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7 DETAILS OF PLAT REQUIREMENTS

7-A EXPLORATORY SKETCH PLANS

7-A-1 The Exploratory Sketch Plan of a proposed subdivision shall be clearly and legibly drawn to a scale of one inch equals not more than 200 feet.

7-A-2 Where the Exploratory Sketch Plan shows the proposed subdivision of only a portion of the subdivider's total property, the proposed subdivision shall be so located and related to the remainder of said property. To prevent undue hardship in the case of extremely large properties, the Zoning Administrator may, based upon existing natural or man-made features, limit the area for which an Exploratory Sketch Plan shall be prepared.

7-A-3 The Exploratory Sketch Plan shall contain at least the following applicable data, legibly drawn to scale, but not necessarily showing precise dimensions:

7-A-3-a Approximate tract boundaries and existing and proposed zoning districts accurately labeled.

7-A-3-b North point, scale, and date, including month and year the original drawing was completed, and the month, day, and year the original drawing was revised.

7-A-3-c Significant topographic and physical features, such as, but not limited to: Water Courses, Swamps or Marshes, Wooded Areas, Mountainous Areas, Flood Plains, and Natural Swales.

7-A-3-d Existing streets, utility and drainage easements within the tract and adjacent to it.

7-A-3-e Sketch Vicinity Map showing relationship between the subdivision and surrounding area.

7-A-3-f Site data: Acreage in Tract, Average Lot Size, Approximate Number of Lots, and Acreage in Parks and Other Land Usage.

7-A-3-g Name and address of owner and/or subdivider and registered civil engineer, certified land surveyor, or land planner, if any, responsible for the preparation of the Exploratory Sketch Plan.

7-B PRELIMINARY PLAT

7-B-1 The Preliminary Plat shall be clearly and legibly drawn to a scale of one inch equals not more than 200 feet.

7-B-2 The Preliminary Plat shall contain at least the following applicable data:

7-B-2-a The scale, north point and date.

7-B-2-b The proposed name of the subdivision (the name shall not duplicate nor too closely approximate that of any existing subdivision in this or neighboring counties).

7-B-2-c The name, address, and signature of the owner of record, the name and address of the subdivider, and the name and address of the engineer or surveyor preparing the plat.

7-B-2-d Number of sheets comprising the plat.

7-B-2-e Magisterial District, County, and State.

7-B-2-f Sources of data used in preparing the plat, including, but not limited to, plats of record and the deed book and page number of the last instrument in the chain of title.

7-B-2-g Names of all adjoining property owners.

7-B-2-h Boundary survey or existing survey of record.

7-B-2-i Zoning Requirements: A notation setting forth the zoning district, the building setback requirements for principal structures from front, side and rear lot lines, the vegetated property buffer in the AOC and FOC Zoning Districts, and the purpose, residential or otherwise, for which the proposed lots are to be used.

Such notation shall further set forth reference to an outline of any variance, special exception, special use permit, and/or conditions established pursuant to conditional zoning with respect to the subject property.

7-B-3 The Preliminary Plat shall show the location of the proposed subdivision by an insert vicinity map drawn to a scale of one inch equals not more than two thousand feet and indicating thereon:

7-B-3-a The boundary lines of the proposed subdivision and of any larger tract of which the subdivision forms a part. All parcels of less than 100 acres resulting from the division of the larger tract are a part of the subdivision.

7-B-3-b All adjoining roads and streets with their numbers and/or names.

7-B-3-c All subdivisions, town boundary lines, and other landmarks, if any, within one mile.

7-B-4 The Preliminary Plat shall show the following:

(8/16/94)

7-B-4-a Boundary lines and total acreage of the proposed subdivision, and the acreage remaining in the original tract, if any. All parcels of less than 100 acres resulting from the division of the original tract are a part of the proposed subdivision. A proposed future subdivision of acreage of 100 acres or more remaining in the original tract, or a proposed future resubdivision of acreage of less than 100 acres from the original tract, shall be shown on the Preliminary Plat by showing the anticipated boundaries of the future subdivision and the anticipated street locations. In subdivisions to be developed in sections, the plat submitted shall comply with provisions of Section 9-D of this Ordinance.

7-B-4-b Location of existing buildings within the subdivision and within 200 feet thereof.

7-B-4-c Location and width of each proposed street, easement, including utilities and drainage easements, parking area, or other public or private right-of-way within and abutting the subdivision. Location and width of all adjoining roads and streets with their names and/or numbers.

7-B-4-d Lots: All proposed lot lines showing dimensions, total number of lots, proposed block and lot numbers, area of each lot.

7-B-4-e The proposed building restriction lines, shown as dashed lines and labeled as such.

7-B-4-f All applicable platting requirements of the Virginia Department of Transportation in connection with each proposed street and public right-of-way.

