

Chapter 54

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*** Updated and approved by Town Council **XX XX, 2017****

Updated sections shall have the date of latest amendment noted at the start of modified section. Code of Virginia references--Land subdivision and development § 15.2-2240 et seq.; Virginia Public Records Act § 42.1-76 et seq.; Subdivided Land Sales Act of 1978 § 55-336 et seq.

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ARTICLE I. IN GENERAL

Sec. 54-1. Definitions.

The following words, terms, and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning. Unless otherwise specified, all distances shall be measured horizontally and at right angles to the line in relation to which the distance is specified.

<i>Agent</i>	The representative of the Planning Commission who has been appointed to serve the Commission in the processing, reviewing, and approving of preliminary subdivision plats.
<i>Alley</i>	A permanent service right-of-way providing a secondary means of access to abutting properties, which shall be construed to include, but not be limited to, rights-of-way known as Poplar Alley, Center Lane, Cooper's Alley.
<i>Authorized representative</i>	The individual appointed by the Town Council for the day-to-day enforcement and inspection of this chapter.
<i>Base Flood</i>	A flood that has a one percent chance of being equaled or exceeded in any given year. Also referred to as the 100-year flood.
<i>Base Flood Elevation (BFE)</i>	The water surface elevation of the Base Flood in relation to the datum specified on the Flood Insurance Study and Flood Insurance Rate Map.
<i>Building</i>	Any enclosed or open structure other than a tent or mobile home having a roof supported by columns or walls designed to support, shelter, house, or enclose persons, animals or property of any kind. The word "building" includes the word "structure."
<i>Building/Code Official</i>	The person appointed by the Town Council who issues the building permits for the structural design, construction, alteration, reconstruction, repair, restoration, demolition or razing of all or part of any building. It includes a Deputy Building/Code Official.
<i>Building permit</i>	An approval statement signed by the Zoning Administrator and the Building/Code Official authorizing the construction, alteration, reconstruction, repair, restoration, demolition or razing of all or a part of any building.
<i>Building setback</i>	The minimum distance by which any structure must be separated from the property line of a lot.
<i>Chesapeake Bay Preservation Area (CBPA)</i>	See Chapter 66, Section 66-193 of the Zoning Ordinance.
<i>Clerk</i>	The Clerk of the Circuit Court of Prince William County.

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<i>Commission</i>	The Planning Commission of the town.
<i>Cul-de-sac</i>	A street with one outlet and an appropriate turnaround for safe and convenient reverse traffic movement.
<i>Easement</i>	A grant or reservation by a property owner to another person for the use of a specified portion, or all, of said property for a specific purpose, without including title to the property.
<i>Engineer</i>	An individual who is qualified to engage in the practice of engineering or land surveying as attested by the issuance to such person of a currently valid license as a professional engineer by the state board for architects, professional engineers, land surveyors, certified interior designers and landscape architects.
<i>Floodplain</i>	An area flooded by a flood of specific frequency or magnitude and delineated as a regulated area by federal, state or local government order through the use of maps, flood elevations, flood profiles, or other techniques.
<i>Frontage</i>	The distance measured from side lot line to side lot line, parallel to the street line.
<i>Health official</i>	The health director or sanitarian serving the town.
<i>Highway engineer</i>	The resident engineer employed by the Virginia Department of Transportation (VDOT) and serving the town.
<i>Jurisdiction</i>	The area or territory subject to the legislative control of the Town Council.
<i>Land use and use of land</i>	Also include "building use" and "use of building."
<i>Lot</i>	A parcel of land created by a metes and bounds description or plat of subdivision meeting minimum zoning requirements for area, coverage, setbacks and other spaces as required at time of recordation. The word "lot" includes the words "plot" and "parcel."
<i>Lot, corner,</i>	A lot abutting upon two or more streets, at their intersection; the shortest side, fronting upon a street, shall be considered the front of the lot, and the longest side, fronting upon a street, shall be considered the side of the lot.
<i>Lot, depth of,</i>	The mean horizontal distance between the front and rear lot lines.
<i>Lot, double-frontage,</i>	An interior lot having frontage on two streets.
<i>Lot, interior,</i>	A lot other than a corner lot.
<i>Lot of record</i>	A lot which has been legally recorded in the Clerk of the Court's Office .
<i>Lot, width of,</i>	The mean horizontal distance between the side lot lines, measured at the building setback.

