



Loudoun County Sanitation Authority

LCSA EASEMENT PLAT CHECKLIST

Date: _____

LCSA Project ID: _____

Project Name: _____

LCSA Project Engineer: _____

Plat Preparer: _____

Easement plats dedicating LCSA easements must meet the following requirements. Plats must be prepared by a professional land surveyor.

Item No.	Description	Addressed? Y or N	Comments
1	Sheet Size: 18 inches x 24 inches, with appropriate match lines		
2	Scale: Plat scale shall be as follows and shall be identified on the plat: a. Lots less than ¼ acre: 1 inch = no more than 50 feet b. Lots ¼ acre to 3 acres: 1 inch = no more than 100 feet c. Lots greater than 3 acres: 1 inch = no more than 200 feet		
3	North arrow.		
4	Date of plat preparation.		
5	Revision block: Must provide space for the revision number, description of the revision, and date of revision.		
6	Project Name: Where applicable, the subdivision name should also be included.		
7	Property Owner(s) of Record: Must include each owners' mailing address. If more than one owner and one parcel are shown on the plat, the owner of each parcel must be identified.		
8	Deed Book/Page References or Instrument Numbers of Conveyance to Current Owner(s) of Record.		
9	PIN numbers for the property that is the subject of the dedication.		
10	Adjacent Parcels: PIN numbers and owner(s) of each adjacent parcel.		
11	Name and address of the engineering or surveying firm who prepared the plat.		
12	Names and State Route Numbers (if applicable) of adjacent streets.		

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Item No.	Description	Addressed? Y or N	Comments
13	Vicinity map at a scale of 1 inch = 1,000 feet.		
14	Virginia coordinate grid lines and grid numbers.		
15	Seal and signature of Professional Land Surveyor.		
16	Existing and Proposed Easements. The locations and dimensions of all existing and proposed easements (LCSA, County, utilities, etc.). Each easement shall be labeled and shall show dimensions in feet and decimals of a foot.		
17	Parcel and Lot Lines. Dimensions, block and lot numbers, and area of each parcel or lot. Dimensions shall be shown in feet and decimals of a foot. Acreage shall be shown to the nearest one hundredth of an acre.		
18	Names of Watercourses, if applicable.		