

## **Checklist for Final Plat Approval and Recordation Major Subdivisions**

Prior to final plat approval by the Subdivision Agent, the following are required:

1. Approval of Development Plans<sup>1</sup> by
  - a. Gloucester County Department of Public Utilities (if public water and/or sewer) and/or Gloucester County Health Department (if well and/or septic);
  - b. Gloucester County Environmental Programs Department for Erosion and Sediment Control and Chesapeake Bay Preservation Ordinance;<sup>2</sup>
  - c. Virginia Department of Transportation;<sup>3</sup>
  - d. Gloucester County Department of Planning & Zoning for consistency with Preliminary Plan or Master Plan Approval (if applicable);
  - e. All other applicable reviewing agencies/departments.
2. Final Plat for review – At least 3 copies of a draft plan may be submitted for review pursuant the requirements of Section 15-73 (and subsequent applicable sections) of the Subdivision Ordinance (see final plat checklist available in the Department of Planning & Zoning or on our website) prior to the plat being signed and notarized by the owners. Once the plat has been determined to be in compliance with the ordinance, the applicant shall submit at least six (6) original paper copies of the final plat with original signatures. The County will keep three (3) copies, and the remainder will be returned to the applicant to be filed in the Clerk’s Office. The final plat approval is valid for one (1) year from the date of approval. If the plat is not recorded within one (1) year of approval, it will need to be resubmitted to the County for approval.
3. Review fee in the amount of \$100 (make checks payable to Gloucester County).
4. Application for Final and Minor Subdivision Approval, including the property owner’s/developer’s name, address, and phone number. Copy of the final plat application is available from the Department of Planning & Zoning or on our website: (<https://gloucesterva.gov/planning-zoning#forms>).

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<sup>1</sup> Development Plans are submitted electronically to the Community Development Coordinator within the Planning and Zoning Office and then distributed to the other agencies for review and approval through the site plan review process. Additional Information is available on their website (<https://gloucesterva.gov/planning-zoning#siteplans>) or by contacting the Community Development Coordinator at [siteplans@gloucesterva.info](mailto:siteplans@gloucesterva.info) or 804-824-2458.

<sup>2</sup> Note that the Environmental Programs Division requires an E&S surety prior to issuance of a land disturbance permit for site development. This surety is for the stabilization of the site and is separate from the surety required to be submitted to the Planning Division for final plat approval. Also, if a stormwater retention pond is proposed, the Environmental Programs Division requires a stormwater maintenance agreement. These processes are handled by the Environmental Programs Division through the Erosion and Sediment Control and Stormwater Management Ordinances. Permits for construction on individual lots will not be issued until the final plat and related documents have been recorded and proof of recordation submitted to the Planning Division (see Item 15 below).

<sup>3</sup> VDOT has their own permitting and surety requirements and processes related to public road construction and acceptance into the state system. Additional information is available on their website and from the Saluda Office at 804-758-2321.