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<i>Owner</i>	Any person, group of persons, firm or firms, corporation or corporations, or any other legal entity having legal title to the land sought to be subdivided under this chapter.
<i>Pedestrian way or crosswalk</i>	A right-of-way across, along, or within a block, for use by pedestrian traffic, whether designated as a pedestrian way, crosswalk, or otherwise designated, which may include utilities.
<i>Planned unit development</i>	Parcels set aside for specialized purposes where tracts suitable in location, area and character for the uses and structures proposed are to be planned and developed on a unified basis.
<i>Plat, final,</i>	The map or plan of a subdivision of land that meets all the requirements of this chapter, including any accompanying material that may be required.
<i>Plat, preliminary,</i>	The plan or map of a property drawn to scale, submitted with all tentative plans showing the relationship of the proposed subdivision to existing railroads, lakes, rivers, off-site drainage areas, creeks, public and semipublic facilities.
<i>Resource Protection Area (RPA)</i>	See Chapter 66, Section 66-193 of the Zoning Ordinance.
<i>Re-subdivision</i>	An authorized change in property lines of a recorded subdivision.
<i>Right-of-way</i>	A strip of land dedicated or reserved for a street, crosswalk, railroad, road, water main, sanitary or storm sewer main, public utility or other special uses. For land platting purposes, the term "right-of-way" shall mean that every right-of-way, established after November 1, 1981, and shown on a final plat is to be separate and distinct from the lots or parcels adjoining such right-of-way and is not included within the dimensions or areas of such lots or parcels. A right-of-way intended for a street, crosswalk, water main, sanitary sewer storm drain or any other use, involving maintenance by a public agency, shall be dedicated to public use.
<i>Secretary</i>	The secretary of the Planning Commission of the town.
<i>Street</i>	A strip of land, including the entire right-of-way intended to be dedicated for use as a means of vehicular and pedestrian circulation by the public at large. The term "street" includes avenues, boulevards, highways, roads, bridges and the approaches thereto and all other public thoroughfares, but not alleys.
<i>Street, arterial,</i>	Any existing or future street, identified in any adopted plan, carrying traffic, or anticipated traffic, of more than 3,000 vehicles per day.
<i>Street, major,</i>	Any existing or future street, identified in an adopted plan, carrying traffic, or anticipated traffic, of 500 to 3,000 vehicles per day.
<i>Street, minor,</i>	Any existing or future street that is primarily used as a means of public access to abutting properties, with anticipated traffic of less than 500 vehicles per day.

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<i>Street, service,</i>	A public street, generally parallel and contiguous to major streets, primarily designed to promote safety by properly spacing points of access to major streets.
<i>Street width</i>	The total right-of-way width of the strip of land dedicated or reserved for public travel, including roadway, curb, gutter, sidewalk and planting strip.
<i>Subdivider</i>	A person owning any tract, lot or parcel of land to be subdivided, or a group of two or more persons owning any tract, lot or parcel of land to be subdivided, or a person given power of attorney to act on the owner's behalf in the subdivision of land.
<i>Subdivision</i>	The division of a parcel of land into two or more lots or parcels each for the purpose of transfer of ownership or building development; or, if a new street is involved in such division, any division of a parcel of land. The word "subdivision," or any derivative thereof, shall have reference to the term "subdivider."
<i>Surveyor</i>	A land surveyor certified by the Commonwealth of Virginia.
<i>Town Engineer</i>	The licensed engineer designated by the Town Council to furnish engineering assistance for the administration of this chapter.

Sec. 54-2. Purpose.

