



# FINAL SUBDIVISION PLAT APPLICATION

**Shenandoah County Planning & Zoning Office**

600 North Main Street,  
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Woodstock, VA 22664

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## APPLICANTS CHECK LIST - FINAL PLAT

The following items are needed for a complete application for Final Plat for the subdivision of land. It is recommended that the applicant meet with the Planning & Zoning staff before submitting this information.

Check/Date	Activity
_____	20 copies of a final plat
_____	A copy of the proposed covenants or restrictions
_____	Evidence of a homeowner's association (if needed)
_____	Completed agency sheets from the appropriate departments (green sheets in packet). Only the agencies that are checked need to receive a green sheet. A copy of the application form and plat must be attached to each agency sheet in order for the agency to comment on the plat. <b>This is only required if changes were made to the preliminary plat or the agency had some issue with the preliminary plat.</b>
_____	Application fee paid in full, make checks payable to Shenandoah County Treasurer.

**\*The application packet, including all comments sheets, must be completed and submitted prior to the submission deadline listed on attachment "A" located in this packet.**

**\*Fee Schedule for Final Plat:** \$1,000.00 plus \$100.00 per lot.

Following approval of the preliminary plat by the Board of Supervisors, the subdivider should contact the Subdivision Administrator to determine if any changes need to be made to the plat. These changes would include any revisions or modifications specified by the Board of Supervisors at the preliminary plat stage. The final plat is sent to the Planning Commission and then Board of Supervisors in the same fashion as the preliminary plat. If final approval is obtained; the owners, VDOT, and the sanitary official need to sign the plat before the Planning Commission representative and Board of Supervisors representative can sign the plat. If improvements are required they must be installed and inspected, or completion assurance in the form of a performance bond, cash escrow, or letter of credit must be submitted to the county before final signatures can be obtained. This amount should include the total cost of all improvements plus a ten-percent allowance, as determined in a sworn statement from a certified engineer. Once the final plat is signed by all necessary parties, it must then be recorded at the Clerk's Office within six months after final approval.

## FINAL PLAT CHECKLIST

The final plat is recorded at the Clerk's Office and must be clearly and legibly drawn at a scale of no smaller than 100 feet to the inch, on sheets having a size of 8 ½ x 14 inches. **In addition** to the requirements of the preliminary plat, the final plat shall include:

\_\_\_\_\_ Certificates signed by the surveyor or engineer setting forth the source of title of the owners of the land subdivided and the place of record of the last instrument in the chain of title.

\_\_\_\_\_ A statement to the effect that the subdivision as it appears on this plat is with the free consent and in accordance with the desires of the owners, proprietors and trustees, if any, which shall be signed by such owners, proprietors and trustees, if any, and shall be duly acknowledged before some officer authorized to take the acknowledgment of deeds.

\_\_\_\_\_ When the subdivision consists of land acquired from more than one source of title, the outlines of the various tracts shall be indicated by dash lines and identification of the respective tracts shall be placed on the plat.

\_\_\_\_\_ The accurate location and dimensions by bearings and distances with all curve data on all lots and street lines and center line of streets, boundaries of all proposed or existing easements, parks, school sites or other public areas, the number and area of all building sites, all existing public and private streets, their names, numbers and widths, existing utilities and those to be provided such as sanitary sewers, storm drains, water mains, manholes and underground conduits, including their size and type, watercourses and their names, names of owners and their property lines, both within the boundary of the subdivisions and adjoining said boundaries.

\_\_\_\_\_ Plans for control siltation and erosion during development, pursuant to the requirements of Chapter 87, Erosion and Sediment Control, shall accompany the plat.

\_\_\_\_\_ Distances and bearings which must balance and close with an accuracy of not less than one in 5,000.

\_\_\_\_\_ The data of all curves along the street frontage, shown in detail at the curve or in a curve data table containing the following: Delta, radius, arc, tangent, chord and chord bearings.

\_\_\_\_\_ Provision on each page of each copy of a plat for dating and initialing by each approving officer.

\_\_\_\_\_ If the plat includes parcels served by a private access easement the following statement must be included: **ATTENTION:** The access serving this lot (these lots) is private, and its maintenance, including snow removal, is **NOT** a public responsibility. It shall not be eligible for acceptance into state secondary system for maintenance until such time as it is constructed and otherwise complies with all requirements of the Virginia Department of Transportation for the addition of subdivision streets current at the time of such request. Any costs required to cause this street to become eligible for addition to the state system shall be met from funds other than those administered by the Virginia Department of Transportation or by Shenandoah County.