

2020 Major Subdivision Application Packet



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Charles City County Major Subdivision Requirements



The Department Community Development has established this application packet to provide an overview as to the process associated with establishing a major subdivision in Charles City County.

Major Subdivision

A major subdivision is defined in the Charles City County Subdivision Ordinance as *“any division of a parcel of land into 5 or more lots from an existing parcel of land for the purpose of transfer of ownership or building development or which creates a new street or extensive of an existing street*

Initial Consultation

Call the County Department of Community Development (DPCD) to discuss your proposal and obtain a major subdivision application. It is highly recommended that the applicant discusses the subdivision with staff prior to having a surveyor/engineer and soils engineer initiate work to discuss subdivision regulations and process.

Health Department Approval

If public water & sewer are unavailable, Health Department approval will be required. A drain field is required for all lots. An Authorized Onsite Soils Evaluator (AOSE) is required to prepare paperwork that will be delivered to the Health Department. In some cases, certification letters may be obtained in lieu of subdivision approval from the Health Department. This determination shall be made by DCD staff during a pre-application meeting.

Preparing the Plat



The following statements shall be included on the subdivision plat:

“NOTICE: This plat shall become null and void and be of no further force and effect if the plat is not recorded in accordance with the subdivision ordinance of Charles City County within six (6) months of the date of approval. Approval and/or recording of this plat does not constitute assurance that public sewer or public water service will be available to serve the land described on this plat at any particular time.”

“Any future subdivisions of the parent (residual) or subdivided tract will constitute a major subdivision subject to Planning Commission approval and all applicable standards of Section 5 of the Caroline County Subdivision Ordinance.”

Provide appropriate notes for properties in the CBPA as follows:

This property is subject to the requirements of the Charles City County Chesapeake Bay Preservation Area - Combined Water Protection Ordinance. Any future activity may require a site specific RPA determination. Activities within the RPA are subject to the criteria regarding encroachments, modifications, or other allowable activities, as specified by the Charles City County Chesapeake Bay Preservation Act program. Onsite septic systems are subject to the septic pump out and reserve drainfield requirements of the Charles City County CBPA program.

Additional/optional note: If RPA is shown on plat, include a note regarding the basis of the RPA:

- Existing RPA, wetland or other map sources
- Site Specific determination (include the approval date)
- Designated as RPA on CBPA map

Note for properties not in the CBPA

Subsequent action by Charles City County may result in this property being designated as being subject to the Charles City County Chesapeake Bay Preservation Area Overlay District.

Additional Information

Lots are not separate or buildable until a final plat for the subdivision is approved and recorded in the Charles City County Clerk’s Office. No building permits will be issued on lots that are not properly subdivided and recorded.

Submission



Below are general descriptions of each type of submission:

Concept Plan: A concept plan is an early sketch of a proposed subdivision that can be presented to the Subdivision Agent for their review without detailed engineering. It presents the proposed lot layout, road connections, driveways and any other information pertinent to the project.

Preliminary Plat: A preliminary plat is a fully engineered plat conforming with all of the requirements of the Subdivision Ordinance (as laid out in this packet). It details the roads, lots, water & sewer, etc.

Final Plat: A final plat is the plat of recordation. It is approved after final construction plans for the project are approved and appropriate bonds are posted. The final plat must also conform with the Subdivision Ordinance requirements and must fully mirror the approved construction plans.

Preliminary/Final Plat: A preliminary/final plat is typically one that has been reviewed by the Subdivision Agent previously and is not associated with any public improvements (i.e. VDOT road construction).

*Preliminary Plats must be submitted with construction plans for the project. Construction plans must be approved prior to Final Plat approval by the Subdivision Agent.

*The final plat may be submitted to the Subdivision Agent for review and approval.

*Note: Approval by the Subdivision Agent of the preliminary plat does not constitute a guarantee of approval of the final plat.

