



PLAT CHECKLIST
 HAMPTON ROADS DISTRICT
 JAN 2012

PROJECT DATA

Project Name: _____

Roadway Name: _____ **Route No.:** _____

County: _____ **County Project No.:** _____

Applicant's Agent: _____ **Phone No.:** _____

Applicant's Agent Signature: _____

Is there an approved plan associated with this plat? Yes No

If yes, attach a copy of the approved plan

If Check Box is left
 Check unchecked, provide
 Box explanation below

SUBMITTAL PACKAGE

Narrative	One (1) copy including a detailed description of the project		
Plat	One (1) folded copy		

COVER SHEET

1	Development name		
2	Date of preparation		
3	Consulting firm and contact information		
4	Vicinity Map (1"=2,000')		
5	Magerial district		
6	Survey and mapping control information including benchmark, datum, and elevation		
7	Parcel identification, legal reference, tax map reference, numbers, present zoning, proposed zoning, and total acreage		
8	Regulatory Floodplain and 100 Year Flood Elevation		
9	Description of the plat		
10	Surveyor's Certificate		
11	Owner's Dedication		

12	Stormwater Note: "VDOT shall not be responsible for the maintenance of any stormwater management facility or outfall structure located outside of State maintained right of way limits and shall be absolved from all responsibilities, damages and liabilities as a result of such."		
PLAT SHEETS			
13	Seal and signature on each sheet by a professional engineer or land surveyor, licensed by the Commonwealth of Virginia		
14	Graphic Scale (1"=50' or larger) Horizontal Graphic Scale (1"=5' or larger) Vertical		
15	North arrow and designation of north orientation		
16	Provide parcel identification, tax map reference, numbers, owners' names, present zoning, and use of all abutting parcels		
17	Clearly identify the site boundary, including lot numbers and acres, tabulate the total number of lots or units to account for the total site acreage		
18	Label existing State maintained roadways with street name and route numbers		
19	Identify existing and proposed right of way lines and roadway centerlines		
20	Identify bearings and distances of all right of way, roadway centerlines, and property lines		
21	Identify areas of right of way dedication and/or reservation in sq ft and acres		
22	Identify all existing and proposed easements within or immediately adjacent to State maintained right of way, include use, legal reference, and bearings and distances		
23	Identify all stormwater management facilities		
24	Identify access to stormwater management facilities		
25	Identify the 10 year and 100 year rise of all stormwater management facilities on the plat		
26	Show sight distance easements at all entrances and intersections		
27	Identify and label existing dwellings and structures, showing use and distance from right of way		
28	Identify and label overhead utilities, including, but not limited to, gas, electric, telecommunications, etc.		
29	Identify and label underground utilities, including, but not limited to, wells, water lines, underground storage vessels, sewer lines, septic systems, drain field locations, drain field reserve locations, etc.		
30	Show match lines		
OTHER			
Please provide any additional information that will assist VDOT in this review.			

NOTE:

- a) Any plat prepared in conjunction with a development plan previously approved by the Department shall submit a copy of the previously approved plan when requesting Department review and signature.