



CITY OF WINCHESTER, VIRGINIA

Rouss City Hall
15 North Cameron Street
Winchester, VA 22601
540-667-1815
TDD 540-722-0782

SUBDIVISION CHECKLIST

(revised 2/19/16)

NOTE: A completed Checklist is required for all plans submitted to the City's Planning Department.

This is a generalized list of requirements extracted from the Subdivision Ordinance. Not all requirements may be applicable to every application. Additional requirements may apply to specific types of development or changes of use. Consult a current copy of the Subdivision Ordinance.

BACKGROUND INFORMATION:

Subdivision Name: _____

Location: _____

Zoning District: _____

YES NO NA

___ ___ ___ Pre-application studies, discussions, sketches-OPTIONAL (6-1)

PRELIMINARY PLAT SPECIFICATIONS

YES NO NA

- ___ ___ ___ Name of Subdivision (6-3-3.1)
- ___ ___ ___ Name of owner, subdivider, surveyor or engineer (6-3-3.1)
- ___ ___ ___ Date of drawing (6-3-3.1)
- ___ ___ ___ Number of sheets (6-3-3.1)
- ___ ___ ___ Grid northpoint (6-3-3.1)
- ___ ___ ___ Scale (6-3-3.1)
- ___ ___ ___ Survey to State Coordinate System if creates more than two lots and within 1/2 mile of station conforming to USC&GS standards (6-3-3.1)
 - ___ ___ ___ ~ otherwise, to known permanent monument (6-3-3.1)
- ___ ___ ___ Elevations based on USC&GS data (6-3-3.1)
- ___ ___ ___ Location map (6-3-3.2)
- ___ ___ ___ Not less than 1" = 1 mile (6-3-3.2)
- ___ ___ ___ Show adjoining road, name, number, towns, subdivisions, etc. (6-3-3.2)
- ___ ___ ___ Boundary survey or survey of record (6-3-3.3)
- ___ ___ ___ Closure accuracy at least 1 part in 2500 (6-3-3.3)
- ___ ___ ___ Total acreage (6-3-3.3)
- ___ ___ ___ Acreage of subdivided area (6-3-3.3)
- ___ ___ ___ Number of building sites (6-3-3.3)
- ___ ___ ___ Area (acreage or sq.ft.) of building sites (6-3-3.3)
- ___ ___ ___ Frontage of all building sites (6-3-3.3)
- ___ ___ ___ Names of owners and/or subdivisions and their property lines (6-3-3.3)
 - ___ ___ ___ ~ Within and adjoining tract boundaries (6-3-3.3)
 - ___ ___ ___ ~ Legal references (6-3-3.3)

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MASTER OVERALL PLAN SPECIFICATIONS

YES NO NA

- ___ ___ ___ Scale not less than 1" = 200' (6-2)
- ___ ___ ___ Names, location and dimensions of all existing streets in and around subdivision (6-2-1.1)
- ___ ___ ___ Location and dimension of proposed streets (6-2-1.2)
- ___ ___ ___ Topography with 5' maximum contour interval (6-2-1.3)
- ___ ___ ___ Proposed water, sewer and drainage facilities (6-2-1.4)
- ___ ___ ___ Other information deemed advisable by Administrator (6-2-1.5)

EXISTING FEATURES

- ___ ___ ___ Buildings/cemeteries within tract boundaries (6-3-3.3)
- ___ ___ ___ Public streets (6-3-3.4)
- ___ ___ ___ Names (6-3-3.4)
- ___ ___ ___ Route Number, if applicable (6-3-3.4)
- ___ ___ ___ Pavement and Right-of-way Widths (6-3-3.4)
- ___ ___ ___ Private streets (6-3-3.4)
- ___ ___ ___ Names (6-3-3.4)
- ___ ___ ___ Pavement and Common Area Width (6-3-3.4)
- ___ ___ ___ Easements- utility and other (6-3-3.4)
- ___ ___ ___ Public Areas (6-3-3.4)
- ___ ___ ___ Parking spaces (6-3-3.4)
- ___ ___ ___ Culverts/Drains/watercourses (6-3-3.4)
- ___ ___ ___ Names and pertinent data (6-3-3.4)
- ___ ___ ___ Land suitable for platting and type development proposed (5-2)

