

Final Subdivision Plat Submittal Form

Used for the creation of additional new lots or parcels of property. The dedication of public rights of way and easements may be included as part of a final subdivision plat. Do not use this form when only vacating interior lot lines or making adjustments to existing property lines; use the Final Resubdivision Submittal Form instead.

Date: _____

Design Professional Name: _____

Email Address: _____ Phone #: _____

Business Name: _____

Mailing Address: _____

Developer Name (Company): _____ Point-of-Contact: _____

Email Address: _____ Phone #: _____

Current Property Owner Name: _____

Email Address: _____ Phone #: _____

Plan Title: _____

The following items are required to be submitted for review. Please note that the submittal will be checked for completeness prior to acceptance for review. Incomplete submittals will not be accepted for review.

- Review fee payment must be made prior to acceptance of the plan for review. Please reference the [DSC Submittal Fee Chart](#).
- Final Subdivision Plat—Electronic document submittal thru ACCELA.
Signed mylars and recording fees will be requested when ready for recordation.
- Supporting project narrative, supporting documents and associated legal documents. Each item below must be an electronic document submittal thru ACCELA.
 - Project Narrative
 - The deed(s) that created the existing parcel(s), if they were not created by plat
 - Legal Documents
 - Subdivision Agreement
 - Deed of Dedication for each Public Easement - Only Public Utilities, Public Drainage, or Public Access Easement can be dedicated by plat. All others require a deed of dedication. The plat may serve as the exhibit to the deed
 - Declaration of Private Easement for each private easement
 - Declaration of Covenants, Conditions and Restrictions
 - HOA ByLaws, Articles of Incorporation and SCC Certificate of Incorporation (if applicable)
 - Phase I Environmental Site Assessment (if required)—Reference [DSC Notice #130](#) to determine if a Phase I Environmental Site Assessment is required
 - If the property is owned by a religious organization other than the Catholic or Episcopal Church, a certified copy of the court order appointing the trustees who are authorized to execute legal documents (ref. VA Code Section 57-8)

Which city staff has been informed of this plan through meetings, phone conversations or emails?

What issues were discussed?
