

Article 12:  
**FINAL SUBDIVISION PLAT CHECKLIST**

Article 12:**FINAL SUBDIVISION PLAT CHECKLIST**

Two hard copies and a digital file of the Final 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 Final Subdivision Plat. The checklist shall be deemed "incomplete" if all items are not fully addressed.

*(Official Copy)*

**MINIMUM SUBMISSION REQUIREMENTS CHECKLIST FOR  
FINAL 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:** \_\_\_\_\_

Final Plat Title Sheet:

	Plan Sheet to Include:	Yes	No	N/A	Reason for No or N/A
1	Title Block.				
2	Subdivision Name (Must be the same as preliminary).				
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 1983 coordinate system.				
8	Vicinity map at a scale of 1" = 1000'.				
9	General information section provided, including the number of sheets comprising the final 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.				
11	Seal and signature (on each sheet) by a Virginia certified land surveyor				
12	Owner's dedication and consent to properly worded and notarized.				

13	Signature panel for Town approval.				
14	Reference any proffers, special use permit conditions, waivers, or variances granted. Copies of all are to be attached.				
15	Description of Subdivision.				
16	Surveyor's certificates.				
17	All dimensions shown in feet and decimals of a foot to the closest one hundredth (0.01) of a foot; all bearings in degrees, minutes and seconds to the nearest second.				
18	Current boundary survey; bearings and distances to the nearest existing street lines or benchmarks or to other permanent monuments (not less than three) shall be accurately described on the plat.				
19	Parcel and subdivision boundaries with bearing and distances.				
20	Number of lots and area of each new parcel listed by parcel number.				
21	Total site acreage.				
22	Separate parcels shall be individually identified with a separate and sequential number.				
23	Location, dimensions with bearing and distances and purposes of any easement (designate whether public or private) and any areas to be reserved or dedicated for public use.				
24	When the subdivision consists of land acquired from more than one source of title, the outlines of the various tracts shall be indicated by dashed lines, and identification of the respective tracts shall be placed on the final plat.				

25	Location, width dimensions and names of the proposed street, right-of-way, alleys, lots and building lines.				
26	Street right-of-way boundaries with bearings and distances.				
27	Locations of all monuments placed, type of monument set.				
28	All curve data (in a complete curve table).				
29	Watercourses, marshes, wetlands, and their names.				
30	Location, width, centerline and names of all existing or platted Town streets within, adjacent, or providing access to the subdivision.				
31	Vacated streets or parcels showing areas vacated and area amounts reverted to adjacent parcels.				
32	Exact boundary lines of the tract, determined by field survey, giving distances to the nearest one-hundredth (1/100) foot and angles to the nearest minute, which shall be balanced and closed with an error of closure not to exceed 1 to 10,000.				
33	When one (1) or more temporary turnarounds are shown, the following note shall be included on the plat: "The area on this plat designated as "Temporary Turnaround" will be constructed and used as other streets in the subdivision until (insert sheet name) is/are extended to <i>A connecting street or to another turnaround which is approved by the Planning Commission</i> at which time the land in the temporary turnaround area will be abandoned for street purposes and will revert to adjoining lot owners in accordance with specific provisions in their respective deeds."				
34	A statement, either directly on the plat or in an identified attached document, of any private covenants or homeowners association agreements.				

35	Every use requiring the establishment of a buffer yard or screening area shall note the following restriction regarding the use of such buffer on a plat or other instrument recorded among the land records: <i>"Land designated as required buffer yards or screening shall be landscaped and may only be used for structures, uses or facilities in accord with the Town of Smithfield Zoning Ordinance."</i>				
36	The following note shall be included on the plat for all site plans or subdivisions that require a landscape plan: <i>"The owner of fee title to any property on which plant materials have been established per an approved plan shall be responsible for the maintenance, repair, and replacement of the approved plant material as required by the Town of Smithfield Zoning Ordinance."</i>				
37	Location and width of ingress and egress.				
38	Area of r/w dedication in sq. ft. & labeled "Hereby dedicated to the Town of Smithfield for Public Street purposes."				
39	100-yr Flood area and RPA boundaries including ties to property lines and corners with bearings & distances and/or curve data.				
40	Town Tax map and Parcel number and Zoning Classification.				
41	Match lines shown.				
42	Adjacent property owners, parcel identification no., present zoning, use, deed book, and page number.				
43	All existing dwellings, structures, showing use and distance from property line, underground utilities (electrical, telephone, etc.) wells, waterlines, underground storage vessels, sewer lines, septic systems, as installed and drain field locations on undeveloped parcels.				
44	Easements for dams. The Town is not liable or responsible for dams and it structures.				

45	When applicable, include the following note: "The Town will not accept responsibility for ponds and/or basons and shall be saved harmless for any liability caused by the failure of these structures on their outflow structures."				
46	Accompanying documentation indicating reference to deeds of easement to be recorded with the subdivision.				
47	Statement of boundary survey closure accuracy and compliance with National Mapping Standards including a certification that the digital data is a true representation of the paper copy.				
48	The final plat should be tied to Isle of Wight County's network of survey monuments located in and around the Town of Smithfield and to the Town's Geographic Information System once it is integrated with the County's existing GIS.				
49	<p>NOTE ON PLAT:</p> <p><u>Surveyor's Certification:</u></p> <p>I hereby certify that to the best of my knowledge and belief, all requirements of the Planning Commission, and ordinances of the Tow of Smithfield, Virginia, regarding the platting of subdivisions within the Town have been complied with.</p> <p>Given under my hand this _____ day of _____, 20____.</p> <p>_____ State Certified Engineer or Land Surveyor</p>				

Owner's Consent and Dedication:

Know all men by these present, that the subdivision of land shown on this plat containing \_\_\_\_\_ acres, more or less and designated at \_\_\_\_\_ Subdivision situated in \_\_\_\_\_ Smithfield, Virginia, is with the free consent and in accordance with the desires of the undersigned owners thereof; that all streets on said plat are hereby dedicated to the public use, and that all lots within the subdivision are subject to certain restrictions, reservations, stipulations and covenants as contained in a writing executed by the undersigned, under the date of \_\_\_\_\_, 20\_\_\_\_, and recorded in the Clerk's Office of \_\_\_\_\_. Isle of Wight County, in Deed Book \_\_\_\_\_, on Page \_\_\_\_\_. The said \_\_\_\_\_ acres of land hereby subdivided having been conveyed to \_\_\_\_\_ by deed dated \_\_\_\_\_, 20\_\_\_\_, and recorded in the Clerk's Office of the Circuit Court of Isle of Wight County, Virginia, in Deed Book \_\_\_\_\_, Page \_\_\_\_\_.

Given under our hands this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_ SEAL

\_\_\_\_\_ SEAL

\_\_\_\_\_ SEAL