

### FINAL PLAT CHECKLIST

- Any existing or proposed covenants and homeowner association documents required by the Code, conditions of zoning or preliminary plat condition.
- Whenever any private pond, lake or similar body of water is proposed to be located within lots, the subdivider shall present a plan to the director of environmental engineering and the county attorney's office for review and approval outlining any construction to occur and a proposed plan for the indemnification and perpetual maintenance of any such body of water.
- Whenever any private pond, lake or similar body of water is proposed to be located within common area or open space, the subdivider shall present the recorded articles of incorporation for a homeowners association and proposed restrictive covenants to the director of environmental engineering, right of way, and the county attorney's office for review and approval. These documents shall outline any construction to occur and contain proposed plan for the indemnification and homeowners association's responsibilities for perpetual maintenance of any such body of water.
- Documentation of current road name approval by the applicable regional planning district commission

### RECORD PLAT CHECKLIST

- Executed covenants and homeowner association documents required by zoning or tentative condition for recordation or proof of their recordation.
- Payment in the appropriate amount for new street signs and for the streetlight fees including the program administration fees shall be submitted to the director of environmental engineering with the record plat.
- Bonding for improvements, as required by Sec. 17-73
- Documentation that all erosion control ordinance requirements have been fulfilled, including satisfactory implementation and/or maintenance of erosion control measures in the field.
- A copy of the valid snow removal contract shall be submitted to the director of environmental engineering with the record plat.

### FAMILY SUBDIVISION CHECKLIST

- A statement from the proposed grantor, given under oath and penalty of perjury, that identifies the subdivision as being for the purposes of conveyance to a qualifying family member and identifies the receiving family members and the relationship to the grantor.
- A note containing the following language:  
"The Chesterfield County Subdivision Ordinance requires the grantee of a parcel or lot created by a family subdivision to retain ownership of the property for a period of not less than five (5) years, and the grantor of such division retain ownership of the parent parcel of a period of not less than five (5) years, unless granted written relief by the director of planning. Any violation of this requirement shall be presumed to constitute a circumvention of the subdivision ordinance and may result in corrective action taken by the county including, without limitation, imposition of applicable penalties, denial of building permits, and/or vacation of the subdivision. Any individual who is the recipient of any parcel created or modified through a family subdivision is ineligible for any other family subdivision in Chesterfield County."

### CHECKLIST FOR ALL THREE (3) LISTED ABOVE

- An application by the subdivider for approval containing the name, mailing address, street address, telephone number, and fax number and e-mail address if available, of the owner, subdivider and the licensed professional engineer or the surveyor, as applicable, who prepared the plat, shall accompany each final plat with the following information as applicable (Check all that apply):
- The final plat sheet(s) shall be 16 inches by 24 inches and shall be prepared and signed and sealed by a certified professional engineer as applicable or land surveyor. The final plat shall conform to the approved preliminary plat and approved construction plans. The plat shall be drawn at a scale no greater than of one inch equals fifty (50) feet or equivalent metric scale for townhouse for sale subdivisions and other subdivisions at a scale of one inch equals one hundred (100) feet or metric equivalent. The final plats show the following information:
- Surveyor's certification as stated in 17-49 B
- Subdivision certificate as stated in 17-49 B
- Source of title as stated in 17-49 B
- A signature block shall be provided for the director of planning, director of engineering, and planning department. An additional signature block for the director of planning as shall be included on each sheet.