



LAND DEVELOPMENT APPLICATION

Application for (please check one):

- | | |
|---|---|
| <input type="checkbox"/> Boundary Line Adjustment | <input type="checkbox"/> Subdivision, Major (Preliminary) |
| <input type="checkbox"/> Land Disturbance Permit | <input type="checkbox"/> Subdivision, Major (Final) |
| <input type="checkbox"/> Site Plan | <input type="checkbox"/> Subdivision, Minor |
| <input type="checkbox"/> Special Use Permit | <input type="checkbox"/> Variance Request |
| <input type="checkbox"/> Subdivision, Commercial | <input type="checkbox"/> Zoning Appeal |
| <input type="checkbox"/> Subdivision, Family | <input type="checkbox"/> Zoning Map Amendment/Rezoning |
| <input type="checkbox"/> Subdivision, Large Lot | <input type="checkbox"/> Zoning Text Amendment |

This application must be completed in its entirety. Please list *all* owners and applicants. Use additional sheets if needed.

General Project Information:

1. Project Title: _____
2. Property Location: _____
3. Tax Map Number(s): _____
4. Total Acreage: _____
5. Acreage to be Developed: _____
6. Acreage to be Disturbed: _____
7. Responsible Land Disturber: _____ RLD #: _____
8. Current Number of Lots: _____
9. Proposed Number of Lots: _____
10. Current Zoning: _____
11. Proposed Zoning: _____
12. Current Use(s): _____
13. Proposed Use(s): _____

Contact Information:

14. Property Owner: _____
15. Owner Address: _____
16. Owner Telephone: _____ Email: _____

PRELIMINARY PLAT CHECKLIST

For each submission requirement, check the box in the “APPLICANT” column to indicate this item has been included in the submission packet. The requirements listed below are the minimum requirements for acceptance of a preliminary plat application; other ordinance requirements apply.

APPLICANT	COUNTY	SUBMISSION REQUIREMENT
<input type="checkbox"/>	<input type="checkbox"/>	Completed Land Development Application
<input type="checkbox"/>	<input type="checkbox"/>	Completed and signed copy of this checklist
<input type="checkbox"/>	<input type="checkbox"/>	Application Fee
<input type="checkbox"/>	<input type="checkbox"/>	One (1) copy of the plat consistent with the standards and information listed below:
<input type="checkbox"/>	<input type="checkbox"/>	Date of Plat on Each Sheet
<input type="checkbox"/>	<input type="checkbox"/>	Name of Surveyor on Each Sheet
<input type="checkbox"/>	<input type="checkbox"/>	If more than one sheet, page numbering e.g. “Page 1 of 3”
<input type="checkbox"/>	<input type="checkbox"/>	If more than one sheet needed, an index map on a separate sheet
<input type="checkbox"/>	<input type="checkbox"/>	If more than one parent tract involved, an index map on a separate sheet
<input type="checkbox"/>	<input type="checkbox"/>	Scale (no greater than 1 in.=100 ft.)
<input type="checkbox"/>	<input type="checkbox"/>	North Arrow, designated “true” or “magnetic,” and oriented to the top of the sheet
<input type="checkbox"/>	<input type="checkbox"/>	Sources of data used in preparing the plat
<input type="checkbox"/>	<input type="checkbox"/>	Deed book and page number of the last instrument in the chain of title
<input type="checkbox"/>	<input type="checkbox"/>	Adjoining Property Owners and the location of their common boundaries including established streets, utilities, waterways, and easements
<input type="checkbox"/>	<input type="checkbox"/>	Bearings and distances of all proposed lines within the proposed subdivision
<input type="checkbox"/>	<input type="checkbox"/>	Adjoining streets and their names
<input type="checkbox"/>	<input type="checkbox"/>	All pertinent natural and historic features including:
<input type="checkbox"/>	<input type="checkbox"/>	Watercourses
<input type="checkbox"/>	<input type="checkbox"/>	Marshes
<input type="checkbox"/>	<input type="checkbox"/>	Lakes
<input type="checkbox"/>	<input type="checkbox"/>	Impoundments
<input type="checkbox"/>	<input type="checkbox"/>	Areas of Significant Vegetation
<input type="checkbox"/>	<input type="checkbox"/>	Chesapeake Bay Preservation Act Resource Protection Areas (RPA)
<input type="checkbox"/>	<input type="checkbox"/>	Chesapeake Bay Preservation Act Resource Management Areas (RMA)
<input type="checkbox"/>	<input type="checkbox"/>	An inset map at a scale of 1 in.=600 ft. showing any of the following located within 2,000 feet of the proposed subdivision:

