



## **A Guideline for the Preparation and Procedural Review of a Subdivision Plat and Plan**

The Code of Virginia (1950) as amended, and Roanoke City Ordinance, Chapter 31, Subdivision, provides for the establishment, administration and enforcement of certain standards, procedures and minimum requirements, to assure the orderly subdivision and development of land within the corporate limits of the city.

The Code of the City of Roanoke, Section 31-4, defines a subdivision as:

" ... the division of a lot, tract or parcel of land into two (2) or more lots or other subdivisions of land for the purpose, whether immediate or future, of transfer of ownership to anyone for the purpose of street widening or building development, and including all changes in street or lot lines ..., etc."

The chapter, in Section 31-6, further requires that:

"(a) No person shall divide or subdivide or cause a subdivision to be made by deed or map, of any tract of land located within the corporate limits of the city, as the same may, from time to time, be established according to law, except in conformity with the provisions of this chapter."

If you intend, or deem it necessary, to subdivide land that you currently own, or land that you propose to acquire, within the corporate limits of the City of Roanoke, it would be to your advantage to obtain particular and specific information necessary to properly determine the needs of your subdivision, in relation to the general requirements of the City's existing subdivision and zoning ordinances.

In order for the City to assist and facilitate your efforts to subdivide land, it is suggested that you contact the City's Department of Planning Building and Development in Room 166, Municipal Building (540-853-1730) to schedule a meeting with the City's Subdivision Agent, prior to the preparation of a subdivision plat.

The agent can facilitate your efforts to subdivide land by providing you with particular information affecting your property, such as the minimum lot area and lot frontage dimensions required by the regulations of the specific zoning district in which your property is located. The agent can further provide for your information, the City's minimum requirements and procedures for the preparation, submittal, approval and recordation of your proposed subdivision.

The preparation and submittal of a subdivision plat and/or plan depicting a clear, legible, accurate and orderly arrangement of all required information will significantly reduce the need for the plat and/or plan preparer to make belated submissions of additional information or subsequent revisions and corrections to the plat or plan. This will, in turn, enable the City to review and approve your subdivision plat and/or plan in the most timely and expedient manner possible.

When it has been determined that the proposed subdivision of land can be executed in a manner consistent with the requirements of the City's existing subdivision and zoning ordinances, the proposed subdivision should be referred to a licensed, professional surveyor for the preparation of a proper subdivision plat.

SUBMITTAL BY SURVEYOR/CITY REVIEW:

The professional surveyor will thereafter survey the property, prepare the subdivision plat and make all necessary submittals to the City. The City will review the plat for accuracy and compatibility with existing state and city regulations, and will thereafter contact the surveyor or engineer if revisions or corrections to the plat are necessary. The City will approve or deny the proposed subdivision within a period of forty-five (45) days or less from the initial date of submittal. After approval, the plat must be recorded in the Office of the Clerk of Circuit Court within a period of six (6) months (180 days) from the date of the City's approval or become null and void. Recordation of the plat acts to legally establish the new lots or tracts of land and all new boundaries shown thereon.

PLAT CONTENT AND FORMAT:

The following is a list of informational items that are required, as a minimum, to be shown on the subdivision plat. This information does not supersede the requirements of the Code of the City of Roanoke (1979), as amended, but rather only supplements such requirements. You must ensure that all requirements of the City Code have been met before proceeding with construction. An example of a typical subdivision plat is attached to this guideline reflecting by numerical reference the information required to be shown by suggested position on the plat.

1. Legal Wordage - The subdivision plat must show the source of title to the property being subdivided and the place of record of the last instrument in the chain of title. Legal wordage should be typically inclusive (as applicable to the respective plat) of the statement shown below:

"Know all men by these presents to wit:  
That \_\_\_\_\_ is the fee simple owner of the land shown hereon bounded by corners \_\_\_\_\_ to \_\_\_\_\_ to \_\_\_\_\_, inclusive, and is all of the land conveyed to said owner by deed recorded in the Clerk's Office of the Circuit Court of the City of Roanoke, Virginia, in deed book \_\_\_\_\_, page \_\_\_\_\_."

2. Dedication and Consent Statements :

If the plat proposes to dedicate land for public streets and other purposes, a dedication statement should follow the above legal wordage and should include:

"The above described owner by virtue of the recordation of this plat dedicates to the City of Roanoke in fee simple title, the land shown hereon as set apart for public streets."

If easements are to be granted to the City for public use, the following statement should be added:

"The above described owner by virtue of the recordation of this plat does hereby grant to the City of Roanoke those certain areas shown on the plat as set apart for use as public easements."

