



**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 un-checked, provide  
 Box explanation below

**SUBMITTAL PACKAGE**

<b>Narrative</b>	One (1) copy including a detailed description of the project	<input type="checkbox"/>	
<b>Plat</b>	One (1) folded copy	<input type="checkbox"/>	

**COVER SHEET**

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

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."	<input type="checkbox"/>	
<b>PLAT SHEETS</b>			
13	Seal and signature on each sheet by a professional engineer or land surveyor, licensed by the Commonwealth of Virginia	<input type="checkbox"/>	
14	Graphic Scale (1"=50' or larger) Horizontal Graphic Scale (1"=5' or larger) Vertical	<input type="checkbox"/>	
15	North arrow and designation of north orientation	<input type="checkbox"/>	
16	Provide parcel identification, tax map reference, numbers, owners' names, present zoning, and use of all abutting parcels	<input type="checkbox"/>	
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	<input type="checkbox"/>	
18	Label existing State maintained roadways with street name and route numbers	<input type="checkbox"/>	
19	Identify existing and proposed right of way lines and roadway centerlines	<input type="checkbox"/>	
20	Identify bearings and distances of all right of way, roadway centerlines, and property lines	<input type="checkbox"/>	
21	Identify areas of right of way dedication and/or reservation in sq ft and acres	<input type="checkbox"/>	
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	<input type="checkbox"/>	
23	Identify all stormwater management facilities	<input type="checkbox"/>	
24	Identify access to stormwater management facilities	<input type="checkbox"/>	
25	Identify the 10 year and 100 year rise of all stormwater management facilities on the plat	<input type="checkbox"/>	
26	Show sight distance easements at all entrances and intersections	<input type="checkbox"/>	
27	Identify and label existing dwellings and structures, showing use and distance from right of way	<input type="checkbox"/>	
28	Identify and label overhead utilities, including, but not limited to, gas, electric, telecommunications, etc.	<input type="checkbox"/>	
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.	<input type="checkbox"/>	
30	Show match lines	<input type="checkbox"/>	
<b>OTHER</b>			
<b>Please provide any additional information that will assist VDOT in this review.</b>			

**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.