

**FINAL SUBDIVISION/PROPERTY LINE VACATION PLAT APPLICATION CHECKLIST**

Date: \_\_\_\_\_ Preliminary # \_\_\_\_\_

Submitted By: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Owner or Developer: \_\_\_\_\_

**The following items are required in the final subdivision/property line vacation plat submittal package:**

- COMPLETED APPLICATION TO BE SIGNED BY A LICENSED PROFESSIONAL** (\*Only complete, properly prepared application packets will be accepted.)
- FILING FEES:**  
Final Subdivision (AFTER PRELIMINARY) \$300.00 plus \_\_\_ lots @ \$11.00 per \$ \_\_\_\_\_  
  
Final property line vacation plat (AFTER PRELIMINARY) \$100.00 \$ \_\_\_\_\_
- PLAT RECORDATION FEE MADE PAYABLE TO “CLERK OF CIRCUIT COURT” (\$21.00 PER SHEET)**
- ONE (1) MYLAR DRAWING TO INCLUDE THE FOLLOWING ITEMS AS DESCRIBED IN SECTION 42.5 OF THE CITY OF NORFOLK CODE. (Please check)**
- TREASURER’S CERTIFICATE(S) FOR ALL ACCOUNTS WITHIN THE SUBDIVISION SHOWING TAXES AS PAID**
  - The subdivision name, the date the plat was prepared, a graphic scale and a north arrow with the confirming note, “The meridian source of this plat is based on the Virginia Coordinate System of 1983, South Zone.”

- A certificate endorsed and sealed by the preparer indicating the source of title of the owner of the land subdivided and place of record of the last instrument in the chain of title. When the plat is of land acquired from more than one source, outlines of the several tracts shall be indicated on the plat. The certificate shall further state that the subdivision is entirely within lands owned by the subdivider and that monuments shown on the plat have been put in place and that their location and character are correctly shown.
- On each plat or deed of dedication to which the plat is attached a statement as follows: “The platting or dedication of the following described land (here insert correct description of the land subdivided) is with the free consent and in accordance with the desire of the undersigned (indicate owners, proprietors and trustees, if any).” This statement shall be signed by such persons and acknowledged.
- On the face of the plat, a place reserved to receive the signature, with the date, of the Director of Public Works, the Director of City Planning and Community Development, the Director of Utilities and the Director of Transit, or their designees, whose signatures, when affixed, shall indicate approval of the final plat. A place shall also be prepared to receive the signature and seal of the Clerk of the Circuit Court of the City of Norfolk. All required **signatures shall be in a durable black ink.**
- Linear dimensions expressed in feet and hundredths of a foot and angular measurements expressed by bearings in degrees, minutes, and seconds shall be used for locating boundaries of the subdivision, lots, streets, alleys, and public and private easements. All curves shall be defined by their radius, central angle, tangent distance, and arc length. Such curve data may be expressed in a curve table on the face of the plat, each curve being tabulated and numbered to correspond with the respective number curves shown throughout the plat. “Non-radial” or “non-tangent” curves shall include the chord and chord bearing. Dimensions, both linear and angular, shall be determined by an accurate control survey performed in accordance with the minimum standards set forth by the Board of Architects, Professional Engineers, Land Surveyors, and Certified Interior Designers, and Landscape Architects. Horizontal control shall be based on the Virginia Coordinate System of 1983, South Zone. A minimum of two (2) coordinate values must be shown on the plat. No plat showing plus or minus distance will be approved. The Director of Public Works may require such office and field checks as necessary to assure the accuracy of the plat.
- Description and location of all monuments.