7-B-4-g Location and size in acres of land, if any, to be dedicated or reserved for public use, or for the common use of future property owners in the subdivision.

7-B-4-h Location and description of all existing monuments.

7-B-4-i Utilities, existing and proposed. Appropriate easements for the placement of all proposed utilities underground shall be required pursuant to Section 8-G of this Ordinance.

7-B-4-j (8/16/94) Location of all pertinent natural and historical features and landmarks including:

1. Perennial streams and springs, intermittent streams, and other surface water features as identified by the U.S. Geological Survey;
2. Sinkholes as identified by the Soil Survey of the U.S. Soil Conservation Service and/or confirmed by on site inspection;
3. 100 year flood plain of the Shenandoah River and Opequon Creek as identified by the U.S. Geological Survey and/or U.S. Army Corps of Engineers, or confirmed by on site inspection by a professional engineer;
4. Major land cover, including general locations of wooded areas or individual trees, within 100 feet of perennial streams and springs and 50 feet of intermittent streams;
5. Being within the square mile block of land identified by Virginia Department of Conservation and Recreation as containing rare or endangered plant and animal species;
6. Scenic resources adjoining or within 200 feet of the applicant's property: the Shenandoah River, the Opequon Creek, the Appalachian Trail, County and State designated scenic roads, Permanent Open Space/Historic Conservation Easements or the County Agricultural District.

7-B-4-k If extensive changes of topography are contemplated, a plan showing the changes proposed.

7-B-4-l (8/17/93) Reference to and outline of proposed deed covenants, a copy of which covenants shall accompany the Preliminary Plat. In the event any lot, or lots, are to be served by one or more private access easements, the reference to and outline of proposed deed covenants shall include a statement that such private access easements are not a part of any public road system and that at no time will the County of Clarke or the Virginia Department of Transportation accept responsibility for the construction, upgrading and/or maintenance of such easements. Before any future request for the acceptance of such easements for maintenance as part of the Secondary System of State Highways, such easement or easements shall be made to comply with the prevailing Subdivision Street Requirements of the Virginia Department of Transportation, or to another standard deemed acceptable by such Department, at no cost to funds administered to it.

7-B-4-m Topographic map on a scale of one inch equals not more than two hundred feet, and contour intervals of five feet or less showing all the area covered by the subdivision.

7-B-5 Items to Accompany Preliminary Plat

7-B-5-a Statement by the subdivider acknowledging that any percolation tests, topographic studies, or other requirements of the Health Official and/or Commission, in addition to and pursuant to Article 10, Section C, will be carried out at the expense of the subdivider.

7-B-5-b If it is proposed to dedicate or reserve land (other than for streets) and private access easements for public use, or for the common use of future property owners in the subdivision, a statement by the subdivider to that effect, giving an outline of the terms proposed and acreage involved.

7-B-5-c (8/17/93) If it is proposed that access to any lots will be served by private access easement, a copy of proposed restrictive covenants, which shall set forth the terms and provisions for construction and maintenance of such easements, and which covenants shall further state that such easements are not a part of any public road system and that at no time will the County of Clarke or the Virginia Department of Transportation accept responsibility for construction, upgrading and/or maintenance of such easements. Prior to any future request for the acceptance of such easements for maintenance as part of the Secondary System of State Highways, such easement or easements shall be made to comply with the prevailing Subdivision Street Requirements of the Virginia Dept. of Transportation, or to another standard deemed acceptable by such Department, at no cost to funds administered by it.

7-C RECORD PLAT

7-C-1 The Record Plat shall be prepared by a surveyor or engineer, duly licensed by the Commonwealth of Virginia, who shall endorse upon such plat a certificate signed by him setting forth the source of title of the land subdivided, and the place of record of the last instrument or instruments in the chain of title.

7-C-2 The Record Plat shall be in accordance with the approved Preliminary Plat (together with any changes or additions required by the Planning Commission as a condition for its approval).

7-C-3 In addition to the requirements of the Preliminary Plat, the Record Plat shall include the following:

7-C-3-a The original tracings shall be legibly and accurately drawn in black india ink with a margin of one-half inch outside ruled borderlines.

7-C-3-b The plat shall be drawn at a scale of one inch equals not more than 100 feet for any subdivision having lots less than three acres in area, or at a scale of one inch equals not more than two hundred feet for any subdivision having lots of three acres or more in area. The Commission may, at its discretion, permit different suitable scales for plats of dedication or other special plats.

7-C-3-c If the subdivision is shown on more than one sheet, the sheet number, total number of sheets and subdivision name shall be shown on each sheet, and match lines shall clearly indicate where the several sheets join.

