

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 Plans¹ by
 - a. Gloucester County Department of Public Utilities (if public water and/or sewer);
 - b. Gloucester County Environmental Programs Department for Erosion and Sediment Control and Chesapeake Bay Preservation Ordinance;²
 - c. Virginia Department of Transportation;³
 - d. Gloucester County Department of Planning & Zoning for consistency with Preliminary Approval.
2. Final Plat for review – At least 5 copies of a draft plan may be submitted for review pursuant the requirements of Section 15-73 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 twelve (12) original paper copies of the final plat with original signatures. The County will keep four (4) copies, and the remainder will be returned to the applicant.
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: (www.gloucesterva.info/Planning/Forms/tabid/577/Default.aspx).
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 Department.
6. Deed of easement conveying to the County those easements identified on the Plat as easements running to the County (typically utility easements for water and sewer lines). This

¹ Development Plans are submitted to the office of Community Development and then distributed to the other agencies for review and approval through the site plan review process. Additional Information is available on the web at the following link -

<http://www.gloucesterva.info/CommunityDevelopment/CommercialSitePlans/tabid/572/Default.aspx> – or by contacting Community Development at 804-824-2458.

² Note that the Environmental Programs Department 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 Department of Planning & Zoning for final plat approval. Also, if a stormwater retention pond is proposed, the Environmental Programs Department may also require a stormwater maintenance agreement. These processes are handled through the Environmental Programs Department relative to the E&S Ordinance. 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 Department of Planning & Zoning (see item 12 below)

³ 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.

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will be 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: (www.gloucesterva.info).

7. Deed of dedication for land to be conveyed to the county (this may or may not be required prior to final plat approval depending upon the subdivision). A title binder is required along with the deed of dedication or a deed of gift. Once the deed is recorded, a final title policy binder is required.
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 office. This agreement may be obtained from said department 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, streetlights, 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.***
10. A certified check, bond with surety satisfactory to the 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 agent. (See #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 (www.gloucesterva.info/Planning/Forms/tabid/577/Default.aspx)
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: (<http://www.gloucesterva.info/Planning/Forms/tabid/577/Default.aspx>)
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 9-16 of the Zoning Ordinance. The following documents must be submitted to the Planning Department 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 (Section 55-508 et. seq. of the Code of Virginia); and
 - c) If applicable, the provisions of the Virginia Subdivided Land Sales Act (Section 55-336 et. seq. of the Code of Virginia).
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 and the articles of incorporation (or similar documents) and the declaration of covenants and restrictions for consistency with the requirements of Section 9-16 of the Zoning Ordinance.

13. If dry hydrants are required, ensure provisions on §15-16 are addressed in HOA documents and on 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) signing the agreement, the final plat, and other associated documents to do so on behalf of the property owner. For properties with deeds of trusts, a copy of the deed of trust will be required and the trustee(s) listed has having the authority to sign the plat shall sign the plat in addition to the owner's signature. If the deed of trust does not specifically authorize an individual to sign on behalf of the trust, than all trustees listed shall sign the plat.
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 Department 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.