If easements are to be granted to the Western Virginia Water Authority (WVWA), the following statement should be added:

"The above described Owner, by virtue of the recordation of this subdivision plat, grants to the Western Virginia Water Authority, all waterline rights and easements and all sanitary sewer rights and easements as shown hereon, to construct, install, improve, operate, inspect, use, maintain, repair and replace a water and/or sewer line, or lines, together with related improvements, including slope(s), if applicable, together with the right of ingress and egress thereto from a public road, upon, over, under and across certain tracts or parcels of land belonging to the Owner."

The legal wordage as shown above and as appropriate to the need should be concluded with the following statement:

"The platting or dedication of the land shown hereon is with the free consent and in accordance with the desire of the undersigned owners as required by Section 15.2-2240 through 15.2-2279 of the Code of Virginia (1950) as amended, and the subdivision ordinance of the City of Roanoke, Virginia, as amended."

3. Owner's Signature(s) should be shown in this location on the plat to facilitate acknowledgment of dedication and consent statements. Signatures of Trustees or beneficiaries (if any) should also be shown.
4. Notary Statement properly acknowledging signatures of property owners should be shown below all signatures and should be in standard State of Virginia notary format.
5. City Approval Signatures - Signature blocks with date lines should be shown here for the Agent to the Planning Commission and the City Engineer.
6. Clerk's Attestation statement for use by the Clerk of Circuit Court for recording purposes with proper signature line.
7. Surveyor's Official Seal, signature, and date should always be shown on plat.

8. Surveyor's Acknowledgment Statement - Statement should acknowledge that the boundary survey as shown is based on a current field survey. If any portion of the subdivision or its boundaries, as shown on the plat, is based on information taken from existing records, that fact must be acknowledged in this statement.

9. Standard Flood Statement as follows:

This property lies (does not lie) within the limits of a 100-year or other restrictive flood boundaries as designated by current Federal Emergency Management Agency (FEMA) maps. Provide map number and date of map.

10. Title - Title should describe the following by brief reference:

- o Subdivision name or property owners name
- o Land being subdivided (with reference to original subdivision, if any) (legal reference MB 1, PG\_\_)
- o New tracts or lots and acreages being created
- o Location of property

Example: Plat of survey for John J. and Mary M. Jones subdividing Tract C (10.501 ac), Map of Colonial Heights, MB 1 PG 267 creating hereon Tract C-1 (5.0 ac) and Tract C-2 (5.501 ac) situated on St. Johns Road, N.W.

11. Additional Notes:

A. Monumentation - Monuments and/or iron pins should be described here as set or found.

B. Lot Boundary Changes - Note should explain proposed lot boundary changes.

Example: This plat subdivides existing tax parcel no. 7500000, being original Tract C (10.501 ac.), and creates hereon Tract C-1 (5.00 ac.) and Tract C-2 (5.501 ac.).

C. Other notes pertinent to the specific needs of the plat as determined by the surveyor or engineer.

12. Curve Data - All curves and segments thereof shall be shown as circular arcs and described by giving the central angle, radius, tangent, length of arc, chord bearing and distance. Curve data should be shown in column schedule on plat. On plats with no more than three (3) curve segments, curve data can be shown at or near curve segments in lieu of column schedule.

13. Coordinates - Accurate coordinates of selected and monumented points should be shown in column schedule on plat. Corner coordinates must tie back to corner #1.

14. Vicinity Map - A small scale vicinity map showing the location of the subdivision in relation to the surrounding street system and area should be shown on the plat for location purposes. Vicinity map should be drawn at a scale of 1" = 800', or other comparable scale.
15. Map Book \_\_\_\_\_, Page \_\_\_\_\_ - Recording category should be shown just above upper right-hand border for Circuit Court recording purposes.
16. Floodway and 100-Year Flood Limits must be located and tied to property lines as shown on plat, if any portion of the property is situated within either.
17. Owner/Name - Abutting Properties - Names of current owners of all abutting properties, with proper legal references for the properties (Deed Book \_\_\_\_\_, page \_\_\_\_\_) must be shown on the plat.
18. Property Corners must be shown and numbered in sequential order. All property corners should be shown and referenced by a number.
19. Bearings and Distances must be shown for all existing and proposed new property lines. Accuracy on Bearings to 10 seconds and distances to 0.01 feet.
20. New Lines - All proposed new property lines should be labeled "new line" with the exception of tracts being subdivided into more than five (5) lots, or multiple lots or tracts being re-subdivided into more than five (5) new lots or tracts.
21. Easements - All easements must be shown on plat with reserved area being defined by bearings and distances or boundary ties sufficient to reestablish location in the field. Label easements as public or private.
22. Curved Lines - Curved lines should be identified at plat area by alphabetic letters and referenced as such in column schedule on plat (see exception in Item #12, of this guideline).
23. New Tract or lot designations should be shown (Tract 1, Lot 1, etc.) and new acreages should be shown to nearest hundredth (.01) of an acre.
24. Identity of Existing Tract or Lot - Existing tract or lot designations, all lot boundaries being vacated or changed and existing acreages and official tax appraisal numbers should be shown in dotted line format with dotted line arrow extending to existing boundaries.
25. All Existing Structures situated upon the property with assigned addresses should be shown and accurately positioned on the plat in accordance with the actual location of such structures within the boundary survey. Structures include buildings, walls, fences, paved areas, etc.
26. Directional Quadrant Suffix (S. W., S. E., N. W., N. E.) should be shown for all street name designations.