The purpose of this chapter is to establish certain subdivision standards and procedures for the town as provided for by Code of Virginia, §§ 15.2-2240--15.2-2279. These regulations are part of a long-range plan to guide and facilitate the orderly, beneficial growth of the community, and to promote the public health, safety, convenience, comfort, prosperity, and general welfare. More specifically, the purposes of these standards and procedures are to provide a guide for the change that occurs when land is developed for residential, business, or industrial purposes; assurance that the purchasers of lots are buying a commodity that is suitable for development and use; and to make possible the provision of public services in a safe, adequate, and efficient manner. Subdivided land eventually becomes a public responsibility because roads and streets must be maintained, and numerous public services customary to urban areas must be provided. This chapter assists the community in meeting these responsibilities.

Sec. 54-3. Exception.

Where the subdivider can show that a provision of these standards would cause unnecessary hardship if strictly adhered to, and where, because of topographical or other conditions peculiar to the site, and where, in the opinion of the agent, an exception may be made without destroying the intent of such provisions, the agent, with approval of the Council, may authorize an exception.

Any exception to be authorized shall be stated, in writing, by the agent, with the reasoning upon which the exception is justified. No exception to this chapter may be granted if it is opposed, in writing, by the highway engineer or health official.

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Sec. 54-4. Amendments.

This chapter may be amended, in whole or in part, by the Council, provided that any such amendment shall either originate with or be submitted to the Planning Commission for its recommendation; and further provided that no such amendment be adopted without a public hearing held by the Town Council. Notice of the time and place of the hearing shall have been given in accordance with the provisions of Code of Virginia, § 15.2-2204.

Sec. 54-5. Penalties.

Any person violating the provisions of this chapter shall be subject to a fine of not more than \$500.00 for each lot or parcel of land subdivided, transferred or sold. The description of such lot or parcel, by metes and bounds, in the instrument of transfer or other document used in the process of selling or transferring, shall not exempt the transaction from such penalties, or from the remedies provided in this chapter.

Secs. 54-6--54-35. Reserved.

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ARTICLE II. ADMINISTRATION

DIVISION 1. GENERALLY

Secs. 54-36--54-55. Reserved.

DIVISION 2. AGENT

Sec. 54-56. Appointed.

The agent appointed by the Town Council is delegated the responsibility and authority to oversee administration of this chapter and shall have the responsibility of approving or denying the preliminary plat.

Sec. 54-57. Duties.

The agent and authorized representatives shall perform their duties regarding subdivisions and subdividing in accordance with this chapter and the Land Subdivision and Development Act, Code of Virginia, § 15.2-2240 et seq.

Sec. 54-58. Consultation.

In the performance of their duties, the agent and authorized representatives may call for opinions or decisions, either oral or written, from other departments in considering details of any submitted plat. This authority of the agent shall have particular reference to the resident highway engineer, health official, sanitary district, fire marshal and Planning Commission.

Sec. 54-59. Additional authority.

In addition to the regulations contained in this chapter for the platting of subdivisions, the agent or authorized representatives may, from time to time, establish any reasonable additional administrative procedures deemed necessary for the administration of this chapter.

Secs. 54-60--54-90. Reserved.

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ARTICLE III. COMPLIANCE WITH CHAPTER

Sec. 54-91. Platting required.

Any owner or developer of any tract of land situated within the town who subdivides a parcel of land shall prepare a plat of such subdivision, in accordance with the provisions of this chapter, and shall record the plat in the office of the Clerk of the Court. No such subdivision plat shall be recorded unless it has been submitted to the agent, approved, and certified by the Planning Commission in accordance with the regulations set forth in this chapter.

Sec. 54-92. Recordation required.

No lot shall be sold in any proposed subdivision, nor shall any building permit be granted, until a final plat for the subdivision is approved and recorded.

Sec. 54-93. Appeals.

If a final plat of a subdivision is denied by Planning Commission, the subdivider may appeal the decision of the Planning Commission to the circuit court of the county. If a preliminary plat has been denied by the agent, the subdivider may appeal the decision of the agent to the Planning Commission.

Secs. 54-94--54-125. Reserved.