PROPOSED LAYOUT

- ___ ___ ___ Streets conform to Comprehensive Plan (5-32)
- ___ ___ ___ Lot Shape (5-13):
 - ___ ___ ___ ~ Arrangement, design, and shape satisfactory for buildings (5-13)
 - ___ ___ ___ ~ Properly related to topography (5-13)
 - ___ ___ ___ ~ Not peculiarly shaped solely to provided necessary square footage (5-13)
- ___ ___ ___ Location (5-14):
 - ___ ___ ___ ~ Lots abut existing or proposed dedicated street or street which has become public by right of use (5-14) SEE Exception in Section 5-31
 - ___ ___ ___ ~ Street Width sufficient per Section 5-26 (5-14)
 - ___ ___ ___ ~ Dedication up to one half of street width deficiency (5-14)
- ___ ___ ___ Corner Lots contain extra width (5-15)
- ___ ___ ___ Side Lot Lines approx. perpendicular or radial to street line (5-16)
- ___ ___ ___ Remnants below minimum lot size eliminated (5-17)
- ___ ___ ___ Block Length between 500 feet and 1,200 feet (5-19)
- ___ ___ ___ Block Width adequate to avoid double frontage lots except along major streets or where otherwise approved by Administrator (5-20)
- ___ ___ ___ Block Oriented to avoid multiple driveway cuts on major streets (5-21)
- ___ ___ ___ Business or industrial lots designed to accommodate off-street activities (5-22)
- ___ ___ ___ Street Alignment & Layout (5-23):
 - ___ ___ ___ ~ New streets continue existing streets (5-23)
 - ___ ___ ___ ~ New streets provided to parallel existing heavily travelled streets (5-23)
 - ___ ___ ___ ~ Provide for continuation to adjacent land (5-23)
 - ___ ___ ___ ~ Streets and Underground Utilities extended, by dedication to boundary of adjoining property where deemed desirable by Planning Commission (5-23)
 - ___ ___ ___ ~ Half Streets along subdivision boundary avoided (5-23)
 - ___ ___ ___ ~ Intersecting streets meet at right angles where possible (5-23)
 - ___ ___ ___ ~ Hillside streets intersect at no less than 60 degree angle (5-23)
- ___ ___ ___ Approach Angle no less than 80 degrees unless otherwise approved (5-25)
- ___ ___ ___ Service Drives provided parallel to Category II & III streets (5-24)
- ___ ___ ___ Distance between service drive and street allows for adequate landuse (5-24)

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YES NO NA

- ___ ___ ___ Right-of-Way width for major street adequate for required cut or fill at grade-separated crossings (5-24)
- ___ ___ ___ Right-of-Way minimum widths and variation approvals (5-26)
- ___ ___ ___ Street minimum widths and variation approvals (5-26)
- ___ ___ ___ Alleys provided for in commercial & industrial districts except where waived (5-29)
- ___ ___ ___ Cul-de-sacs do not exceed 1000 feet except for unusual characteristics (5-28)
- ___ ___ ___ Private Streets avoided except in Townhouse and Planned Developments (5-31)
- ___ ___ ___ Reserve or "spike" strips restricting access avoided (5-31)
- ___ ___ ___ Commercial & Industrial Lot depth & width adequate for off-street activities (5-38)
- ___ ___ ___ Double frontage lots avoided except where desirable (5-39)
- ___ ___ ___ Reservation of Land for Public Purpose: (5-40)
 - ___ ___ ___ ~ Parks & Playgrounds- up to 10% exclusive of drainage areas (5-40)
 - ___ ___ ___ ~ Other land optioned to City for 18 months (5-40)
 - ___ ___ ___ ~ Alternative lot layout if option not exercised (5-40)
- ___ ___ ___ Lot Width adequate to meet driveway spacing standards (5-39a)

