VACATION of LOT LINE PLAT CHECKLIST

Plat Name: _____ Date: _____

Plat Format and Process:

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. Please contact Ms. Kelly Hall (804) 520-9297 in order to initiate this process.

All vacation of lot line 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.

After the plat has been reviewed and approved, submit three (3) black line white opaque mylar copies and one (1) transparent mylar copy prepared by a registered professional engineer or registered land surveyor authorized to do business in the state of Virginia.

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 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 1inch = 10 ft and 1inch = 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 RoW 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 RMA and RPA limits (if applicable).
____ 18. 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 drainfield." (if applicable)
____ 19. 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)
____ 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.

<u>Please use the verbiage provided for the following Signature and Certification blocks.</u>

Vacation of Lot Line Certificate:

"I the undersigned do consent to the vacation of lot line 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 vacation of lot line 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

Rev. Date 11/18