- The boundary of the property being subdivided, names of all proposed streets, and boundaries of all property within the subdivision intended to be dedicated to public use. In resubdivision of existing recorded lots, existing lot lines shall be shown by dotted lines, resubdivision lot lines by full lines, unless specifically waived by the Department of Public Works.
- Exact lengths and bearings of boundary lines of blocks, public grounds, streets, alleys and existing locations of all easements.
- Exact widths of all easements, streets and alleys.
- Direction of adjoining property, street and alley lines, with names of abutting property owners or abutting recorded subdivisions.
- Widths and names of abutting or adjoining roads, streets and alleys.
- A definite bearing and distance tie between not less than two (2) permanent boundaries on the exterior boundary of the subdivision, and to existing street intersections where possible and reasonably convenient.
- Exact length and bearing of all lot lines, provided that where lines in any rectangular tier of lots are parallel, it shall be sufficient to mark the bearings of the outer lines thereof.
- Designating symbols for all lots and blocks. If the final plat consists of one section of a proposed larger subdivision, then the block numbers shall run consecutively throughout the several sections of the entire subdivision and each section shall be designated by letter or number. All lots in each block shall be consecutively lettered or numbered.
- On plats of property abutting on or containing a natural or artificial body of water the approximate high and low water lines, bulkhead and pier head lines, if officially established, and where such lines are intersected by lot or block lines, measurements locating such lines shall be given along such lot or block.
- In Chesapeake Bay Preservation Areas, the final plat shall also show the limits of the resource protection area, the resource management area, and the intensely developed area where applicable. In addition, whenever a BMP is required or contemplated on site to reduce or prevent no point source pollution in accordance with the performance standards set forth in 494. 10(B) (7) of the zoning ordinance, the location, size and configuration of the appropriate BMP shall be shown

on the final plat. The siting of the BMP shall be in accordance with section 494.10(C) of the zoning ordinance. If a buffer modification is sought pursuant to the criteria in section 494.10(C) of the zoning ordinance, a minor water quality impact assessment as defined in section 494.13 of the zoning ordinance shall be conducted and submitted. (Ord. No. 30,009, §1, 7-10-79; Ord. No. 34,330, § 1, 2-10-87; Ord. No. 35,631, § 2, 7-5-89; Ord. No. 36,172, § 3, 8-28-90).

- The owner or sub divider shall submit to the Department of Public Works certifications that all real estate taxes and nuisance abatement costs due and owing on such property to be subdivided by such plats have been paid in full.
- Where applicable, proof that a structure has been demolished will be required.
- Submission of a final plat creating new parcels that involve original lots with two or more separate owners shall be accompanied by deeds to transfer the property at the time of recordation of the final plat. The deeds with the proper recording fees shall be submitted for review and approval prior to recordation of the final plat and shall be recorded simultaneously with the final plat.
- APPROVED ACCORDING TO CITY CODE CHAPTER 42.5:**

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**SIGNATURE REQUIRED (LICENSED PROFESSIONAL)**

**Department of Public Works, Surveys, 810 Union Street, Room 750, Norfolk, VA 23510  
(757) 664-4673 Fax (757) 664-4603**

**Final Subdivision and Property  
Line Vacation Plat Standard Notes  
Department of Public Works  
Division of Surveys  
Norfolk, Virginia**

***These are for your records only!***

The following notes, as required by the City, Code or policy, are the standard notes used by the City of Norfolk, Virginia on final subdivision/property line vacation plats submitted for review and recordation.

If you should have further questions regarding the notes, please contact Katherine Marchello in Surveys at 664-4673.

**Surveyor's Note**

I, \_\_\_\_\_, A LAND SURVEYOR, DO HEREBY CERTIFY THAT THIS PLAT WAS MADE BY ME, THE UNDERSIGNED, AT THE DIRECTION OF THE OWNER, AND THAT THIS SUBDIVISION IS ENTIRELY WITHIN THE BOUNDARIES OF LAND COVERED BY DEED DESCRIBED BELOW, AND THAT CONCRETED STEEL PINS, AS SPECIFIED BY THE SUBDIVISION REGULATIONS OF THE CITY OF NORFOLK, VIRGINIA, ARE ACTUALLY IN PLACE AT POINTS MARKED THUS, "o" AND/OR AS SHOWN ON THE ACCOMPANYING LEGEND, AND THAT THEIR LOCATIONS ARE CORRECTLY SHOWN.

**Source of Title**

THE PROPERTY EMBRACED WITHIN THE LIMITS OF THIS SUBDIVISION WAS CONVEYED TO (CURRENT OWNERS NAME) FROM (PREVIOUS OWNER'S NAME) BY DEED /or INSTRUMENT DATED \_\_\_\_\_ AND RECORDED IN DEED BOOK \_\_\_\_\_ AT PAGE \_\_\_\_\_/or INSTRUMENT # \_\_\_\_\_ IN THE CLERK'S OFFICE OF THE CIRCUIT COURT OF THE CITY OF NORFOLK, VIRGINIA.

