MONTGOMERY COUNTY 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
___ Remainder parcel also surveyed (if less than 20 acres) –Section 8-111 and 8-171(c)
___ 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

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 parcel 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) and 8-174(13)
___ Reference Dam Inundation Zone (notation shall be placed on plats, if applicable)-Section 8-173(21) and 8-174(13)
___ Location of all known drainage easements, utility easements, sewer lines, water lines, gas lines, power lines, manholes, or fire hydrants-Section 8-173(22) and 8-174(13)
___ 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 pubic 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)

For additional information contact:
Montgomery Co. Planning & GIS Services
Phone: 540-394-2148 Fax: 540-381-8897
Email: mcplan@montgomerycountyva.gov
www.montva.com

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.