PROPOSED FEATURES- DRAINAGE

- ___ ___ ___ Drainage layout (6-3-3.5)
 - ___ ___ ___ ~ Pipe sizes, types (6-3-3.5)
 - ___ ___ ___ ~ Drainage channels (6-3-3.7)
 - ___ ___ ___ ~ Drainage Easements (6-3-3.5)
 - ___ ___ ___ ~ Means of transporting drainage to defined natural drainage area (6-3-3.5)
- ___ ___ ___ Storm Sewer Profiles or contour maps showing grades (6-3-3.6)
- ___ ___ ___ Drainage Channel cross-section (6-3-3.7)
- ___ ___ ___ Conforms to applicable Storm Drainage Report recommendations (5-3)
- ___ ___ ___ Elevation and flood profiles demonstrate land free of danger of flood waters for building sites
- ___ ___ ___ Information needed to determine required Flood Control and Drainage improvements (5-7)
- ___ ___ ___ 2 foot interval topographic map (5-7)
- ___ ___ ___ Drainage plans (5-7)
- ___ ___ ___ Flood control devices (5-7)
- ___ ___ ___ Certified engineer's or qualified surveyor's statement (5-7)
- ___ ___ ___ Improvements conform to applicable Storm Drainage Report (5-7)

PROPOSED FEATURES- STREETS & SIDEWALKS

- ___ ___ ___ Construction in accordance with Public Works Dept. Specifications (5-27)
- ___ ___ ___ Street Names do not duplicate others in City or Frederick County (5-33)
- ___ ___ ___ Public streets (6-3-3.4)
 - ___ ___ ___ ~ Names (6-3-3.4)
 - ___ ___ ___ ~ Route Number, if applicable (6-3-3.4)
 - ___ ___ ___ ~ Pavement and Right-of-way Widths (6-3-3.4)
- ___ ___ ___ Private streets (6-3-3.4)
 - ___ ___ ___ ~ Names (6-3-3.4)
 - ___ ___ ___ ~ Pavement and Common Area Width (6-3-3.4)
- ___ ___ ___ Street Profiles or contour maps showing street grades (6-3-3.6)
- ___ ___ ___ Street cross-section (6-3-3.7)
 - ___ ___ ___ ~ Depth and type of base (6-3-3.7)
 - ___ ___ ___ ~ Type of surface (6-3-3.7)
- ___ ___ ___ Alleys paved and, if dead-end, turnaround facilities provided (5-29)
- ___ ___ ___ Walkways- minimum of 5 feet wide (5-30)
- ___ ___ ___ Street Trees located & planted per Tree Commission provisions (5-34)
- ___ ___ ___ Street Grade not greater than 9 percent (2-2-31, 2-2-32 & 2-2-32.1)
- ___ ___ ___ Landscaped median in street connecting to Category III Street (2-2-32.1)
- ___ ___ ___ Driveway/Curb cuts no closer than 300 along Category III Streets (2-2-32.1)
- ___ ___ ___ Driveway spacing standards otherwise (5-39a)
- ___ ___ ___ Cul-de-sac right-of-way radii not less than 50 feet (2-2-7)
- ___ ___ ___ Cul-de-sac pavement radii not less than 40 feet (2-2-7)

CITY OF WINCHESTER SUBDIVISION CHECKLIST

YES NO NA

PROPOSED FEATURES- UTILITIES

- ___ ___ ___ Public water and sewer available (5-9)
- ___ ___ ___ Service extended to each lot (5-9)
- ___ ___ ___ Fire protection per Fire Chief & Utilities Superintendent (5-10)
 - ___ ___ ___ ~ Fire Hydrants (5-10)
 - ___ ___ ___ ~ Water mains adequately sized (5-10)
 - ___ ___ ___ ~ Looped system or waiver thereof (5-10)
- ___ ___ ___ Sanitary Profiles or contour maps showing grades (6-3-3.6)
- ___ ___ ___ Water Profiles or contour maps showing grades (6-3-3.6)
- ___ ___ ___ Sewer cross section (6-3-3.7)
- ___ ___ ___ Pipe bedding and backfill (6-3-3.7)
- ___ ___ ___ Proposed connections with existing sanitary sewer (6-3-3.8)
- ___ ___ ___ Proposed connections with existing water lines (6-3-3.8)
- ___ ___ ___ Utilities easements (6-3-3.6)
- ___ ___ ___ Underground installation of wire & cable utilities (5-41)
- ___ ___ ___ Wastewater pretreatment requirements identified (5-42)

