



# Plat Review Checklist

Note: This does not encompass all City requirements. Additional comments outside of this checklist may be made by the PRC reviewers.

- Title, date of survey, graphic & numeric scale, and location map and, if applicable, the size and shape of any residual tract or tracts
- TMS# and references to previous plats and/or deeds, and owner(s) of the tract
- Existing addresses noted
- North arrow with designation as grid, magnetic, or astronomic, with date if different from plat
- Total acreage, highland acreage, wetland acreage, and critical area acreage
- Courses and distances of the perimeter of the subject property(ies) and distance to nearest street intersection
- Charleston city limit line
- Locations of structures or other significant physical features existing on the tract
- All intersecting boundaries or property lines with the full names of owners and TMS numbers of adjoining properties
- Locations and names of water courses within or adjoining the tract
- Flood Zone designations, including the community panel number and date of map
- The locations, names and right-of-way widths of existing streets & railroads within/adjoining the tract. Note ownership/maintenance
- Location of existing and proposed/new lot lines with courses/distances noted. Location of property lines being abandoned/adjusted ("to be abandoned" or "to be adjusted") with courses/distances noted
- All existing/proposed easements (description, width, and, if applicable, centerline data) and existing utilities
- Curve/line data tables
- Verification statement of the location of OCRM critical areas and wetland areas under the jurisdiction of OCRM or the C.O.E. (delineation, permit number, date, signature, etc)
- R.L.S. certification of the preparer of plat
- A tree survey in accordance with Section 54-328, of the Zoning Ordinance *(if/when requested by City staff)*
- Applicable required landscape buffers and/or Critical Line buffer. Critical Line buffer should be accompanied with building setback to buffer and jurisdictional statement
- Description of all property markers, including the size and material
- All property lines with distances and accurate bearings or deflection angles noted. For property lines, which are curves or are part of curves, the arc length, radius, tangent distance, and point of tangency shall be noted.
- All known or discovered encroachments
- A Certificate of Accuracy with the signature, seal, and certification of the registered professional land surveyor who prepared the plat to the effect that the final plat accurately reflects a "Class A" survey, that all monuments shown thereon actually exist and their position is accurately shown, and that all dimensional details are correct.
- Property line adjustment or abandonment plats incorporating properties owned by different entities must provide written documentation from all owners that they are agreeable to the property line change. Documentation may be an affidavit, written letter, etc. The owners must sign the documentation and reference should be made to the adjustment plat prepared by surveyor with the plat title and plat date noted.