Project Data Sheet



- Owner's Name and Address:

Phone Number: _____ Fax Number: _____

Email Address: _____

- Engineer/Surveyor's Name and Address:

Phone Number: _____ Fax Number: _____

Email Address: _____

- Developer's Name and Address:

Phone Number: _____ Fax Number: _____

Email Address: _____

- Additional Names and Address:

Phone Number: _____ Fax Number: _____

Email Address: _____

Major Subdivision Checklist Applicant Checklist



Please complete the following checklist and return with the items listed below.

- Payment (Checks payable to Treasurer of Charles City County)
- Type of Submission
 - Concept Plan
 - Subdivision Plat (with public improvements)
 - Subdivision Plat (without public improvements)
 - Commercial Plat
- Completed Land Development Application
- Bond for all estimated construction costs within the subdivision (roads, Erosion and Sediment Control, etc. prior to permitting or final approval)
- One (1) copy of the Certification Letter or Construction Permit for Sewage Disposal from the Virginia Department of Health for all subdivided lots and the residual portion (prior to final approval), if applicable as determined by DPCD or paperwork from AOSE locating all drain field locations for VDH approval
- Twenty-one (21) original PRELIMINARY plats from the surveyor/engineer FOLDED (if submitting for preliminary plat approval)
- Six (6) paper copies (folded) of the FINAL plat from the surveyor/engineer (only if submitting for final plat approval)
- Completed Surveyor Checklist (either preliminary or final)

For Office Use Only

Date: _____

Checked for Completion by: _____

Plat Checklist



Plats should be labelled by Type and as either Preliminary or Final

To be completed by the surveyor and returned with the application package.

Yes No

Staff Review

- | | | | |
|--------------------------|--------------------------|---|--------------------------|
| | | 1) The scale of the plat shall be as follows: | |
| <input type="checkbox"/> | <input type="checkbox"/> | a) For projects containing 50 acres or more – not more than 200':1" | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | b) For projects containing less than 50 acres – not more than 100':1" | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 2) Proposed name of the subdivision | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 3) Name and address of owner and applicant/developer | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 4) Name, signature, license number, seal and address of CDP | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 5) Information block denoting the type of plat, tax map number, FIRM number, street location and date | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 6) A vicinity map no greater than 1"=2000' | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 7) A revision block with all applicable dates | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 8) Signature block for Director of Planning, Director of Public Utilities (if applicable) Virginia Department of Transportation and Virginia Department of Health | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 9) Boundary survey showing bearings and distances (tied to state plain coordinates) | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 10) Total acreage/square footage of the lot being subdivided | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 11) Location of any required or proposed improvements | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 12) Size and location of any existing structures | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 13) Lot layout – including lot numbers and setback lines | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 14) Lot dimensions (width, depth and area in square feet and acres), and location and dimensions of all parks, playgrounds and other proposed uses of the land | <input type="checkbox"/> |

<u>Yes</u>		<u>No</u>			<u>Staff Review</u>
<input type="checkbox"/>	<input type="checkbox"/>	15)	Table of setback requirements		<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	16)	Conceptual phasing of plan of development, if applicable		<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	17)	Topographic information with a minimum two (2) foot contours		<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	18)	Water bodies and USGS perennial and intermittent streams		<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	19)	Watershed boundaries		<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	20)	Wetland boundaries based on a field delineation		<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	21)	Historic landmarks, historic district boundaries, Virginia natural heritage sites, and known historic features (including without limitations: Civil War resources such as earthworks, trace roads, stonewalls and fences)		<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	22)	Cemeteries, graves, objects or structures marking a place of burial shall be delineated clearly within a conservation easement and a minimum of a ten (10) foot access easement		<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	23)	One-hundred-year floodplain boundaries as shown on FEMA maps		<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	24)	Location and description of wooded areas, hedgerows and tree lines, including individual trees greater than fifteen (15) inches DBH		<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	25)	Location and area of any buffer area required under the County's Chesapeake Bay Act Ordinance (including RPA designations on each lot)*		<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	26)	Existing and proposed street layout (including dimensions)		<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	27)	Existing and proposed street names		<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	28)	General description and location of water supply system (individual, community, or public)		<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	29)	General description and location of proposed sewer system (individual, community, or public)		<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	30)	Existing and proposed points of connection with public water and sewer		<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	31)	Existing and proposed easements, alleys, rights-of-way or land reserved for or dedicated to public use and/or areas to be held in common ownership		<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	32)	Areas with slopes exceeding fifteen (15) percent based on existing topographic data		<input type="checkbox"/>

