

Article 10:
PRELIMINARY SUBDIVISION PLAT CHECKLIS

Article 10:**PRELIMINARY SUBDIVISION PLAT CHECKLIST**

Two hard copies and a digital file of the Preliminary Subdivision Plat Checklist shall be prepared and certified by the person(s) preparing the plat and shall be submitted with any initial application or resubmission for a Preliminary Subdivision Plat. The checklist shall be deemed "incomplete" if all items are not fully addressed.

(Official Copy)

**MINIMUM SUBMISSION REQUIREMENTS CHECKLIST FOR
PRELIMINARY SUBDIVISION PLATS**

The Town of Smithfield

Project Name: _____

Project Location: _____

Tax Map and Deed Book: _____

Submission Date: _____

Applicant (Type or print): _____

Applicant's Signature: _____

Address: _____

Phone #: _____

Engineer/Surveyor: _____

Address: _____

Phone #: _____

Review Fee: _____

Preliminary Plat Title Sheet:

	Plan Sheet to Include:	Yes	No	N/A	Reason for No or N/A
1	Title Block.				
2	Subdivision Name.				
3	Scale (1" = 100' or less).				
4	Town of Smithfield/ Isle of Wight County Tax Map and Parcel Number				
5	Names and addresses of the surveying/engineering firm.				
6	Date of preparation.				
7	Surveying and mapping information, including reference to survey datum. Horizontal control shall be on Virginia State Plane Coordinate System, Zone 5576 in a North American Datum coordinate system.				
8	Vicinity map at a scale of 1" = 1000'.				
9	General information section provided, including the number of sheets comprising the preliminary plat and an index showing the locations of the various sheets.				
10	Reference any proffers, special use permit conditions, waivers, or variances granted. Copies of all are to be attached.				

	Plan Sheet to Include:	Yes	No	N/A	Reason for No
1	North arrow, match lines and sheet numbers.				
2	Topography: Existing contours at one (1) foot intervals or as otherwise specified by the Town.				
3	Certified boundary survey of record of the lot, depicting bearings and distances, including references to and location of survey datum.				
4	Present zoning and land use of all abutting or contiguous parcels.				
5	Location of all existing lot lines and total acreage in each parcel.				
6	Location of all proposed lots, building setback lines, approximate acreage of each lot, approximate dimensions of all lots, and approximate right-of-way acreage.				
7	Locations of existing and proposed public and private streets, easements, and other rights-of-way within and adjoining the subdivision, including right-of-way and roadway widths and proposed street names.				
8	Existing and proposed impervious coverage, including a table with the total allowable impervious coverage for each lot.				
10	Existing and proposed storm drainage systems and stormwater management.				
11	Identification and dedication information for any easements affecting the property.				
13	Location of all existing buildings within the subdivision.				

14	Location of any natural or cultural features, cemeteries, and landmarks.				
16	Watercourses, marshes, wetlands and their names.				
17	100- year floodplain limits and the source of floodplain information. RPA boundaries and limits.				
18	Existing and proposed open spaces, recreations areas and buffer areas, indicating proposed ownership.				
20	Proposed public and private travelways, pedestrian systems and bike trails.				
24	Proposed phasing plans and timeframe for completion.				
31	<p><u>Surveyor/Engineer's Certification of Completion of Checklist</u></p> <p>I have fully reviewed the Town's requirements and certify this application to be a complete submission. I understand that and incomplete plat or incomplete list shall be deemed an incomplete submission and shall be returned to the applicant upon determination of such by the Community Development and Planning Director.</p> <p>_____ Name</p> <p>_____ Date</p> <div style="border: 1px solid black; width: 350px; height: 180px; margin: 20px auto;"></div> <p style="text-align: center;">Engineer/Surveyor Seal and Registration #</p>				