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ARTICLE IV. PREPARATION AND RECORDATION OF SUBDIVISION PLATS

Sec. 54-126. Draw and certify.

Every subdivision plat intended for recordation shall be prepared by a surveyor or engineer, who shall endorse upon each plat a certificate, signed by him, setting forth the source of the title of the land subdivided and the place of record of the last instrument in the chain of title. When the plat is of land acquired from more than one source of title, the outlines of the several tracts shall be indicated upon such plats, within an inset block, or by means of a dotted line upon the plat.

Sec. 54-127. Owner's statement.

Every subdivision plat intended for recording or deed of dedication to which the plat is attached shall contain, in addition to the surveyor's or engineer's certificate, the following statement:

"The platting or dedication of the following described land (insert a correct description of the land being subdivided) is with the free consent and in accordance with the desire of the undersigned owners, proprietors and trustees."

The above statement shall be signed by the owners, proprietors, and trustees, if any, and shall be duly notarized and, when executed and approved, shall be filed and recorded in the office of the clerk of the court.

Sec. 54-128. No person exempt.

No person shall subdivide any tract of land that is located within the town except in conformance with the provisions of this chapter.

Sec. 54-129. Private contracts.

This chapter bears no relation to any private easement, covenant, agreement, or restriction, nor is the responsibility of enforcing such private easement, covenant, agreement, or restriction implied in this chapter to any public official. When this chapter calls for more restrictive standards than required by a private contract, the provisions of this chapter shall prevail.

Sec. 54-130. Changes.

No change, erasure, or revision shall be made on any subdivision plat intended for recording, nor on accompanying data sheets, after the written approval of the Planning Commission on the plat or sheets, unless written authorization for such change has been granted by the Planning Commission.

Sec. 54-131. Fees.

There shall be a charge for the examination of every plat reviewed. At the time of filing the plat, the subdivider shall deposit with the town checks payable to the town in amounts specified by the adopted schedule of fees.

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Sec. 54-132. Transfer of areas for public use.

The recording of a plat shall serve to transfer, in fee simple, to the town all portions of the area platted that are set apart for streets, alleys, easements, or other public use, and to create a public right-of-passage over them. No such areas dedicated to public use shall be encumbered by easements retained by the subdivider or granted to utility companies or other corporate or natural persons. Nothing contained herein, however, shall prevent the subdivider from constructing and maintaining improvements required by this chapter.

Secs. 54-133--54-165. Reserved.

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ARTICLE V. GENERAL REGULATIONS

Sec. 54-166. Mutual responsibility.

There is a mutual responsibility between the subdivider and the town to divide the land so as to improve the general use pattern of the land being subdivided.

Sec. 54-167. Suitable land.

The Planning Commission may not approve the subdivision of land if it has been determined that, from adequate investigations conducted by all public agencies concerned and in the best interest of the public, the site is not suitable for the platting and development purposes being proposed. The Planning Commission may require the subdivider to furnish topographic maps, floodplain profile elevation information, or other relevant information.

Sec. 54-168. Flooding.

- (a) All subdivision proposals shall be consistent with the need to minimize flood damage.
- (b) All subdivision proposals shall have public utilities and facilities such as sewer, gas, electrical, sanitary sewer, and water systems located and constructed to minimize flood damage.
- (c) All subdivision proposals shall have adequate drainage provided to reduce exposure to flood hazards.
- (d) In areas where a Base Flood Elevation has not been previously established, Base Flood Elevation data shall be obtained from other sources or developed using detailed methodologies, hydraulic and hydrologic analysis, comparable to those contained in a Flood Insurance Study for subdivision proposals and other proposed development proposals (including manufactured home parks and subdivisions) that exceed fifty lots or five acres, whichever is the lesser.
- (e) Land in the 100-year floodplain, other land subject to flooding and land deemed to be topographically unsuitable shall not be platted for residential occupancy, or for such other uses in such a way as to endanger health, life or property, or aggravate erosion or flood hazard. Such land within the subdivision shall be set aside on the plat for such uses as shall neither be endangered by periodic or occasional inundation, nor produce conditions contrary to public welfare.

