

**RECORD PLAT CHECKLIST**  
**Subdivision Regulations Sect. 5.2**  
(Updated 6/6/24)

**SUBDIVISION NAME:** \_\_\_\_\_ **LD#** \_\_\_\_\_

**REVIEWED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

	yes	no	n/a
<b>A. Format and Identification</b>			
1. Scale 1" = 100' or less	_____	_____	_____
2. Vicinity Map 1" = 2000' or less/ upper right	_____	_____	_____
3. Title Block Information			
a. RECORD PLAT	_____	_____	_____
b. Subdivision Name	_____	_____	_____
c. Owner/Developer Name, Address, phone #	_____	_____	_____
d. Surveyor Name, Address, phone #	_____	_____	_____
e. Legend scale (graphic and written)	_____	_____	_____
f. North Arrow	_____	_____	_____
g. Date of preparation	_____	_____	_____
h. Acreage within the subdivision	_____	_____	_____
i. 3"x3" Square for County Clerk Recording lower right	_____	_____	_____
<b>B. Boundary Data</b>			
1. Boundary w/bearings and distances (bearings to the second and distances to the hundredth of a foot)	_____	_____	_____
2. Surrounding Property owners and record sources	_____	_____	_____
3. Existing buildings and structures	_____	_____	_____
<b>C. Design data</b>			
1. Lot dimensions with bearings to the nearest one (1) second and distances to the hundredth of a foot	_____	_____	_____
2. Lots consecutively numbered with area to the hundredth of an acre and to the nearest square foot	_____	_____	_____
3. All general utility easements and building setback line w/typical lot layout	_____	_____	_____
4. Locations, names, Right-of-way and pavement widths of all streets	_____	_____	_____
5. Location of all existing and proposed monuments	_____	_____	_____
6. Location of all existing and proposed utility easements	_____	_____	_____
7. Temporary Cul-de-Sac locations (if required)	_____	_____	_____
8. Length and size of all proposed Driveway entrance pipes	_____	_____	_____
9. PVA tax number(s)	_____	_____	_____
10. Site Statistics	_____	_____	_____
<b>D. Additional Data Required</b>			
1. Completed application and receipt for all fees	_____	_____	_____
2. Three copies of all supplementary materials			
a. Subdividers Agreements w/Surety bond	_____	_____	_____

- b. Bid Documentation or Engineers Cost Estimate \_\_\_\_\_
- c. Set of Construction Drawings (section 6.1) \_\_\_\_\_
- d. Covenants and Restrictions \_\_\_\_\_

**E. Certifications and Notes Required**

- 1. Certifications
  - a. Owners Certification w/notary \_\_\_\_\_
  - b. Surveyors Certification \_\_\_\_\_
  - c. Certification of Sewerage \_\_\_\_\_
  - d. Commission Certification \_\_\_\_\_
  - e. Road Department Certification \_\_\_\_\_
  - f. Existing system verification \_\_\_\_\_
- 2. Notes Required
  - a. Flood Note \_\_\_\_\_
  - b. Recordable Document Note \_\_\_\_\_
  - c. Subdivision Restriction Note \_\_\_\_\_
  - d. Maintenance Note \_\_\_\_\_

**F. Other review Items**

- 1. Minimum Road Frontage (appendix A) \_\_\_\_\_
- 2. 3:1 (lot) Width to Depth Ratio \_\_\_\_\_
- 3. Signatures \_\_\_\_\_

**Comments:**

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