

Article 10:
PRELIMINARY SUBDIVISION PLAT CHECKLIST

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Two copies 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	Reason for No
1	Title Block			
2	Subdivision name.			
3	Scale (1" = 100' or less).			
4	Town of Smithfield/Isle of Wight tax map and parcel number.			
5	Names and addresses of the owners of the property, existing mortgages, the subdivider, and the surveyor.			
6	Date of preparation.			
7	Surveying and mapping control information, including reference to survey datum. Horizontal control shall be based 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	Reason for No
GENERAL INFORMATION				
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	Location of existing and proposed utilities and fire hydrants adjacent to the tract to be subdivided, including sizes.			
9	Proposed method of water supply, drainage provisions, sanitary sewer layout or other accepted sanitary plan. Connections with existing facilities, preliminary sizes of proposed facilities and any accessory structure shall also be shown.			
10	Existing storm drainage systems and stormwater management.			

	Plan Sheet to Include:	Yes	No	Reason for No
11	Holders of any easements affecting the property.			
12	Locations of existing easements showing width and use.			
13	Location of all existing buildings within subdivision.			
14	Location of any natural or cultural features, cemeteries, and landmarks.			
15	Locations of proposed drainage and stormwater management facilities.			
16	Watercourses, marshes, wetlands and their names.			
17	100-year floodplain limits and the source of floodplain information.			
18	Existing and proposed open spaces, recreation areas and buffer areas, indicating proposed ownership.			
19	Designation, location and area of wetlands.			
20	Proposed travelways, pedestrian systems and bike trails.			
21	Locations and dimensions of all proposed private alleys.			
22	Private Street design proposals.			
23	RPA boundaries and limits.			
24	Proposed phasing plans and timeframe for completion.			
25	Designation, location and area of "environmental units" and calculation of net developable areas.			

