



Town of Haymarket  
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Haymarket, VA 20169  
703-753-2600

**Emily L. Kyriazi**  
Town Planner/Zoning Administrator

## MEMORANDUM

TO: Planning Commission  
FROM: Emily L. Kyriazi, Town Planner  
DATE: September 14, 2022  
SUBJECT: Town Ordinance Clean-Up

### Background:

The Town of Haymarket needs to update the Town Zoning Ordinance to reflect the appropriate Chesapeake Bay Preservation Act Requirements for plat notations. The Subdivision Section of the Zoning Ordinance needs to be amended as shown in the highlighted text below. The highlighted text additions are plat requirements provided to the Town from our partner at DEQ who recently completed an audit of the Town documents and found this deficiency to meet the required standards.

### Items for the Planning Commission's consideration:

#### Sec. 58-22.23 – Preliminary plat requirements.

The subdivider shall present to the administrator six prints of a preliminary layout at a scale of 100 feet to the inch as a preliminary plat. The preliminary plat shall include the following information:

- (1) Name of subdivision, owner, subdivider, person preparing drawing, date of drawing, number of sheets, north point, and scale. If true north is used, the method of determination must be shown.
- (2) Location of proposed subdivision by an inset map at a scale of not less than two inches equal to one mile showing adjoining roads, their names and numbers, towns, subdivisions, other landmarks and, where appropriate, the existing zoning of the land and adjoining property.
- (3) The boundary survey or existing survey of record provided such survey shows a closure with an accuracy of not less than 1:2,500, with reference to a known, permanent monument, total acreage, acreage of subdivided area, number and approximate area and frontage of all building sites, existing buildings within the boundaries of the tract, and the names of owners and their property lines within the boundaries of the tract and adjoining such boundaries.
- (4) All existing, platted, and proposed streets, their 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.
- (5) The complete storm drainage layout, including all pipe sizes, types, drainage easements and means of transporting the drainage to a well-defined open stream which is considered natural drainage, or to another approved drainage control facility.
- (6) Proposed connections with existing sanitary sewers and existing water supply or alternate means of sewage disposal and water supply. The location, type, profile, percentage of slope, pipe size, and location of manholes for all sewers shall be shown. The distance between manholes shall not exceed 300 feet. The location, type and sizes of all water

- lines shall be shown as well as the location of necessary control valves and fire hydrants.
- (7) A cross section showing the proposed street construction, depth and type of base, type of surface, etc.
  - (8) A profile or contour map showing the proposed grades for the 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.
  - (9) A location map tying the subdivision into the present road system, by using either aerial photographs or topographic maps of the United States Geological Survey.
  - (10) All parcels of land to be dedicated for public use and the condition of dedication.
  - (11) Plat notation of the requirement to show RPA and RMA boundaries,
  - (12) Plat notation of the requirement to retain an undisturbed and vegetated 100-foot wide buffer area;
  - (13) Plat notation regarding the requirement that on-site septic systems be pumped-out every five years;
  - (14) Plat notation regarding the requirement for 100% reserve drainfield sites for on-site sewage treatment systems;
  - (15) Plat notation that specifies permitted development in the RPA is limited to water dependent facilities or redevelopment, including the 100-foot wide vegetated buffer, and;
  - (16) The requirement that the delineation of the buildable area be shown on all submitted site plans.

#### Sec. 58-22.24 – Final plat requirements.

The subdivision plats submitted for final approval and subsequent recording shall be clearly and legibly drawn in ink upon stable and reproducible plastic or linen material at a scale not smaller than 100 feet to the inch on sheets having a size of not more than 24 inches by 36 inches. In addition to the requirements of the preliminary plat, the final plat shall include the following:

- (1) A blank space three inches by five inches, reserved for the use of the approving authority.
- (2) 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.
- (3) A statement to the effect that the subdivision as it appears on this plat is with the free consent and in accordance with the desires of the owners, proprietors, and trustees, if any, which shall be signed by the owners, proprietors and trustees, if any, and shall be duly acknowledged before some officer authorized to take acknowledgements of deeds.
- (4) 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.
- (5) The accurate location and dimensions by bearings and distances with all curve data on all lots and streets, boundaries of all proposed or existing easements; parks; school sites; all existing public and private streets, their names, numbers and widths; existing utilities, and those to be provided such as sanitary sewers, storm drains, water mains, manholes and underground conduits including their size and type; watercourses and their names; and names of owners and their property lines, both within the boundary of the subdivision and adjoining such boundaries.
- (6) Distances and bearings must balance and close with an accuracy of not less than 1:10,000.
- (7) The data of all curves along the street frontage shall be shown in detail at the curve data table containing the following: delta, radius, arc, tangent, chord, and chord bearings.

- (8) Plat notation of the requirement to show RPA and RMA boundaries;
- (9) Plat notation of the requirement to retain an undisturbed and vegetated 100-foot wide buffer area;
- (10) Plat notation regarding the requirement that on-site septic systems be pumped-out every five years;
- (11) Plat notation regarding the requirement for 100% reserve drainfield sites for on-site sewage treatment systems;
- (12) Plat notation that specifies permitted development in the RPA is limited to water dependent facilities or redevelopment, including the 100-foot wide vegetated buffer, and;
- (13) The requirement that the delineation of the buildable area be shown on all submitted site plans.

Draft Directive:

*"The Planning Commission directs Town Staff to schedule and post public notice for a public hearing on the Zoning Text Amendment as presented September 19, 2022, adding the appropriate language for the Chesapeake Bay Preservation Act plat requirements. The public hearing shall be held on October 17, 2022 at 7:00 pm."*

Or other motion.