7-C-3-d Water and sewage disposal systems:

(5/18/93)
(12/21/93)
(12/19/95)
(4/21/98)
(03/19/03)
(11/18/03)
(1/19/10)

1. If lots less than 40 acres in size are to be served by an individual onsite water well, the well site for each lot shall show the distance and bearing to one corner of the well from two property corners, and the Record Plat shall indicate Health Department approval of such sites, pursuant to Section 7-C-3-(1)-(7) herein.
2. If lots less than 40 acres in size are to be served by an individual onsite subsurface septic systems, the primary and reserve drain field areas for each lot so served shall show the distance and bearing to one corner of the drainfield from two property corners, and the Record Plat shall indicate Health Department approval of such areas, pursuant to Section 7-C-3-(1)-(7) herein.
3. The capacity of new drainfield areas shall be shown for each parcel by stating by the maximum number of:
   a. gallons of effluent per day (daily design flow);
   b. bedrooms; and
   c. full-time occupants
4. If any lot contains an existing dwelling, the plat shall indicate one of the following:
   a. Location of an existing approved standard septic system as shown by the County Health Department records and 100% reserve drain field area, or
   b. Location of a new primary and a 100% reserve drain field area, as shown in a permit, approved by the Health Department, pursuant to Section 7-C-3-(l)-(7) herein. Such location shall be shown by distance and bearing to one corner of the primary drain field and one corner of the reserve drain field from two property corners.
5. If any lot contains an existing dwelling, evidence shall be submitted with the proposed record plat showing that any existing septic tank has been installed or pumped within the past five years.

7-C-3-e Accurate locations and dimensions of all lot and street lines and center lines of all streets, both within and adjoining the subdivision, together with the names and width of all such streets.

7-C-3-f Boundaries of all easements, school sites, parks or other public areas.

7-C-3-g Building setback lines shown as dashed lines with dimensions to front property line along each street, and length of setback line within each lot.

7-C-3-h All dimensions shown in feet and decimals of a foot to the closest 1/100 of a foot; and all bearings in degrees, minutes and seconds to the nearest 10 seconds.

7-C-3-i The data for all curves shall be shown in detail at the curve or in a curve data table containing the following: Radius, delta, arc, tangent, chord and chord bearing. Bearings and distances of corners to the nearest recorded property corners or monuments.

7-C-3-j If any land is being dedicated or reserved for streets, easements, parking space, septic drainfield areas, or for public or private use, or for the common use of future property owners of the subdivision, the Record Plat shall so state and indicate which.

7-C-3-k The Record Plat shall contain a correct description of the land being subdivided and a statement to the effect that the said subdivision is with the free consent and in accordance

with the desire of the undersigned, executed by the owners or trustees of the property, and shall be duly acknowledged in accordance with Section 15.2-2224 of the Code of Virginia.

7-C-3-l The Record Plat shall provide space, preferably in the lower right hand corner, and contain suitable lettering for:

1. The surveyor's certificate, as to title,
2. The surveyor's certificate, as to monuments,
3. All restrictive covenants, or outline of and reference thereto, in accordance with Section 7-B-4-(l) of this Ordinance,
4. The owner's certificate,
5. Certificate of approval of the Zoning Administrator,
6. Certificate of approval by the Planning Commission, and
7. Certificate of approval signed by the Health Official evidencing conformity with the requirements of the Health Department with respect to individual on-site subsurface septic systems and potable water supply systems, as applicable.

7-C-3-m The Record Plat of a proposed subdivision of land in the AOC or FOC zoning districts shall specify which lot or lots contained therein shall carry with them the right to erect or place a single-family detached dwelling unit, as determined by the number of unused dwelling unit rights assigned to the parent tract pursuant to Section 3-D of the Clarke County Zoning Ordinance.

7-C-3-n (4/21/98) (6/21/05) The following statement shall be shown on the Record Plat of property located in the Agricultural-Open Space-Conservation (AOC) Zoning District:

AGRICULTURAL OPERATIONS NOTICE

This property is in the Agricultural-Open Space-Conservation (AOC) Zoning District. Agriculture is the primary economic activity of this zoning district. Owners, residents, and other users of property in the AOC District may be subjected to inconvenience, discomfort, and the possibility of injury to property and health arising from agricultural operations even though conducted in accordance with best management practices and/or in accordance with existing laws and regulations of the Commonwealth and the County. Such agricultural operations may generate noise, odors, and dust, may involve the operation of machinery, including aircraft, the storage and disposal of manure, and the application of fertilizer, soil amendments, and pesticides. Owners, occupants, and users of land in the AOC district should be prepared to accept such inconveniences or discomfort as a normal and necessary aspect of living in a zoning district in a county with a strong rural character and an active agricultural sector.

7-C-3-o (11/18/03) (6/21/05) The following statement shall be shown on Record Plats:

FERTILIZERS AND PESTICIDES NOTICE

Before fertilizers and pesticides are used for lawn or landscaping purposes, a soil test should be conducted. The application of such chemicals should be limited due to the potential for groundwater contamination and should not exceed that determined necessary by the soil test.