<input type="checkbox"/>	<input type="checkbox"/>	All Subdivisions
<input type="checkbox"/>	<input type="checkbox"/>	Jurisdiction Boundary Lines
<input type="checkbox"/>	<input type="checkbox"/>	Existing Streets
<input type="checkbox"/>	<input type="checkbox"/>	Existing Alleys
<input type="checkbox"/>	<input type="checkbox"/>	Landmarks
<input type="checkbox"/>	<input type="checkbox"/>	Total Acreage of the Proposed Subdivision
<input type="checkbox"/>	<input type="checkbox"/>	Acreage Remaining in the Residue Tract
<input type="checkbox"/>	<input type="checkbox"/>	The location of all buildings in and within 100 feet of the subdivision
<input type="checkbox"/>	<input type="checkbox"/>	The proposed locations, widths, and names of all streets and alleys
<input type="checkbox"/>	<input type="checkbox"/>	The proposed lot lines with dimensions, buildings lines, and easements
<input type="checkbox"/>	<input type="checkbox"/>	The proposed use of each lot
<input type="checkbox"/>	<input type="checkbox"/>	Total number of dwelling units
<input type="checkbox"/>	<input type="checkbox"/>	For sewage treatment:
<input type="checkbox"/>	<input type="checkbox"/>	Total gallons per day if a central treatment facility is proposed
<input type="checkbox"/>	<input type="checkbox"/>	Sewage disposal means and proof of suitability if no central treatment facility is proposed
<input type="checkbox"/>	<input type="checkbox"/>	Proposed lot numbers and block letters
<input type="checkbox"/>	<input type="checkbox"/>	All floodplain district information including:
<input type="checkbox"/>	<input type="checkbox"/>	100-year flood elevation
<input type="checkbox"/>	<input type="checkbox"/>	Boundaries of the floodplain districts
<input type="checkbox"/>	<input type="checkbox"/>	Flood or erosion protective facilities
<input type="checkbox"/>	<input type="checkbox"/>	Areas subject to special deed restrictions
<input type="checkbox"/>	<input type="checkbox"/>	Current Zoning of the parcel to be divided
<input type="checkbox"/>	<input type="checkbox"/>	For subdivisions not utilizing central sewer and water, the required Virginia Department of Health notations.
<input type="checkbox"/>	<input type="checkbox"/>	Owners Consent and Dedication Statement for Major Subdivision (See Appendix C of the Subdivision Ordinance)
<input type="checkbox"/>	<input type="checkbox"/>	Chesapeake Bay Preservation Act Certificate (See Appendix D of the Subdivision Ordinance)
<input type="checkbox"/>	<input type="checkbox"/>	Certificate of Approval for Minor Subdivision (See Appendix C of the Subdivision Ordinance)
<input type="checkbox"/>	<input type="checkbox"/>	Applicable Subdivision Plat Notes (See Appendix E of the Subdivision Ordinance)
<input type="checkbox"/>	<input type="checkbox"/>	Any proposed deed restrictions, including a road maintenance agreement where necessary

Applicant Signature and Date

Applicant Signature and Date

FY 2019 FEE SCHEDULE

Use this sheet to calculate the fee associated with your application or request. For any questions, please contact Community Development staff at 804-652-4707.

<u>SUBDIVISION FEES</u>	
Boundary Line Adjustment	\$100
Preliminary Review	\$300
Subdivision Waiver	\$200 per lot
Subdivision, Family	\$100
Subdivision, Major	\$750 base + \$50 per new lot (minimum \$800)
Subdivision, Minor	\$200 base + \$25 per new lot (minimum \$250)
<u>ZONING FEES</u>	
Entertainment Permit	\$150
Rezoning	\$1,000 base + \$300 per additional parcel
Site Plan Review	\$300
Special Use Permit (SUP)	\$1,000
Text Amendment	\$300
Zoning Business Permit	\$20
Zoning Setback Permit	\$20
Zoning Verification Letter	\$20
<u>ENVIRONMENTAL FEES</u>	
Erosion & Sediment Review	\$300
Land Disturbing Permit, Commercial	\$150
Land Disturbing Permit, Residential	\$100
Water Quality Impact Assessment	\$100
Wetlands/Bay Board Hearing	\$1,000
<u>VARIANCE & APPEAL FEES</u>	
Appeal, Board of Zoning Appeals	\$1,000
Variance, Administrative	\$300
Variance, Board of Zoning Appeals	\$1,000
<u>MISCELLANEOUS FEES</u>	
Black and White Copies	\$0.25 per page beyond four (4) pages
Color Copies	\$0.50 per page beyond two (2) pages
Plotter Copies	\$5.00 per sheet
Engineering/Blue Print Copies	\$2.00 per sheet
E-911 Address Book	\$30.00