

THIS PAMPHLET OUTLINES THE FINAL PLAT PREPARATION AND PROCEDURE IN THE TOWN OF WARRENTON. THIS IS A GENERAL GUIDE FOR THE OWNER/BUILDER. PLEASE CONSULT THE ACHECKLIST FOR PLAT PREPARATION AND PROCEDURE FOR SPECIFIC EXPLANATIONS OF THE CRITERIA REQUIRED FOR APPROVAL.

Preliminary Plat Submission: Before any Final Plat shall be submitted a Preliminary Plat must be submitted and accepted by the Planning Director and approved by the Planning Commission. After the Planning Commission approves the Preliminary Plat the subdivider has six (6) months to file the Final Plat with the Planning Director.

Final Plat to be Submitted: Twelve (12) paper copies of the Final Plat must be submitted to the Planning Director, who will forward it to the Town Council. Together. Along with the paper copies, one digital copy of the Final Plat must be provided to the Planning Director in a software and storage format suitable to the Town, as determined by the Planning Director.

Twelve (12) copies of the Final Plat drawn in accordance with Section 4-11 of the Subdivision Ordinance and twelve (12) copies of the Final Plat reduced in size to approximately eight (8) inches by fourteen (14) inches must be submitted. One copy each of the full size Final Plat and of the reduced size Final Plat must be provided on a durable, reproducible material such as Mylar, acceptable to the Planning Director. Such reproducible copies must be submitted together with the paper copies.

Final Plat Requirements: The Final Plat must adhere to the requirements outlined in Section 3-11 of

the Subdivision Ordinance. The Subdivision Ordinance can be found on the Town's website, www.townofwarrenton.com under Planning and Community Development.

Documents to Accompany Final Plat: The Final Plat must be accompanied by several documents when delivered to the Planning Director. A complete list of items that must accompany the Final Plat submission can be found in section 3-12 of the Town's Subdivision Ordinance.

Town Council Action on Final Plat: Within sixty (60) days after any Final Plat and the accompanying documents required by the Subdivision Ordinance have been officially accepted, the Town Council will render a decision of approval or disapproval. Following disapproval of a plat, all copies of the plat and accompanying documents will be returned to the subdivider. The Planning Director, on behalf of the Town Council, will provide written notification to the subdivider stating the reasons for disapproval.

Disposition of Final Plat: Following approval, two (2) copies of the Final Plat measuring fifteen (15) inches by twenty (20) inches and one (1) copy of the reduced size plat will be returned to the subdivider. The subdivider must submit to the Clerk of Court one (1) copy of the reduced size plat for recordation and one (1) copy of the full size Final Plat for filing in the subdivision plat book. One (1) additional copy of the full size plat must be delivered to the Treasurer of the Town of Warrenton, and the remaining copies thereof, with the accompanying documents, shall be retained in the files of the Administrator. Any surety bond, approved by the Town Attorney to be posted by the subdivider pursuant to the requirements of the Subdivision Ordinance must be delivered to the Planning Director. A cash escrow, check or letter

of credit, if any, must be delivered to the Finance Director.

Bonding: Upon approval of the cost estimates required in 3-12.3 of the Subdivision Ordinance, the owner or developer is required to submit: (1) a certificate certifying that the construction costs have been paid to the person constructing such improvements covered by the cost estimates; or (2) a cash escrow, certified check, or performance and payment bond surety with escalation clause for the cost of improvements to insure completion; or (3) a bank or savings institutions letter of credit, on certain designated funds satisfactory to the Planning Director as to the institution, the amount and the form.

The Town Council, or its designated administrative agent, may grant periodic partial releases of any bond, escrow, letter of credit, or other performance guarantee required for the completion of publicly dedicated improvements under the conditions found in section 3.15.2 of the Subdivision Ordinance.

Fees: The fee for processing a plat shall be established by the Town Council by resolution. Please ask a staff member for a current fee schedule.

SUBMITTED PLATS MUST INCLUDE PAYMENT OF REVIEW FEES.

IF YOU WOULD LIKE FURTHER INFORMATION OR HAVE ANY QUESTIONS REGARDING THE INFORMATION PROVIDED IN THIS PAMPHLET, PLEASE CONTACT THE TOWN OF WARRENTON, DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT AT (540) 347-2405.

**TOWN OF WARRENTON PLAT
PREPARATION AND
PROCEDURE**

1. Complete all the required Preliminary Plat Procedures. See Preliminary Plat Brochure.
 2. Review sections 3-11 and 3-12 of the Subdivision Ordinance to ensure that the Final Plat contains all required information and documents.
 3. Submit twelve (12) copies of the Final Plat submission to the Planning Director in addition to twelve (12) copies of the Final Plat reduced to eight (8") inches by fourteen (14") inches along with one digital copy.
 4. Town Council will review the Final Plat within sixty (60) days of its submittal. They will vote to approve or disapprove the Final Plat.
 4. Following approval of the Final Plat, the subdivider must submit to the Clerk of Court one (1) copy of the reduced size plat for recordation and one (1) copy of the full size Final Plat for filing in the subdivision plat book. One (1) additional copy of the full size plat must be delivered to the Treasurer of the Town of Warrenton
 5. Any surety bond must be delivered to the Planning Director. A cash escrow, check or letter of credit, if any, must be delivered to the Finance Director.
 6. Upon approval of cost estimates the subdivider/ developer must adhere to bonding requirements in accordance with section 3-15 of the Subdivision Ordinance.
- *Contact the Department of Planning and Community Development if you require and assistance.

**PLAT PREPARATION AND
PROCEDURE**



**A STEP BY STEP PROCESS
FOR FINAL PLAT
PREPARATION AND
PROCEDURE**

**FOR FURTHER INFORMATION AND
ADDITIONAL HELP PLEASE
CONTACT:**

**The Department of Planning and
Community Development
18 Court Street
Warrenton, VA 20186
(540) 347-2405
Monday-Friday:
8:00 a.m. 4:30 p.m.**

**PREPARED BY:
THE DEPARTMENT OF
PLANNING AND COMMUNITY
DEVELOPMENT**