OTHER INFORMATION

- ___ ___ ___ Parcels to be dedicated for public use and conditions of dedication (6-3-3.9)
- ___ ___ ___ Copy of protective covenants and deed restrictions (6-3-3.10)

FINAL SUBDIVISION

YES NO NA

- ___ ___ ___ Written request for final subdivision (6-4-1)
- ___ ___ ___ Ten copies of final plat (6-4-5)
- ___ ___ ___ Five copies of plan and specifications (5-12)

FINAL PLAT SPECIFICATIONS

- ___ ___ ___ All preliminary plat requirements (6-4-5)
- ___ ___ ___ Sheet Size equals 8.5" by 14" (6-4-5)
- ___ ___ ___ Blank oblong space 3 inches by 5 inches for approving signature (6-4-5.1)
- ___ ___ ___ Prepared by Land Surveyor duly licensed in Virginia (4-2)
- ___ ___ ___ Surveyor's/Engineer's Certificate (6-4-5.2)
- ___ ___ ___ Source of title (6-4-5.2)
- ___ ___ ___ Place of record of last instrument in chain of title (6-4-5.2)
- ___ ___ ___ Statement of owners, proprietors and trustees (6-4-5.3)
- ___ ___ ___ Subdivision as it appears is with free consent (6-4-5.3)
- ___ ___ ___ Acknowledged before officer authorized to take acknowledgement of deeds (6-4-5.3)
- ___ ___ ___ Plats for subdivisions of land from more than one source of title: (6-4-5.4)
 - ___ ___ ___ ~ Tract outlines indicated by dashed lines (6-4-5.4)
 - ___ ___ ___ ~ Each tract clearly identified (6-4-5.4)
- ___ ___ ___ Bearings & distances balance/close- accuracy no less than 1 in 10,000 (6-4-5.7)
- ___ ___ ___ Lot Location and dimensions by bearings & distances with curve data (6-4-5.6)

EXISTING FEATURES

- ___ ___ ___ Location and dimensions by bearings and distances (with curve data) (6-4-5.6)
 - ___ ___ ___ ~ Easement boundaries (6-4-5.6)
 - ___ ___ ___ ~ Parks (6-4-5.6)
 - ___ ___ ___ ~ School sites (6-4-5.6)
 - ___ ___ ___ ~ Other public areas (6-4-5.6)
- ___ ___ ___ Number and area of all building sites (6-4-5.6)
- ___ ___ ___ Public streets (6-4-5.6)
 - ___ ___ ___ ~ Names (6-4-5.6)
 - ___ ___ ___ ~ Route Number, if applicable (6-4-5.6)
 - ___ ___ ___ ~ Pavement and Right-of-Way Width (6-4-5.6)

CITY OF WINCHESTER SUBDIVISION CHECKLIST

YES NO NA

- ___ ___ ___ Private streets (6-4-5.6)
- ___ ___ ___ ~ Names (6-4-5.6)
- ___ ___ ___ ~ Pavement and Common Area Width (6-4-5.6)
- ___ ___ ___ Utilities (6-4-5.6)
- ___ ___ ___ Sanitary sewers (6-4-5.6)
- ___ ___ ___ Water mains (6-4-5.6)
- ___ ___ ___ Manholes (6-4-5.6)
- ___ ___ ___ Underground conduits (6-4-5.6)
- ___ ___ ___ Water courses (6-4-5.6)
- ___ ___ ___ Names (6-4-5.6)
- ___ ___ ___ Storm drains (6-4-5.6)

PROPOSED FEATURES- DRAINAGE

- ___ ___ ___ Drainage Profiles showing grades (6-4-5.5)
- ___ ___ ___ Water courses (6-4-5.6)
- ___ ___ ___ Names (6-4-5.6)
- ___ ___ ___ Easements within subdivision (6-4-5.5)
- ___ ___ ___ Easements through adjacent property- 20 foot minimum width (5-8)

