



PLAT CHECKLIST

Section 1. PURPOSE

This policy is a plat checklist for properties that will be served by public water and/or sewer by the Bedford Regional Water Authority (“Authority”).

Section 2. CHECKLIST

The checklist utilized by the Authority will be similar to that which is shown below.

Project Name: _____

Location: _____

Consulting Engineering Firm: _____

Date Plans Received:

<u>Project Status (Circle One)</u>
Initial Review
Revised Submittal (Submittal No. ____)

Date on Plans:

I. MINIMUM REQUIREMENTS

A. General

1. The project name and date with latest revisions are clearly noted on the cover of the plat.
2. Original Professional Engineer or Land Surveyor seal and signature with date are on the cover sheet/title page of the plat.
3. Plats are of adequate size (17" x 22"), scale and detail.
4. Vicinity map on title sheet clearly shows the location of the project.
5. North arrow is shown.
6. Horizontal scales are identified, preferably with graphic scale bar.
7. Property identification is noted for adjacent properties.
8. E911 road names and route numbers are shown for existing adjacent streets.

<u>YES</u>	<u>NO</u>	<u>N/A</u>
___	___	___
___	___	___
___	___	___
___	___	___
___	___	___
___	___	___
___	___	___
___	___	___

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B. Details

1. Signature block for the Authority is on plat.
2. Name and address of the engineering/surveying firm that prepared the documents are clearly shown on the cover sheet of the plat.

<u>YES</u>	<u>NO</u>	<u>N/A</u>
___	___	___
___	___	___

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|---|-----|-----|-----|
| 3. A note on the plat states if the property is being served by public sewer from the Authority. | ___ | ___ | ___ |
| 4. A note on the plat states if the property is being served by public water from the Authority. | ___ | ___ | ___ |
| 5. Prints and copies are legible. | ___ | ___ | ___ |
| 6. Plat layout matches water and/or sewer design plans. | ___ | ___ | ___ |
| 7. Easements for public water and public sewer are shown (min. of 10-feet when adjacent to PUE or ROW; min. of 20-feet per Design Standards). | ___ | ___ | ___ |
| 8. New Easements are provided for existing public water and public sewer infrastructure for which there are no existing easements (min. of 10-feet when adjacent to PUE or ROW; min. of 20-feet per Design Standards). | ___ | ___ | ___ |
| 9. Use of public or private roadways for vehicular access by BRWA to public water and public sewer easements is addressed by either dedicated rights-of-way for the roadways, ingress/egress easements dedicated to BRWA, or public water and public sewer easements extending the full widths of the roadways. | ___ | ___ | ___ |
| 10. Easements are provided for private water and private sewer service lines where crossing of other properties is required to access existing or proposed public water and public sewer connection locations. | ___ | ___ | ___ |
| 11. Easement use and ownership are indicated, including notation of to whom the easements are dedicated and/or the properties for which the easements are of benefit. | ___ | ___ | ___ |
| 12. Where water or sewer easements are shown on the plat, whether privately dedicated or through public utility easements, the following note is present on the plat:

<i>“Utility owner(s) shall have reasonable access to easements and the right from time to time to cut or remove trees, underbrush, or other obstructions within the easements which may interfere with the right of easement granted. The easements shall not be obstructed by a permanent structure and/or trees and shrubbery which would interfere with the facilities constructed on this easement, nor shall the grade of the easement be changed except as may be mutually agreed upon between the property owner and utility owner(s).”</i> | ___ | ___ | ___ |

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Section 3. REVISIONS

- A. This policy was approved and adopted by the Authority's Executive Director on June 27, 2013, effective July 1, 2013.

- B. This policy was modified as follows:
 - 1. Approved October 4, 2022, effective October 4, 2022:
 - a. Checklist items were modified, re-ordered and grouped to better correspond with Bedford County plat review requirements and to aide in minimizing duplication of agency reviews.
 - b. Deleted requirement for property ownership information for adjacent properties.
 - c. Deleted requirement for horizontal scale and north arrow for vicinity map.
 - d. Modified and added Section 2 items I.B.7 through I.B.11 to clarify public and private water and sewer easements.