27. Street Names - Names of all streets (public or private) abutting the property to be subdivided should be shown on plat with directional quadrant suffixes.
28. Meridian Reference, with north arrow, should be shown on plat with source of meridian given (MB, PG or DB, PG).
29. Plat Sizes:
  - o Sheet sizes: 18" x 24"
  - o Maximum: Image size 17" x 23"

OTHER REQUIRED INFORMATION:

Railroads or watercourses, streams, etc., adjacent to or running through the property shown, or other unique features which are informative as to the location of the boundary survey, should be shown on the plat.

ACCURACY OF PLAT DATA:

- o Maximum Permissible Error:  
In Boundary Traverse: 1' in 10,000'  
Angular Error to Sustain 1' in 10,000'

CLOSURE COMPUTATIONS:

Boundary survey closure computations defining an accurate closure of the outside boundaries of the original parcel being subdivided and defining an accurate closure for the new lots or parcels being subdivided as component parts thereof should be included with the plat's initial submittal for review.

PRELIMINARY CONFERENCE FOR SUBDIVISION DEVELOPMENT:

When the subdivision proposes construction and development of the land, the owner or developer should contact the City's Department of Planning Building and Development, Room 170, Municipal Building, to schedule a preliminary conference with the Subdivision Agent. The agent will consider the construction and development needs of the proposed subdivision and will further coordinate the requirements and the needs of the subdivision with all other appropriate City agencies. Preparation of subdivision development plans should not begin until the above-described preliminary conference has been held.

In cases where development plans are submitted or required for final approval in conjunction with the subdivision of land, the plans shall be prepared and submitted in accordance with the requirements of Chapter 31, Subdivisions, and all other applicable ordinances of the Code of the City of Roanoke (1979), as amended, such as Chapter 11.1, Erosion and Sediment Control, Chapter 11.2, Storm Water Management, and Chapter 36, Zoning. The development plans shall be prepared in a manner consistent with the City's existing requirements for the preparation of a comprehensive development plan.



### Separate Plan Sheets:

When the subdivision proposes construction, a complete development plan shall be required. If the plan requires the depiction of features and data too numerous to be legibly shown on one sheet, the plans should be prepared on separate component sheets and submitted in the following general format:

o Sheet #1 - Cover Sheet (index)

The sheet should show the following specific information:

- (a) Official appraisal tax numbers of the property(ies) proposed for development.
- (b) Current zoning classification of the property(ies) proposed for development.
- (c) Total acreage of the properties identified by the above appraisal tax numbers.
- (d) Total acreage to be disturbed (cleared, graded, excavated, filled, etc.) as a result of the proposed development.
- (e) A listing of any conditions to which the property is subject to, by reason of a zoning amendment or by order of the board of zoning appeals (ordinance no., and/or case no., with effective dates, should be included).
- (f) Name, address and telephone number of the following: land owner or developer; developer, contractor or other (as appropriate to the need).
- (g) Parking and loading requirements:
  - (1) Number of on-site parking spaces required by Section 36.2-652 of the City zoning ordinance.
  - (2) Number of on-site parking spaces provided on the submitted plans.
  - (3) Number of handicapped parking spaces required.
  - (4) Number of handicapped parking spaces provided on the submitted plans.
  - (5) Number of loading spaces required by Section 36.2-655 of the City ordinance.
  - (6) Number of loading spaces provided on the submitted plans.
- (h) Proposed use of the property and buildings:

- (1) Total square footage of all existing and proposed buildings occupying or proposed to occupy the premises.
  - (2) The existing and proposed use of the total square footage of all buildings on the property, including various and separate uses existing or proposed within all buildings on the property.
  - (i) Erosion and sediment control narrative (if applicable to the submitted plans). Narrative should be listed and explained as described in the narrative check list attached to this guideline.
  - (j) City standard construction requirement notes. An example of these notes is attached to this guideline.
  - (k) Vicinity map showing the location of the site in relation to surrounding features such as streets, major thoroughfares, etc. The vicinity map should be drawn to a scale of 1"=800' or comparable scale or size.
- o Sheet #2 - Dimensional Plan Layout