7-C-3-p (6/21/05) The following statement shall be shown on the Record Plat of property located in the Forestal-Open Space-Conservation (FOC) Zoning District:

EMERGENCY SERVICES NOTICE

The rural location and limited access of this property, combined with adverse weather conditions, may delay or totally impede the timely response of emergency service

agencies (police, fire, medical) despite their best efforts. The County of Clarke will be held harmless and not be subject to liability claims for damage to property, personal injury, or loss of life under such conditions.

FORESTRY OPERATIONS NOTICE

This property is in the Forestal-Open Space-Conservation (FOC) Zoning District. Forestry is the primary economic activity of this zoning district and is necessary for the health and viability of the forest resource itself. Owners, residents, and other users of property in the FOC District may be subjected to inconvenience, discomfort, and the possibility of injury to property and health arising from forestry operations even though conducted in accordance with best management practices and/or in accordance with existing laws and regulations of the Commonwealth and the County. Such forestry operations may generate noise, odors, and dust, and may involve the operation of machinery, including heavy equipment and chain saws. Debris such as treetops and limbs may be left on site at the conclusion of a forestry operation. Owners, occupants, and users of land in the FOC district should be prepared to accept such inconveniences or discomfort as a normal and necessary aspect of living in a zoning district in a county with a strong rural character and an active forestal sector.

7-C-4 Documents to Accompany Record Plats

When delivered to the Zoning Administrator, the Record Plat shall be accompanied by the following documents:

7-C-4-a Certificate signed by the County Treasurer evidencing payment of all applicable taxes.

7-C-4-b If water is to be provided by, or if sewerage facilities are to be connected with, an approved system in a town, or if water and/or sewerage facilities are to be provided by, or under the terms of written agreement with the Clarke County Sanitary Authority, a certificate signed by an authorized official or the governing body of such town or an authorized official of the Sanitary Authority shall also be submitted and, in addition, a certificate stating that the performance bond or other acceptable surety referred to in the following Section 7-C-4-(c) is adequate to insure the installation of such water or sewerage facilities in a manner which will satisfy the requirements of both the County Health Department and the town or Sanitary Authority, as applicable.

7-C-4-c If all improvements required under the provisions of this Ordinance are not completed, a cash bond, or other surety acceptable to the Board of Supervisors, or in lieu thereof, certification from the applicable federal, state or local political subdivision, department, or agency evidencing the acceptance of satisfactory surety as required by Section 11-B.

7-C-4-d Certificate signed by the Resident Engineer that all streets, parking areas, street signs and drainage systems required, if already constructed by the subdivider, are approved as being in conformance with the Record Plat and requirements of this Ordinance; or, if they are not yet constructed, that the surety performance bond or certified check referred to in the preceding Section 7-C-4-(c) is adequate to guarantee satisfactory and acceptable installation thereof within a designated reasonable time.

7-C-4-e (6/17/03) For all Private Access Easements longer than 600 feet, complete engineering plans and profiles shall be submitted for approval by the County's engineer. Upon completion of construction shown in such plans and profiles, the applicant shall contact the Zoning Administrator for an inspection to confirm compliance. Approval of compliance shall be

obtained for that portion of the access easement serving a lot before issuance of a building permit on that lot.

7-C-4-f Check payable to the Treasurer of Clarke County to cover fees required.

7-C-4-g An unexecuted copy of the proposed deed of dedication accompanied by a certificate signed by the subdivider and duly acknowledged before some officer authorized to take acknowledgments of deeds, to the effect that this is a true copy of the proposed deed of dedication which will be presented for recordation. Said deed of dedication shall:

1. Contain a correct description of the land subdivided and state that said subdivision is with the free consent and in accordance with the desire of the undersigned owners, and the undersigned proprietors and trustees, if any.
2. Contain language such that when the deed is recorded, it shall operate to transfer in fee simple to Clarke County or to other applicable political subdivisions, departments, or agencies such portion of the platted premises as on such plat is set apart for public streets, easements, or other public use, and to create a public right of passage over the same, and that all such dedicated rights-of-way are guaranteed and are unrestricted and unencumbered. This provision shall not apply to any private access easement.
3. Contain all protective or restrictive covenants, including those covenants required, pursuant to Section 4-G-4 where the Preliminary Plat has been conditionally approved.

7-C-4-h In cases where land or facilities are to be dedicated to, and held in perpetuity by, a homeowner’s association, copies of all approved homeowner's association documents shall be submitted and retained in the files of the Commission.

7-C-4-i In the event of any subdivision of five or more lots, a copy of approved sedimentation and erosion control measures proposed on advice by a designated agent of the Lord Fairfax Soil and Water Conservation District.