Yes No

Staff Review

- | | | | | |
|--------------------------|--------------------------|-----|--|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | 33) | Applicable zoning districts and requirements (lot area, width, depth, setbacks, building coverage, open space, parking, etc) | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 34) | Tax map numbers, property owner names, lot lines, zoning and principal uses of all adjacent lots or parcels | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 35) | Soils data indicating, at a minimum, the existence of any highly erodible or highly permeable , moderate and/or high shrink/swell or hydric soil | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 36) | All required notices per Section 6 of the Charles City County Subdivision Ordinance | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 37) | Required VDOT language | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 38) | A current boundary survey showing overall subject property | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 39) | Location, size & dimensions of all lots, common area, easements and other improvements | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 40) | A certification signed by the engineer / surveyor responsible for the preparation of the plat | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 41) | A completed owner's consent and dedication certificate | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 42) | When the plat is of land from more than one (1) parcel, the outline and area of each original parcel shall be indicated upon the plat or within an information block | <input type="checkbox"/> |

Surveyor Signature: _____ Date: _____

Seal or Stamp Here

Additional Final Plat Requirements Checklist



Applicant Checklist

- Executed covenants and restrictions for community and all common areas, if applicable
- The articles of incorporation or other organizational documentation for the homeowners' association
- The by-laws of the homeowners' association, if applicable
- A fiscal program for a minimum of ten (10) years, including adequate reserve funds for the maintenance and care of all lands, streets, facilities, and uses under the purview of the homeowners' association
- A recommended time schedule for the maintenance of major facilities, including streets, street signs, pools, sidewalks, parking areas and buildings
- A copy of the proposed notice that will be given to prospective buyers regarding the organization, assessments and fiscal program
- A copy of the deed of conveyance and title certificate or, at the discretion of the Director of Community Development, a commitment for a policy of title insurance issued by an insurance company authorized to do business in the Commonwealth of Virginia showing that the owner/developer has right and ownership over all associated lands.
- An executed deed of dedication and easement conveying land in fee simple to the county and easements for public/county purposes which are depicted on the record plat
- An executed subdivision agreement and improvement guarantees
- An executed BMP maintenance agreement

Required VDOT Language



OWNERS CONSENT AND DEDICATION (NAME OF SUBDIVISION)

THE PLATTING OF THE FOLLOWING DESCRIBED LAND _____ IS WITH THE FREE CONSENT AND IN ACCORDANCE WITH THE DESIRE OF THE UNDERSIGNED OWNERS, PROPRIETORS AND TRUSTEES, IF ANY. THE STREETS, STORM DRAINAGE EASEMENTS, SLOPE, GRADING & DRAINAGE EASEMENTS, SIGHT DISTANCE EASEMENTS, STORMWATER MANAGEMENT FACILITY ACCESS EASEMENT, TEMPORARY TURNAROUND EASEMENT AND CONTROL MONUMENT ACCESS EASEMENTS ARE HEREBY DEDICATED TO PUBLIC USE.

ADDITIONAL INFORMATION:

- ✘ Lot shape: Lots cannot be more than four times longer than they are wide
- ✘ Lot lines: Lot lines shall be perpendicular to the street or radial to a cul-de-sac
- ✘ Street Names: Street names cannot be the same as any other streets within the County (irregardless of Street, Drive, Cove, etc)
- ✘ Cul-de-sacs: Cul-de-sac length may not exceed 400 feet without a waiver from the Planning Commission
- ✘ If any of the previous requirements cannot be met, an exception will be required and must accompany the plats. Exceptions require a detailed explanation of the request, any drawings, etc that may be necessary to illustrate the request, an application and \$100 per request. The exception and the plat will be reviewed by the Planning Commission at the same meeting.
- ✘ No applications will be forwarded to the Planning Commission until all requirements of the Subdivision Ordinance are met and the application is complete.

