

PLAT CONTENT CHECKLIST

Rev. 06/2025

Project Address: _____

Project Name: _____

Applicant Name: _____

Applicant Phone: _____ Applicant Email: _____

Engineer Name: _____

Engineer Phone: _____ Engineer Email: _____

GENERAL:		Yes, No, N/A	Sheet Number
1.	Each plat sheet must be signed, sealed, and dated by the professional responsible for the contents of the sheet in accordance with state requirements.		
2.	Provide town numbers for all plans associated with the plat. Ensure the plat and associated plans are coordinated including geometry and easement callouts easements, RPA, dedications, and vacations.		
3.	Provide the name and address of the owner(s) on the first sheet of the plat.		
4.	Provide a statement that the land boundary survey shown is based on a current field survey. Note the date of the survey and the name of the professional that performed the survey.		
5.	Provide a statement as to whether a current title report was furnished to the professional. If no title report provided, provide the following note: "All previously recorded right-of-way, easements, or other Town of Herndon interests remain in full force and effect unless otherwise shown on this plat."		
6.	Provide a statement as to whether there were areas of contamination, remediation, or other adverse environmental conditions encountered on the property.		
7.	Provide a statement as to whether there were gravesites or structures marking a place of burial on the property.		
8.	Provide the location of the parcel (i.e. name of the subdivision, town, county, and state) in the title block on all sheets. Note the date that the plat was prepared in the title block.		
9.	Ensure the plat title block clearly and accurately describes the purpose of the plat, including all proposed easements, vacations, dedications, or other actions affecting property rights.		
10.	Provide a vicinity map in the upper right corner of the first sheet at a scale of 1"=500'. Map must note the location of the project site and must show the names of nearby roads, streams, subdivisions, or other landmarks to clearly identify the location of the property. Map text must be minimum 0.1" in height.		
11.	List the names of any holders of easements or liens affecting the property on the first sheet of the plat. State whether all easements have been shown on the plat.		
12.	All horizontal information must be provided in the NAD83 datum.		
13.	Provide the surveyor's certificate with source of title with instrument or deed book and page numbers.		
14.	Provide all plan views to scale using an engineering scale (e.g., 1"=10', 1"=20', 1"=40', 1"=60' etc.). Note the scale on all plan views and provide a scale bar for all plan views.		
15.	Ensure all text is a minimum of 0.1" high when sheets are printed full-size.		
16.	All plat linework and non-signature text must be black. Screening or colored linework is not allowed. Ink used to sign the plat may be black or dark blue only.		

PLAT CONTENT CHECKLIST

17.	Show a north arrow on all plan views including the vicinity map on the cover sheet. North arrow must be referenced to VCS NAD '83 or True North.		
18.	Note the total existing parcel area, any proposed lots or street dedication areas, and the final parcel area. All areas must be provided to the nearest one-ten thousandth of an acre (i.e. 0.0000 acres) and to the nearest square foot.		
19.	Provide adjoining property tax map numbers, address, owner names, and zoning.		
20.	Show parcel property lines with associated bearings and distances.		
21.	Show the town corporate limit line as applicable.		
22.	Show all streets in the vicinity of the parcel with dimensions to centerline, centerline bearing, total right of way width, and street name.		
23.	Show all existing easements and dedications and note associated deed book and page numbers.		
24.	Plats involving the dedication or vacation of property rights, including but not limited to right-of-way dedications, easement dedications, easement vacations, etc. must note the action being performed (e.g. "HEREBY GRANTED", "HEREBY DEDICATED", "HEREBY VACATED", etc. as appropriate).		
25.	Show hatching to indicate any areas of easement vacation. Provide a legend for all hatching.		
26.	All proposed easements must be tied by bearing and distance to a lot corner or other definable point tied to property lines.		
27.	Provide bearings and distances as well as curve data for all boundary lines and easement centerlines. Label or dimension all easement widths.		
28.	Provide all dimensions to the nearest 1/100 of a foot.		
29.	Include match lines on all contiguous plat sheets to ensure continuity and proper alignment.		