Sec. 54-169. Improvements.

- (a) All required improvements shall be installed by the subdivider at his cost. Specifications that have been established either by the Virginia Department of Transportation (VDOT) for streets or town regulations, ordinances, and codes shall be followed. The subdivider's bond shall not be released until all construction has been completed and approved by the Town Engineer or

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appropriate official. All improvements shall be in accordance with the requirements of this section.

- (b) All public streets in the proposed subdivision shall be designed and constructed in accordance with the standards set by VDOT for acceptance into the state secondary road system, and at no cost to the town.

1. *Alignment and layout.*

- a. The arrangement of streets in new subdivisions shall make provision for the continuation of existing streets in adjoining areas and proposed streets, as shown on the approved site plan. The street arrangement must cause no unnecessary hardship to owners of adjoining property when seeking convenient access to their property.
- b. Where, in the opinion of the agent, it is desirable to provide for street access to adjoining properties, the right-of-way of the proposed streets shall be extended to the boundary line of such properties.
- c. Half streets along the boundary of land proposed for subdivision shall not be permitted, unless approved by Town Council.
- d. Wherever possible, streets shall intersect at right angles. In all hillside areas, streets running with contours shall be required to meet the intersecting streets at angles of not less than 60 degrees unless approved by the agent upon recommendation of the highway engineer.

2. Use of alleys in new subdivisions is not permitted.

3. *Private streets.*

- a. Private streets shall not be allowed in any new subdivisions; except that townhouse, multifamily and apartment projects may have access to a publicly maintained road via a private street, provided that it meets the appropriate design standards as approved by the Planning Commission of the town regulations. In no case shall there be reserve strips.
- b. Private streets shall be platted such that all lot owners are assured perpetual right of access to a publicly maintained street. The final plat shall note each private street as "privately owned and privately maintained by the lot owner(s)." The final plat shall also provide an adequate easement for ingress, egress, maintenance of utilities, and public agencies, including police and fire departments.
- c. Private streets shall be constructed of minimum pavement design of six-inch 21A subgrade and two-inch SM-2A asphalt surface, or other such road section approved by the Town Engineer. Dead-end streets or culs-de-sac shall be terminated with a turnaround approved by the Town Engineer.

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4. *Names.*

- a. Proposed streets that are obviously in alignment with other existing and named streets shall bear the names of the duplicate existing street names, regardless of the use of the suffixes "street," "avenue," "boulevard," "road," "driveway," "place," "lane," or "court."
- b. Street names shall be indicated on the preliminary and final plats and shall be approved by the council.
- c. Names of existing streets shall not be changed, except by approval of the Town Council.
- d. Street names shall be approved by Prince William County GIS for full use in the 9-1-1 system.

5. *Identification signs.* Street identification signs shall be readable from either side, of a design approved by the Town Council, and installed at all intersections by the subdivider.

(c) *Monuments.*

1. *Installation.* All monuments shall be installed by the subdivider and shall meet the minimum specifications described in this subsection. Upon completion of subdivision streets, sewers, and other improvements, the subdivider shall make certain that all required monuments are clearly visible for inspection and use. Such monuments shall be inspected and approved before an occupancy permit is issued by the Building Official.

2. *Location.*

- a. *Iron pipe.* All lot corners, other than those at street corners, shall be marked with iron pipe not less than three-fourths inch in diameter and 18 inches long, and driven so as to be flush with the finished grade.

- (d) *Water facilities.* Public water service shall be extended by the subdivider to all lots within a subdivision, in accordance with the approved site plan.

- (e) *Sewerage facilities.* Public sewerage facilities shall be extended by the subdivider to all lots within a subdivision, and septic tanks will not be permitted. The subdivider shall provide each lot with a satisfactory and sanitary means of sewage collection and disposal in accordance with the approved site plan.