LAND DEVELOPMENT APPLICATION

Charles City County
Department of Community Development
www.co.charles-city.va.us



Application for (please check one): A plat or site plan must accompany this application

- | | |
|--|---|
| <input type="checkbox"/> Boundary Line Adjustment | <input type="checkbox"/> Site Plan, Major |
| <input type="checkbox"/> Lot Consolidation | <input type="checkbox"/> Site Plan, Minor |
| <input type="checkbox"/> Subdivision, Minor (includes Family) | <input type="checkbox"/> Special Use Permit |
| <input type="checkbox"/> Subdivision, Major | <input type="checkbox"/> Rezoning |
| <input type="checkbox"/> Preliminary | <input type="checkbox"/> Zoning Text Amendment |
| <input type="checkbox"/> Final | <input type="checkbox"/> Variance |
| <input type="checkbox"/> Subdivision, Large Lot | <input type="checkbox"/> Administrative Appeal |
| <input type="checkbox"/> Subdivision, Commercial | <input type="checkbox"/> Administrative Variance |
| <input type="checkbox"/> Preliminary | <input type="checkbox"/> Comprehensive Plan Amendment |
| <input type="checkbox"/> Final | <input type="checkbox"/> WQIA, Major/Minor |
| <input type="checkbox"/> Bay Act Exception/Administrative Waiver | <input type="checkbox"/> Land Disturbance |
| <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Zoning |

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

General Project Information:

Project Title: _____

Property Location: _____

Tax Map Number(s): _____

Total Acreage: _____

Acreage to be Developed: _____

Acreage to be Disturbed: _____

Responsible Land Disturber: _____ RLD #: _____

Current Number of Lots: _____

Proposed Number of Lots: _____

Current Zoning: _____

Proposed Zoning: _____

Current Use(s): _____

Proposed Use(s): _____

LAND DEVELOPMENT APPLICATION- (Continued)

Contact Information:

Property Owner: _____

Owner Address: _____

Owner Telephone: _____ Email: _____

Applicant: _____

Applicant Address: _____

Applicant Telephone: _____ Email: _____

Representative: _____

Representative Address: _____

Representative Telephone: _____ Email: _____

Certified Design Professional (CDP) _____

CDP Address: _____

CDP Telephone: _____ Email: _____

Correspondence should be sent to: Applicant Owner Representative/CDP

Note: Unless specified above all correspondence shall be sent to the CDP

Zoning Setback Information:

Front: _____ Feet

Left Side: _____ Feet

Right Side: _____ Feet

Rear: _____ Feet

From other structure(s): _____ Feet

Other Information/Description: _____

Owner Affidavit:

I have read this application, understand its intent, and freely consent to its filing. The information provided is complete and accurate to the best of my knowledge and capabilities. I understand that the county may deny, approve, or conditionally approve that for which I am applying. Furthermore, I grant permission for county officials or other governmental officials on official business to enter the property to make such investigations and inspections as they deem necessary to process this application and to ensure all requirements, conditions, codes, and proffers are met and continue to be met in perpetually.

Owner's Signature

Date

Owner's Signature

Date

Applicant/CDP/Agent's Signature

Date

Applicant/CDP/Agent's Signature

Date

For Office Use Only:

Application Number: _____

Submission Date: _____

Completeness Date: _____

Application Fee: _____

Date Paid: _____

Taxes Paid:

Yes

No

Environmental Review:

Floodplain

Wetlands

Highly Erodible Soils

Resource Protection

Resource Management

Additional Review Req.:

WQIA

CBPA Board

Wetland Board

Outcome:

Denied

Approved

Conditionally Approved