PROPOSED FEATURES- STREETS & SIDEWALKS

- ___ ___ ___ Profiles showing grades (6-4-5.5)
- ___ ___ ___ ~ Ground surface at:
 - ___ ___ ___ • Street intersections (6-4-5.5)
 - ___ ___ ___ • Points of major grade change along center line (6-4-5.5)
 - ___ ___ ___ • Grade lines connecting with streets, intersections and major change points (6-4-5.5)
- ___ ___ ___ Location and dimensions by bearings and distances (with curve data): (6-4-5.6)
- ___ ___ ___ ~ Center lines of streets (6-4-5.6)
- ___ ___ ___ ~ Edges of street right-of-way (6-4-5.6)
- ___ ___ ___ ~ Proposed access easements (6-4-5.6)
- ___ ___ ___ Street frontage curve data shown at curve or in curve data table: (6-4-5.8)
- ___ ___ ___ ~ Delta (6-4-5.8)
- ___ ___ ___ ~ Radius arc (6-4-5.8)
- ___ ___ ___ ~ Tangent (6-4-5.8)
- ___ ___ ___ ~ Chord (6-4-5.8)
- ___ ___ ___ ~ Chord bearings (6-4-5.8)
- ___ ___ ___ Monuments (5-35)
- ___ ___ ___ ~ Concrete monuments 4" diameter, 3' long set 3" above finished grade at all:
 - ___ ___ ___ ~ street corners (5-36)
 - ___ ___ ___ ~ points where street intersects external subdivision boundary (5-36)
 - ___ ___ ___ ~ right angle points in streets (5-36)
 - ___ ___ ___ ~ curve points in streets (5-36)
 - ___ ___ ___ ~ Iron Pipes 3/4" min. diameter, 24" long set flush with finished grade at all lot corners other than those marked with concrete monuments (5-37)
- ___ ___ ___ Traffic Control (e.g. stops signs, pavement markings) (5-27)

PROPOSED FEATURES- UTILITIES

- ___ ___ ___ Water and Sewer Profiles showing grades (6-4-5.5)
- ___ ___ ___ Water mains
- ___ ___ ___ Sanitary Sewers
- ___ ___ ___ Manholes (6-4-5.6)
- ___ ___ ___ Underground conduits (6-4-5.6)
- ___ ___ ___ Easements for all utilities- 20 feet in width minimum: (5-8)
- ___ ___ ___ ~ Water (5-8)
- ___ ___ ___ ~ Sewer (5-8)
- ___ ___ ___ ~ Electric (5-8)

CITY OF WINCHESTER SUBDIVISION CHECKLIST

YES NO NA

- ___ ___ ___ ~ Telephone (5-8)
- ___ ___ ___ ~ CATV (5-8)
- ___ ___ ___ ~ Gas (5-8)
- ___ ___ ___ Other utilities (5-8)

OTHER

YES NO NA

- ___ ___ ___ Owners names and property lines: (6-4-5.6)
- ___ ___ ___ ~ Within boundaries of subdivision (6-4-5.6)
- ___ ___ ___ ~ Adjoining boundaries of subdivision (6-4-5.6)
- ___ ___ ___ Survey oriented to State Coordinate System (6-4-5.7)
- ___ ___ ___ ~ If creates two or more lots and within 1/2 mile of triangulation/traverse station (6-4-5.7)
- ___ ___ ___ ~ If beyond - to a known or permanent monument (6-4-5.7)
- ___ ___ ___ ~ Two adjacent reference points show State Plane Coordinates (6-4-5.7)
- ___ ___ ___ ~ Located by concrete monuments (6-4-5.7)
- ___ ___ ___ ~ Not less than 500 feet apart (6-4-5.7)
- ___ ___ ___ Deed of dedication accompany plat (6-4-5.9)
- ___ ___ ___ Agreement re: construction, use and maintenance of shared facilities (6-4-5.9)
- ___ ___ ___ Zoning Ordinance Regulations met or exceeded (5-6)
- ___ ___ ___ Deed transferring land under separate ownership (if any) to single ownership to be deposited with Administrator and recorded with final plat (5-18)
- ___ ___ ___ Bond for incomplete improvements before final plat approval (5-11)
- ___ ___ ___ Guarantee performance, workmanlike manner, in accord with specifications and construction schedule (5-11), or...
- ___ ___ ___ Payment to City outright estimated costs of improvements (5-11)

REMEMBER TO INCLUDE THIS COMPLETED CHECKLIST WITH YOUR PLANS, IT IS REQUIRED AS PART OF THE APPLICATION.