



# City of Colonial Heights

P.O. Box 3401

Colonial Heights, VA 23834-9001

[www.colonialheightsva.com](http://www.colonialheightsva.com)

## **PRELIMINARY SUBDIVISION PLAT CHECKLIST**

**Plat Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

A preliminary subdivision plat shall be prepared according to Chapter 250 of the City Code. The preliminary subdivision plat shall show the general location of all existing and proposed land uses and site features. At a minimum, every preliminary subdivision plat is required to show the information described or listed below in order to facilitate an earnest review and approval of a preliminary plat. Include where necessary or applicable such additional supporting documentation as may be valuable for performing a proper review. A preliminary subdivision plan review fee of \$1,000 shall be paid to the Planning Department at the time of plan submission, §250-17.

The preliminary subdivision plat shall be submitted on 18"x 24" inch City of Colonial Heights standard border sheet(s). A sheet template may be obtained from our "Documents Online" located on the Public Works Department's webpage, on the City's website at [www.colonialheightsva.gov](http://www.colonialheightsva.gov).

A preliminary master concept plan may be requested for large areas planned to be developed in sections. When used, "match lines" shall clearly indicate where the sheets join.

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- \_\_\_\_\_ 1. Vicinity Map. The vicinity or location map shall be made to the scale of 400 feet to the inch and shall show the relationship of the proposed subdivision to existing community facilities that serve or influence it. The map shall include the subdivision name and location, main traffic arteries, elementary schools, parks and playgrounds, scale, North arrow, and date.
  - \_\_\_\_\_ 2. The Subdivision Name and Location.
  - \_\_\_\_\_ 3. The name and address of the record owner of the land proposed to be subdivided, the source of title with deed book references, and the owner or proprietor of the subdivision and the surveyor.
  - \_\_\_\_\_ 4. The location and names of adjoining subdivisions or names of the owners of adjoining parcels of land, establishing the tract's boundary lines to be subdivided.
  - \_\_\_\_\_ 5. The location, width, and names of all existing or platted streets or public ways within or adjacent to the subdivision for a distance of at least 100 feet.
  - \_\_\_\_\_ 6. The locations, widths, and names of all proposed streets and the locations and widths of proposed alleys within the proposed subdivision.
  - \_\_\_\_\_ 7. The location, width, and purposes of other rights-of-way and easements and the location

- of all setback lines, where such are not controlled by zoning regulations.
- \_\_\_\_\_ 8. The location of existing physical features, including existing buildings, to assist in identifying and studying the plat.
  - \_\_\_\_\_ 9. The exact boundaries of all property to be dedicated for public use, and all property to be reserved by covenant in deeds for the common use of the occupants of lots in the subdivision, or otherwise reserved, with a statement of the purpose for which such covenant or reservation is made or such use is restricted or limited.
  - \_\_\_\_\_ 10. The layout, lot lines, lot numbers, block letters, and approximate dimensions of proposed lots.
  - \_\_\_\_\_ 11. The proposed use of the property to be subdivided and the zoning designation, of the land adjacent to the tract.
  - \_\_\_\_\_ 12. Scale, North arrow (true meridian, where practicable), and date.
  - \_\_\_\_\_ 13. Topographical map with contours of four-foot intervals.
  - \_\_\_\_\_ 14. The location of the proposed subdivision and/or land development with respect to any designated floodplain district, including information on but not limited to the one-hundred-year-flood elevations, boundaries of the floodplain districts, proposed lots and sites, fills, flood or erosion protective facilities and areas subject to special deed restrictions.
  - \_\_\_\_\_ 15. The location of all Resource Protection Areas and Resource Management Areas as defined in §§ 286-200, 286-326.12, and 286-326.14 of the Colonial Heights Zoning Ordinance.

**Chesapeake Bay Preservation Area** (if applicable to site)

- \_\_\_\_\_ 1. A site-specific RPA and RMA delineation through the performance of an environmental site assessment performed by a professional qualified to perform such work.
- \_\_\_\_\_ 2. All RPA features shall be shown: tidal wetlands; non-tidal wetlands connected by surface flow and contiguous to tidal wetlands or water bodies with perennial flow; tidal shores; non-tidal wetlands connected by surface flow and contiguous to tidal wetlands or water bodies with perennial flow; a vegetated buffer area not less than 100 feet in width located adjacent to and landward of a component of an RPA feature listed above, and along both sides of any water body with perennial flow.
- \_\_\_\_\_ 3. All RMA features shall be shown: floodplains; highly erodible soils, including steep slopes; highly permeable soils; nontidal wetlands not included in the RPA; and such other lands necessary to protect the quality of state waters.
- \_\_\_\_\_ 4. A Water Quality Impact Assessment has been performed when required and deemed necessary by the Director of Planning & Community Development.
- \_\_\_\_\_ 5. Encroachment(s) of the proposed site into designated CBPA is identified and shown.
- \_\_\_\_\_ 6. 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)
- \_\_\_\_\_ 7. Show the limits and elevations of any established one-hundred-year floodplain and the limits of the floodway.
- \_\_\_\_\_ 8. Depiction of existing vegetation has been shown on the site plan and the intent to disturb or preserve it has been shown or otherwise called out on the plan.
- \_\_\_\_\_ 9. Pictorial and/or video evidence of pre-developed undisturbed RPA has been submitted.