- (f) *Storm drainage facilities.* The subdivider shall provide all necessary information needed to determine what drainage improvements are necessary to develop such property. The subdivider shall install the approved storm drainage facilities in accordance with the approved site plan.

- (g) *Fire protection.* Fire hydrants shall be required in a subdivision at locations approved by the agent, provided adequate public water is available. The location and design of the fire hydrants shall meet the American Insurance Association's specifications and be in accordance with the approved site plan.

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- (h) *Easements.* The Planning Commission may require the subdivider to provide easements through adjoining property. The width of easement provided for drainage, water, sewer, power lines and other utilities in the subdivision shall be determined by the Planning Commission.
- (i) *Plans and specifications.* Six blue or black line prints of the plans and specifications, for all required physical improvements to be installed, shall be prepared by an engineer or land surveyor and shall be submitted with the final plat to the agent for approval within 30 days. If approved, one copy, bearing certification of such approval, shall be returned to the subdivider. If denied, all papers, except for one copy, shall be returned to the subdivider, with written reason(s) for denial.
- (j) *Bonding.*
 - 1. *Performance bond.*
 - a. The subdivider shall furnish a cash bond or equivalent, a surety bond of a surety company, or a certified check, payable to the town, in an amount equal to the total cost of the public improvements determined by the Council using the most recent Prince William County Unit Price List. Such bond or check shall guarantee that the improvements will be installed within a reasonable length of time in a manner acceptable to the Council. The bond or check shall accompany the final plat. When construction has been completed, approved and accepted on sections of the required improvements, the Council may release the bond submitted for the amount of the entire required improvements or a portion thereof leaving an amount adequate to cover the entire cost of the improvements yet to be constructed, approved, and accepted.
 - b. Occupancy permits shall not be issued until all proposed public and private improvements on a site plan are completed; however, the Zoning Administrator shall have the authority, in his discretion and in appropriate cases, to accept a completion bond in a satisfactory amount to ensure completion of public or private improvements in lieu of actual completion where the Zoning Administrator finds that a completion bond adequately protects future owners.
 - 2. *Maintenance bond.*

The subdivider shall be required to file a maintenance bond with the Town in an amount considered adequate and in a form satisfactory to the Town, in order to assure the satisfactory condition of the required landscape improvements, for a period of one year after the date of their acceptance by the Town Council.
 - 3. *Phased development.* If development is projected over a period of years, the Planning Commission may authorize submission of final plats by section or phase of development, subject to requirements or guarantees for improvements in future sections or phases of development essential for the protection of any approved section of development.
 - 4. *Absence of bond.* In the absence of a performance bond or check, no final plat shall be approved or recorded until the required improvements have been installed and approved by the agent or his authorized representative.
 - 5. *Final as-built drawings.* Final as-built drawings, showing all sub-surface utility conditions, shall be provided prior to release of the performance bond. Three certified reproducible copy

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shall be provided to the Agent, with accompanying letter certifying accuracy, submitted in sufficient time to permit review prior to release of performance bond.

- (k) *Sidewalks.* Sidewalks shall be constructed in all subdivisions in accordance with the specifications of VDOT.
- (l) *Curb and gutter.* Where deemed necessary by the Planning Commission, curbs and gutters shall be installed in accordance with the standards and specifications of the town engineer and VDOT.

Sec. 54-170. Lots.

The following shall be taken into consideration when subdividing lots:

- (a) *Shape.* The lot arrangement, design, and shape shall provide satisfactory and desirable sites for buildings and be properly related to topography. Lots shall not contain peculiarly shaped extensions solely to provide necessary square footage of area that would be unusable for normal purposes.
- (b) *Location.* Each lot shall abut an existing or proposed dedicated public street, or on a street that has become public by right of use. If the existing streets are not 50 feet in width, the subdivider shall make provision, in the deeds to the lots, that all buildings be constructed so as to permit the widening of such roads or streets to a width of 50 feet by dedication.
- (c) Corner lots shall have width sufficient for adequate site distance on both streets.
- (d) Side lines of lots shall be approximately at right angles, or radial to the street line.
- (e) *Separate ownership.* Where the land covered by a subdivision includes two or more parcels in separate ownership and the property ownership line divides one or more lots, the land in each divided lot shall be transferred by deed to single ownership, simultaneously with the recording of the final plat. This deed is to be recorded with the clerk of the court and held with the final plat until the subdivider is ready to record same, and then both shall be recorded.
- (f) *Off-street parking and delivery facilities.* All subdivisions, including those intended for business and industrial uses, shall include space set aside for off-street parking and/or delivery facilities, in accordance with Chapter 66.