The dimensional layout plan sheet should show the development project as it would look upon completion of all construction activities. The plan sheet should include the following:

- (a) All buildings and structures currently existing or proposed to be constructed, erected or placed upon the property.
  - (b) All paved surfaces, including parking lots, parking areas, driveways and all related curbing. Typical spatial requirements for parking space width, length and angle of parking spaces, the depth of parking lot maneuvering aisles and the width of all driveway entrances and exits.
  - (c) Position and location of trees, tree groupings and/or other foliage, as intended upon completion of the development project.
  - (d) Minimum building line setbacks for front, rear and side yards, as required by the respective zoning district regulations (see zoning tables).
- o Sheet #3 - Erosion & Sediment Control Plan (Grading)

This sheet should show existing and proposed contours at two foot (2') intervals and any other prominent features, such as streams, ponds, rock outcrops, springs, etc.

The outline of all buildings, streets and related features should also be present on this plan sheet. This sheet should also include all erosion and sediment control practices to be utilized during construction, such as construction entrance, silt fence, sediment traps, etc.

(See guideline for the preparation and procedural review of an erosion and sediment control plan).

o Sheet #4 - Storm Water Management Plan

The outline of all buildings, streets and related features should be shown on this sheet with more specific information and details showing all proposed storm drains and storm water management devices, such as pipes, retention ponds, pits, rip-rap, etc. Calculations for storm water runoff must be submitted and should be based on runoff to be anticipated from a ten (10) year frequency storm or greater if conditions necessitate (refer to Chapter 11.2, Storm Water Management Ordinance, Code of the City Roanoke (1979), as amended, and the City of Roanoke Drainage Standards, as prepared by the Office of the City Engineer).

Storm water management plan may be combined with the erosion and sediment control (Grading) plan, if clarity can be maintained.

o Sheet #5 - Utilities Plan

The outline of all buildings, streets and related features should be shown on this sheet with more specific information and details showing the location, design and size of all existing and proposed utility facilities and related easements and location and type of refuse storage facilities.

Utility profiles may be required as part of this plan.

o Sheet #6:

Landscaping Plan

The outline of all buildings, streets and related features should be shown on this sheet with more specific information showing the location, size and type of all proposed plantings, trees, shrubs, etc. It should also show all areas to be seeded, with seeding specifications noted.

Landscaping plan should also show any screening or buffer planting area that may be required by City ordinance, Section 36.2-642 or by conditions related to a zoning amendment.

This plan may be combined with Sheet #1 (site dimensional layout), if clarity can be maintained.

NOTE: Any one or more of the above described plan sheets may be combined, as long as legibility and clarity can be reasonably maintained or unless otherwise required by the agent.

## DEDICATION OF PUBLIC IMPROVEMENTS (when applicable)

Street and utility plans and profiles will be required for the dedication and construction of public streets and other improvements to be installed within public easements and will be required to show the following:

1. Existing and proposed drains, sanitary sewers, sewer laterals extended to the property lines, water lines and laterals, fire hydrants, etc.
2. Center line grade of the street, size, depth and rate of grade of all required drains and the size, location and depth of water mains.
3. The Agent may further require cross sections of the street to be taken at each fifty foot (50') station and at street intersections or other points required to properly establish the grade of the street.
4. Plan and profile of all sanitary sewer lines, water lines or storm sewers to be dedicated as public improvements.

## GENERAL INFORMATION:

If the development requires the installation of public improvements, such as street dedication, utilities, storm water facilities or erosion and sediment control measures, the following may be required:

1. Development agreement between the subdivider or developer and the City, guaranteeing the satisfactory installment of the improvements, or erosion and sediment control measures.
2. Performance guarantee (bond, letter or credit, etc.) in the amount of the cost estimated for the installation of such improvements, or erosion and sediment control measures.
3. Maintenance agreement between the developer and/or owners of the property and the City, providing for future maintenance of any and all privately owned specific facilities, such as retention ponds or private roads.

## PLAT/PLAN SUBMITTAL:

The surveyor or engineer should submit nine (9) copies of a subdivision plat and related information and nine (9) copies of any related development or construction plans to the Subdivision Agent at the address listed below.

If you have any questions concerning a potential subdivision of land and its related development, or if you have any questions pertaining to the information provided in this guideline, please contact the City's Department of Planning Building and Economic Development in Room 166 of the Noel C. Taylor Municipal Building at 215 Church Avenue, S.W.

01/07