**Owner's Note**

THE PLATTING OR DEDICATION OF THE FOLLOWING DESCRIBED LAND, (INSERT CORRECT DESCRIPTION OF THE LAND SUBDIVIDED) LOCATED IN NORFOLK, VIRGINIA, IS WITH THE FREE CONSENT AND

IN ACCORDANCE WITH THE DESIRE OF THE UNDERSIGNED  
(INDICATE OWNERS, PROPRIETORS AND TRUSTEES, IF ANY).

**Notary's Note**

STATE OF \_\_\_\_\_  
CITY OF (NORFOLK /or APPROPRIATE CITY), TO WIT:

I, (NOTARY'S NAME), A NOTARY PUBLIC, IN AND FOR THE CITY AND STATE AFORESAID, DO HEREBY CERTIFY THAT (OWNER'S NAME, OWNER/PRESIDENT OF \*\*\* CORPORATION) WHOSE NAME(S) ARE SIGNED HEREON, HAVE ACKNOWLEDGED THE SAME BEFORE ME IN MY CITY AND STATE AFORESAID.

GIVEN UNDER MY HAND THIS \_\_\_\_\_ DAY OF \_\_\_\_\_,  
20\_\_\_\_.

MY COMMISSION EXPIRES \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
NOTARY REGISTRATION NUMBER & SEAL

**Clerk's Note (PUT ON EACH SHEET)**

VIRGINIA:

IN THE CLERK'S OFFICE OF THE CIRCUIT COURT OF THE CITY OF NORFOLK, VIRGINIA, ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_ AT \_\_\_\_\_ THIS PLAT WAS THIS DAY RECEIVED AND UPON CERTIFICATE OF ACKNOWLEDGEMENT, THERETO ANNEXED, ADMITTED TO RECORD IN INSTRUMENT NUMBER: \_\_\_\_\_

TESTE: (CLERK'S NAME), CLERK

**Chesapeake Bay Preservation Area Note**

THIS PROPERTY IS LOCATED IN THE CHESAPEAKE BAY PRESERVATION AREA (CBPA) AND IS SUBJECT TO CERTAIN DEVELOPMENT REQUIREMENTS AND LIMITATIONS. NO TREE REMOVAL, LAND DISTURBING ACTIVITY OR CONSTRUCTION ACTIVITY CAN BE COMMENCED WITHOUT PRIOR APPROVAL FROM THE CITY OF NORFOLK. PLEASE CONTACT THE BUREAU OF ENVIRONMENTAL SERVICES AT 664-4368 FOR FURTHER INFORMATION.

- Director's Note** THE UNDERSIGNED CERTIFY THAT THIS SUBDIVISION, AS IT APPEARS ON THIS PLAT, CONFORMS TO THE APPLICABLE REGULATIONS RELATING TO THE SUBDIVISION OF LAND AND IS ACCORDINGLY APPROVED. BY SUCH APPROVAL, THE UNDERSIGNED DO NOT CERTIFY AS TO THE CORRECTNESS OF THE BOUNDARY, STREETS OR OTHER LINES ON THIS PLAT

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_  
 DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT,  
 NORFOLK, VIRGINIA

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_  
 DEPARTMENT OF PUBLIC WORKS, NORFOLK, VIRGINIA

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_  
 DEPARTMENT OF UTILITES, NORFOLK, VIRGINIA

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_  
 DEPARTMENT OF TRANSIT, NORFOLK, VIRGINIA

- TOTAL AREA NOTE**  
 THE TOTAL AREA ENCOMPASSED WITHIN THIS SUBDIVISION = \_\_\_\_\_ SQ.FT./AC.

- MERIDIAN SOURCE NOTE**  
 THE MERIDIAN SOURCE AND COORDINATES SHOWN HEREON ARE BASED ON THE VIRGINIA COORDINATE SYSTEM OF 1983, SOUTH ZONE (HARN 1993)

**ADDITIONAL NOTES THAT MIGHT BE REQUIRED**

- LOTS MAY ONLY BE DEVELOPED WITH SEMI-DETACHED DWELLINGS-GARAGE.
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  - A VARIANCE WAS APPROVED BY THE CITY OF NORFOLK BOARD OF ZONING APPEALS ON \_\_\_\_\_.
- (DATE)

Department of Public Works, Surveys, 810 Union Street, Room 750, Norfolk, VA 23510

**(757) 664-4673 FAX (757) 664-4603**