

VACATION OF LOT LINE ADJUSTMENT PLAT CHECKLIST

Plat Name: _____ **Date:** _____

Plat Format and Process:

Draft vacation of lot line plats are to be submitted, along with the fee in the amount of **\$75.00 per line** directly to the Department of Planning and Community Development. The official recordation of the final plat at the City of Colonial Heights Courthouse is \$23.00 which is required in a separate form of payment (cash or check). Please make the method of payment payable to the *City of Colonial Heights*.

All plats must be submitted on the City's standard subdivision plat border sheets, which may be obtained from the City's website at www.colonialheightsva.gov.

Below are the options for recording after the plat has been reviewed and approved. These copies must be prepared by a registered professional engineer or registered land surveyor authorized to do business in the state of Virginia:

- Submit four (4) opaque mylar copies OR
- Submit three (3) black line white opaque mylar copies and one (1) transparent mylar copy OR
- Submit four (4) opaque copies and one (1) non-opaque mylar copy

The following checklist is a guideline of required items that must be shown on the final plat.

- 1. Plat drawn on the City Standard Subdivision plat border sheet (18 x 24 inches) with a margin of 0.5 inches around all sides.
- 2. Title Block, within a space of 4 inches x 6 inches in the lower right-hand corner of sheet
 - A. Name of subdivision in bold print
 - B. Section (if applicable)
 - C. City and State
 - D. Engineering firm including contact information
 - E. Date of plat
 - F. Scale between 1 inch = 10 ft and 1 inch = 100 ft
 - G. Drawn and Checked by name or initials shown
 - H. Revision type and dates shown as applicable
- 3. Project Number is shown at lower left-hand corner of sheet. This number will be assigned by the City during the preliminary plat review stage.
- 4. Vicinity Map showing site, north arrow, existing roads and streams.
- 5. Sheet numbers shown at bottom right corner if plat is shown using multiple sheets.
- 6. Graphic Scale shown.
- 7. Name of land owner(s) labelled for each parcel shown on plat.
- 8. Deed Book, Page numbers, and Circuit Court of recordation for parcel(s).
- 9. Parcel Identification Number (11 digits).

- 10. Show any existing easements with Deed/Plat Book and Page numbers.
- 11. Street address(es) for parcel(s) shown.
- 12. Show adjacent street names, route numbers, and Right of Way widths.
- 13. Show 100-yr flood plain with elevations (if applicable).
- 14. Show direction of flow for rivers, streams, and creeks (if applicable).
- 15. Property line meanders +/- feet along centerline of body of water (if applicable).
- 16. Label building setbacks conforming to City of Colonial Heights zoning ordinance.
- 17. Show and define the Resource Management Area (RMA) and Resource Protection Area (RPA) limits (if applicable).
- 18. Include these RPA conservation notes: "Development in the RPA is limited to water-dependent facilities and redevelopment." and "Retain an undisturbed and vegetated 100-foot wide buffer area in the RPA." (if applicable)
- 19. Include note when septic tank is on site and property is within Chesapeake Bay Preservation Area: "On-site sewage disposals systems shall be pumped out at least once every five years and have a 100% reserve drain field." (if applicable)
- 20. Show Tidal Wetlands (if applicable).
- 21. Include this wetlands conservation note: "United States Army Corps of Engineers" (U.S.A.C.O.E.) jurisdictional wetlands or W.O.U.S. not to be disturbed without written permission from the corps." (if applicable)
- 22. Show a General Notes section to include the following:
 - A. Use:
 - B. Zoning:
 - C. Water:
 - D. Sewer:
 - E. Drainage:
 - F. GPIN:
 - G. This property is within a FEMA defined flood plain (if applicable)
 - 1. Flood Zone Area:
 - 2. Panel number:
 - 3. Effective date:
- 23. Include a Legend if needed
- 24. Show the metes and bounds of the parcel(s) to include curve data and chord bearings and lengths.
- 25. Show directional arrows on all bearings.
- 26. Label existing and proposed monuments and pins with description of type being set.
- 27. Show coordinate data (South Zone NAD83) on at least two monuments.
- 28. Show North arrow and reference (NAD83).
- 29. Notary Public certification filled out, dated, sealed, and signed.
- 30. Surveyor/Engineer's seal signed and dated.

Please use the verbiage provided for the following Signature and Certification blocks.

Vacation of Lot Line Certificate:

“I the undersigned do consent to the Boundary Line Adjustment as shown on this plat between Lots _____, and _____, Block _____, Section _____, of _____ subdivision. Plat of said subdivision being recorded in Plat Book _____, Page _____, (should be plat book and page number of original lot creation) in the Clerk’s Office of the Circuit Court of _____, Virginia.”

Owner

Trustee

Notary’s Certificate:

To wit: I _____, a notary public in the City/County of _____, State of _____, hereby certify that this boundary line adjustment was acknowledged before me this _____ day of _____, 20_____, by _____ (Owner(s)).

Commission expiration: _____

Notary Public / Registration Number

City Engineer’s Certificate:

“Examined this _____ day of _____, 20____ and approved as meeting all engineering requirements.”

City Engineer

Director of Planning and Community Development’s Certificate:

“All requirements of the Colonial Heights Subdivision Ordinance have been complied with.
Approved for recording this _____ day of _____, 20_____.

Director of Planning and Community Development

Source of Title:

“The property affected hereby was conveyed to the owners as follows: (expound) ...”

Surveyor/Engineer

Surveyor’s/Engineer’s Certificate:

“This plat represents and is based on a survey made by me or under my direction and supervision. All of the provisions and requirements of pertinent ordinances of the City of Colonial Heights, Virginia have been complied with.”

Surveyor/Engineer