Sec. 54-171. Repealed.

Secs. 54-172--54-200. Reserved.

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ARTICLE VI. APPROVAL OF PLATS

Sec. 54-201. Repealed.

Sec. 54-202. Preliminary plat.

For subdivisions of 51 or more lots, the subdivider shall present to the authorized representative six prints of a preliminary layout, at a scale no larger than 100 feet per inch, as a preliminary plat. The preliminary plat shall include the following information:

- (a) *Identification.* Name of subdivision, owner, subdivider, person preparing drawing, date of drawing, number of sheets, north point and scale. If true north is used, method of determination must be shown.
- (b) *Vicinity map.* Location of proposed subdivision, by an inset map, at a scale of not less than two inches equal one mile, showing adjoining roads, road names and numbers, towns, subdivisions, other landmarks.
- (c) *Boundaries of subdivision.* A boundary survey or existing survey of record; total acreage; acreage of subdivided area; number, approximate area, and frontage of all building sites; existing buildings within the boundaries of the tract; names of owners and property lines within the boundaries of the tract and adjoining such boundaries.
- (d) *Streets, utilities and other data.* All existing, platted and proposed streets, names, numbers and widths; existing utility or other easements; public areas and parking spaces; culverts, drains and watercourses and their names; flood profile; and other pertinent data.
- (e) *Drainage.* The storm drainage layout, including drainage easements and means of transporting the drainage to a well-defined open stream that is considered natural drainage, or to another approved drainage control facility.
- (f) *Water and sewer.* Proposed connections with existing sanitary sewers and existing water supply or alternate means of sewage disposal and water supply. The location of all sewers shall be shown. The distance between manholes shall not exceed 400 feet. The location of all water lines shall be shown, as well as the location of necessary fire hydrants.
- (g) *Grades.* Existing and proposed contours at a minimum interval of five feet, including tentative street grades.
- (h) *Aerial or USGS map.* A location map tying the subdivision into the present road system, by using either aerial photographs, Prince William County topographic maps, or topographic maps of the United States Geological Survey.
- (i) *Floodplain information.* A map showing the location of the proposed subdivision and/or land development with respect to any designated floodplain district, including information on, but not limited to, the 100-year flood elevations, boundaries of the floodplain districts, proposed lots and sites, fills, floods or erosion protective facilities, and areas subject to special deed restrictions.

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- (j) *Chesapeake Bay areas.* All Resources Protection Areas and Resource Management Areas, as defined by Chapter 66, Zoning, Article II, Division 7, Chesapeake Bay Preservation Overlay District.

Sec. 54-203. Approval of preliminary plat.

The agent shall discuss the preliminary plat with the subdivider in order to determine whether or not the preliminary plat generally conforms to the requirements of this chapter, Article II of Chapter 18, Chapter 66, VDOT, health department, and any other appropriate ordinance, rule, or regulation. Within 60 days of the preliminary plat submission, the subdivider shall be advised, in writing, by formal letter or by legible markings on the preliminary plat, of any additional data that may be required, and the character and extent of public improvements that will have to be made.

Sec. 54-204. No guarantee.

Approval of the preliminary plat does not guarantee approval of the final plat.

Sec. 54-205. Repealed.

Sec. 54-206. Final plat.

Within six months after receiving approval of the preliminary plat, the subdivider shall file with the agent a final subdivision plat in accordance with this chapter. Failure to do so shall make the preliminary approval null and void. The agent may, on written request by the subdivider, grant a one-time, six-month extension.