5. If private well and septic are proposed, copies of the Virginia Department of Health (VDH) Certification Letters and/or permits shall be submitted to the Planning Division (if they have not already been provided to the Community Development Coordinator as part of the Development Plan review process).
6. Deed of easement conveying to the County those easements identified on the Plat as easements dedicated to Gloucester County (typically utility easements for water and sewer lines). This will be reviewed and approved as to form by the County Attorney, signed by the property owner and the County Administrator and recorded simultaneously with the plat. A sample utility Deed of Easement is available from the Department of Planning & Zoning or on our website: (<https://gloucesterva.gov/planning-zoning#forms>).
7. Deed of Dedication for land to be conveyed to Gloucester County (this may or may not be required prior to final plat approval depending upon the subdivision).
8. Stormwater Management Agreement may be required based on the drainage of the subdivision and comments issued during the review of the Development Plan from the Environmental Programs Division. This agreement may be obtained from said division and will be required to be executed and recorded prior to final plat approval or recorded with the final plat.
9. Documentation of the cost of all public improvements based on the approved development plans, with the cost of all incomplete public improvements clearly defined, preferably in the form of copies of contractor's bids. However, cost estimates prepared by a certified professional engineer are acceptable. These cost estimates must be detailed in nature and relate to the various elements of construction, including but not limited to the cost of the public water system (lines, fire hydrants, etc.), the sanitary sewer system (gravity lines, manholes, etc.), the storm drainage system (storm sewer lines, inlet and outlet structures, stormwater basins, etc.), the street improvements (stone base, curbing, asphalt, street lights, landscaping, street signs, etc.) and the recreational amenities. ***The amount of surety required will be determined by the Subdivision Agent based on the estimate submitted and will include a 10% contingency.***
10. A certified check, bond with surety satisfactory to Gloucester County, or an irrevocable letter of credit in an amount to cover the cost of all the improvements required to be installed by the subdivider as estimated by the Subdivision Agent (see Item 9 above). The type of surety shall be to the satisfaction of and approved by the County Attorney. If a letter of credit or bond is used, its expiration date must be at least 60 days after the estimated date of completion set forth in the development agreement. Also, the date of the development agreement should be the same as the date of the letter of credit or bond. Copies of the County's letter of credit (LOC) forms are available from the Department of Planning & Zoning or on our forms page on our website (<https://gloucesterva.gov/planning-zoning#forms>).
11. Development Agreement covering proposed construction of all public improvements. This will be completed after the amount of surety is determined. A copy of the County's current Development Agreement is available from the Department of Planning & Zoning or on our forms page of our website: (<https://gloucesterva.gov/planning-zoning#forms>).

12. If the subdivision contains common area or commonly maintained amenities, the applicant shall submit documents relating to the establishment of a nonprofit Property Owners' Association for the ownership, control and maintenance of all common areas and other common improvements, as required and described in Section 9E-10 of the Zoning Ordinance. The following documents must be submitted to the Planning Division and reviewed and approved by the County Attorney:
  1. The articles of incorporation or other documents which will establish or create the nonprofit property owners association.
  2. The proposed declaration of covenants and restrictions.
  3. The proposed bylaws of the association.
  4. The developer shall submit to the county, along with the required articles of incorporation (or similar documents) and declaration of covenants and restrictions, a certification by an attorney licensed to practice law in the Commonwealth of Virginia that the attorney has reviewed such documents and that they comply with:
    - a) The requirements of this article, and identifying where each requirement is addressed;
    - b) If applicable, the provisions of the Virginia Property Owners Association Act, Va. Code Title 55.1, Chapter 18;
    - c) If applicable, the provisions of the Virginia Subdivided Land Sales Act, Va. Code Title 55.1, Chapter 23; and
    - d) If applicable, the provisions of the Virginia Condominium Act, Va. Code Title 55.1, Chapter 19.
  5. The attorney shall also certify that the common areas, when conveyed to the association, will be conveyed without encumbrances or liens, other than easements for public utilities, and such other similar encumbrances as may be specifically identified in the declaration.

The County Attorney shall review and approve the certification, articles of incorporation (or similar documents) and the declaration of covenants and restrictions for consistency with the requirements of Section 9E-10 of the Zoning Ordinance.

13. If dry hydrants are required, ensure the provisions of Section 15-16 of the Subdivision Ordinance are addressed in HOA documents and on the plat.
14. If the owner is not an individual, but a corporation, trust or other entity, appropriate documentation, such as minutes of a Board of Directors' meeting, setting forth the authorization for the person(s) to sign the agreement, final plat, and other associated documents to do so on behalf of the property owner shall be provided.
15. The developer shall record the plats, deed of easements, stormwater management agreement and the HOA documents in the clerks' office. **Proof of recordation of these documents shall be submitted to the Planning Division before the County will issue any permits for the individual lots.** The original deed of easements, stormwater agreement, and copies of all recorded documents will be retained by the County.