

**SUBDIVISION ORDINANCE**  
**MAJOR SUBDIVISION CHECKLIST**

Subdivision Name: \_\_\_\_\_ Plat Date: \_\_\_\_\_

Owner/Developer Name & Company: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Surveyor Name & Firm: \_\_\_\_\_

License No.: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**General:**

- \_\_\_ Prepared by Virginia certified professional engineer or land surveyor
- \_\_\_ Location of existing and proposed monuments shown
- \_\_\_ Location of existing dwellings and their drain fields and reserve areas shown
- \_\_\_ Location of any grave, object or structure marking a place of burial shown
- \_\_\_ Location of existing culverts, drains and watercourses, and sinkholes shown
- \_\_\_ Remainder parcel also surveyed (if less than 20 acres) –Section 8-111 and 8-171(c)

**OR**

- \_\_\_ Sketch of remainder parcel greater than 20 acres (shall not be included in Vicinity Map) –  
Section 8-171(c)

**Plat Features:**

- \_\_\_ Note and title bar identify as “Major Subdivision”
- \_\_\_ Note identifying name and address of legal owner
- \_\_\_ Name and address of chief officer (if legal owner is a corporation)
- \_\_\_ Note identifying tax map number and parcel ID number
- \_\_\_ Note identifying zoning district and setback (front, rear, side) minimums

- \_\_\_ Reference Board of Supervisors Ordinance Number and date of approval for Special Use Permit, Rezoning with Proffered Conditions, or Variance (if applicable)
- \_\_\_ Reference Conservation Easement Information (if applicable) –Section 8-173(20)
- \_\_\_ Reference Dam Inundation Zone (notation shall be placed on plats, if applicable)-Section 8-173(21)
- \_\_\_ Location of all known drainage easements, utility easements, sewer lines, water lines, gas lines, power lines, manholes, or fire hydrants-Section 8-173(22)
- \_\_\_ Note giving total area subdivided and area dedicated for right-of-ways
- \_\_\_ North arrow with source of meridian shown
- \_\_\_ Date of drawing and graphic scale shown
- \_\_\_ Vicinity map shown at a scale of not less than 1 inch to 2,000 feet showing adjoining roads (names and route numbers), towns, subdivisions, true north arrow, and other landmarks.
- \_\_\_ Names of adjoining property owners and parcel deed/plat references shown

**Lot design and arrangement:**

- \_\_\_ Dimensions of each lot shown
- \_\_\_ Location of building setback lines shown
- \_\_\_ Table listing acreage and frontage of each lot shown
- \_\_\_ Meet minimum lot size for zoning district
- \_\_\_ Meet minimum lot frontage on a public street for zoning district
- \_\_\_ Exception for one lot on 40' right-of-way (if A-1 parent parcel)
- \_\_\_ Provide private access easement note
- \_\_\_ Meet maximum length/width ratio for zoning district (if lot less than 20 acres)
- \_\_\_ Lot assignment table shown (if A-1 or C-1 districts) and completed correctly
- \_\_\_ Access to existing streets minimized
- \_\_\_ Meet minimum setbacks for any existing structures

**Floodplains:**

- \_\_\_ Note identifying flood zone and applicable Flood Insurance Rate Map
- \_\_\_ Location of HUD/FEMA designated 100-year flood plain and base flood elevations shown

- Location of approximated 100-year flood plains shown
- Base flood elevations calculated (if 5+ lots or 50+ acres)
- Area of 100-year flood plain calculated (if RM-1, PUD-COM or PUD-RES districts)

**Water:**

- Public water (required if within 200' of an existing water line)
- Note that all lots served by public water
- Location of easements from lots to existing water lines (15' minimum width) shown
- Fire hydrants meeting section 8-154 criteria shown
- Town/PSA Subdivision Approval Letter (documentation)

**OR**

- Proposed well locations shown

**Sewer:**

- Each drain field and reserve area located within the lot they serve
- Public sewer (required if within 200' of an existing sewer line)
- Note that all lots served by public sewer
- Location of easements from lots to existing sewer lines (15' minimum width) shown
- Town/PSA Subdivision Approval Letter (documentation)

**OR**

- VDH approval for each individual lot (unless exempted by 8-153b)
- VDH septic system permit numbers for each lot shown
- Location of VDH approved drain fields and reserve areas for each lot shown
- Location of any drain field/reserve area easements on adjoining properties shown

**OR**

- Private soil evaluations for each individual lot (unless exempted by 8-153b)
- VDH Subdivision Approval Statement for use with private soil evaluations
- VDH Subdivision Approval Letter (documentation) for private soil evaluations
- Location of approved drain fields and reserve areas for each lot shown
- Location of any drain field/reserve area easements on adjoining properties shown

**Streets:**

- Existing street names, route numbers and right-of-way widths shown
- New street right-of-way widths, proposed maximum grades and names shown
- Lots abut streets meeting VDOT right-of-way standards (Additional right-of-way dedicated if lots abut streets with less than 50' rights-of-way)
- Provision for continuation of streets into adjoining properties
- VDOT Subdivision Approval Letter for road construction & drainage plans (documentation)

**Stormwater:**

- County Engineer Approval Letter for erosion & sediment control plans (documentation)
- Stormwater detention facilities meet state standards (County Engineer)
- Easements for detention facilities shown
- Note stating Homeowner's Association responsible for future maintenance & liability

**Public Utility and Drainage Easements:**

- Location of public utility easements (15' minimum width) shown
- Location of drainage easements (15' minimum width) extending to a natural water course shown
- Note that all utilities shall be installed underground (if 4+ lots)

**Plat Statements:**

- Owner's Statement including dedication to Montgomery County to be signed by property owners
- Notary's Statement for owner's signature
- Conforming statement to be signed by surveyor/engineer
- Source of Title to be signed by surveyor/engineer
- Seal of surveyor to be signed by surveyor/engineer
- Approving Statement to be signed by Board of Supervisors, Planning Commission, County Engineer and Subdivision Agent
- Approving Statement to be signed by VDOT Resident Engineer

\_\_\_ Approving Statement to be signed by VDH, if applicable

**Additional Requirement Prior to Final Plat Approval/Signatures:**

\_\_\_ County Attorney approval of Homeowner's Association Bylaws for future maintenance & liability for storm water facilities, open space/common areas, private roads, etc.

\_\_\_ Cost estimate for all improvements

\_\_\_ Subdivision Performance Agreement executed by the County Administrator

\_\_\_ Surety equal to the total cost plus 10% of the improvements shown on plat

\_\_\_ Digital version provided meeting departmental guidelines (CADD files, Projection- NAD 83, State Plane, Virginia South Zone Feet)

**SUBMIT PLATS TO: mcplan@montgomerycountyva.gov**

*This sheet is intended to only be a guide for subdivision regulations. Please see the Montgomery County Code for the specific regulations. The full texts of the zoning and subdivision ordinances are available at the Planning Department Webpage or at [www.municode.com](http://www.municode.com).*