The subdivision plat submitted for final approval and subsequent recording shall be clearly and legibly drawn, at a scale and sheet size acceptable to the Prince William County Clerk of the Circuit Court. The final plat shall conform to any approved site plan for the subdivision and include the following:

- (a) *Drainage.* The complete storm drainage layout, including all pipe sizes, types, drainage easements and means of transporting the drainage.
- (b) *Water and sewer.* The location, type, profile, percentage of slope, pipe size and location of manholes for all sewers. The location, type and size of all water lines and the location of necessary control valves shall be shown.
- (c) *Street construction.* A cross section, showing the proposed street construction, depth and type of base, type of surface, etc.
- (d) *Grades.* A profile or contour map showing the proposed grades for streets and drainage facilities, including the elevations of existing and proposed ground surface at all street intersections, and at points of major grade change along the center of streets, together with the proposed connecting grade lines.
- (e) *Approval space.* A blank space, three inches by five inches, reserved for the use of the approving authority.

SUBDIVISIONS

- (f) *Certificates of title.* Certificates signed by a surveyor or engineer, setting forth the source of title of the owners of the land subdivided and the place of record of the last instrument in the chain of title.
- (g) *Owner's statement.* A statement as follows: "The platting or dedication of the following described land (insert a correct description of the land being subdivided) is with the free consent and in accordance with the desire of the undersigned owners, proprietors and trustees."
- (h) *Identification of tracts.* When the subdivision consists of land acquired from more than one source of title, the outlines of the various tracts shall be indicated by dashes and the identification of the respective tracts shall be placed on the plat.
- (i) *Streets, public uses, utilities.*
 - 1. The accurate location and dimensions by bearings and distances with all curve data on all lots and streets;
 - 2. Boundaries of all proposed or existing easements;
 - 3. Parks;
 - 4. School sites;
 - 5. All existing public and private streets, including names, numbers, and widths;
 - 6. Existing utilities, and those to be provided, such as sanitary sewers, storm drains, water mains, manholes and underground conduits, including sizes and types;
 - 7. Watercourses and names; and
 - 8. Names of owners and the property lines, both within the boundary of the subdivision and adjoining such boundaries.
- (j) *Street curves.* The data of all curves along the street frontage shall be shown in detail on the curve data table containing the following: delta, radius, arc, tangent, chord and chord bearings.
- (k) *CBPA.* All CBPA information required by Chapter 66, Zoning, Article II, Division 7, Chesapeake Bay Preservation Overlay District, as applicable.
- (l) *RPAs.* The depiction of all resource protection area boundaries, including a notation to retain an undisturbed and vegetative 100-foot-wide buffer area, as specified in Chapter 66, Zoning, Article II, Division 7, and a notation of the permissibility of only specified exemptions in resource protection areas.
- (m) *Wetlands.* If the subdivided property contains wetlands, and/or resource protection areas, there shall be a note on the plat which states the following: "Wetlands and land within resource protection areas shall remain in a natural and undisturbed state except for those activities and uses allowed by 9 VAC 10-20-130 of the Chesapeake Bay Preservation Area Designation and Management Regulations."

Sec. 54-207. Approval of final plat.

The completed plat shall be submitted to the Planning Commission for approval. The plat shall not be approved until the subdivider has complied with the general requirements and minimum standards of design in accordance with this chapter and has made satisfactory arrangements for performance bond, cash, or cash bond to cover the cost of necessary improvements, in lieu of construction, to the satisfaction of the Town. Upon the approval by the Planning Commission, the plat will be signed by the Planning Commission or its agent, marked "approved," and returned to the subdivider, who will cause the plat to be recorded in the clerk's office of the circuit court of the county. No plat shall be recorded until approval has been made. If the plat submission is denied, the Planning Commission will return the plat to the subdivider, indicating corrections to be made by the subdivider.

Sec. 54-208. Extension of Subdivision Plat Approvals to Address Housing Crisis.

Provisions for extension of zoning approvals shall be in conformance with the Code of Virginia § 15.2-2209.1.