environmental disclosures (Subdivides must disclose and remediate contamination and other adverse environmental condition on the property.

**Comments:**

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

**Note:** For detailed description of the items on this checklist, refer to the City Subdivision Ordinance Article III, Plat Requirements, Section 29-110.

- It is recognized that there may be other ways to accomplish the solutions to items/issues listed above, which may come out in the preliminary review conference.

Revised: November, 2007