



# SUBDIVISION APPLICATION

CITY OF WAYNESBORO, PLANNING DIVISION

Reference Subdivision Ordinance, [City Code Ch. 74](#)

## A.) PLAN SUBMITTAL TYPE (Check Appropriate Box):

- Preliminary Major Subdivision Plat (\$350+\$10 per lot)  Final Major Subdivision Plat (\$250)
- Final Major Subdivision Plat with Public Improvement Plan (\$350+\$10 per additional lot)
- Preliminary Major Subdivision Plat Amendment (\$350+\$10 per additional lot)  Minor Subdivision Plat (\$250)

(See qualifying questions at the bottom of the page to determine if your subdivision is **major** or **minor**.)

(Note: Stormwater Management Permit and/ or Erosion and Sediment Control (E&S) Permit may be required with plat approval. To determine whether these permits are required, call the City Engineer's office at 540-942-1506 or visit at 503 W. Main Street)

## B.) SITE INFORMATION:

Subdivision Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Tax Map No./Legal Description: \_\_\_\_\_

Present Zoning: \_\_\_\_\_ Comprehensive Plan Designation: \_\_\_\_\_

Size (Acreage or Square Footage): \_\_\_\_\_ Present Use: \_\_\_\_\_

Is property located in any of the following overlay districts?  Enterprise Zone  Historic Other \_\_\_\_\_  
 Flood Hazard (according to FEMA Flood Maps)

## C.) APPLICANT INFORMATION:

Property Owner of Record: \_\_\_\_\_  
(Printed)

Address: \_\_\_\_\_  
(Street Address) (City, State, Zip)

Email Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

\*Applicant Name: \_\_\_\_\_  
(Printed)

Address: \_\_\_\_\_  
(Street Address) (City, State, Zip)

Email Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

\* If applicant is not property owner of record, the Power of Attorney Form is Required ([Form A-2](#)).

<b>IS YOUR SUBDIVISION MAJOR OR MINOR Plat?</b>	
Does this subdivision result in 5 or fewer lots?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Will all the parcels have frontage on an existing Street?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Is public sanitary sewer and water service available at the property line of each lot?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If you answered <b>NO</b> to any of these questions, then you must to apply for a MAJOR subdivision.	

<b>FOR OFFICE USE ONLY:</b>	
Date Rec'd _____	Application # _____
MS Receipt # _____	Fee Paid \$ _____
Required SWM Plan? _____	E&S Plan? _____
Approval Date _____	<input type="checkbox"/> Not approved

**D.) LICENSED PROFESSIONAL (Professional Engineer or Land Surveyor):**

Firm Name: \_\_\_\_\_ **Contact Name:** \_\_\_\_\_  
(Printed) (Printed)

Address: \_\_\_\_\_  
(Street Address) (City, State, Zip)

Phone #: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_ Professional License # \_\_\_\_\_

Is a signed Plat Checklist attached?  YES  NO

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**E.) SELECT PRIMARY CONTACT PERSON FOR STAFF:  Owner  Applicant  Licensed Professional**

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**F.) PROPOSED USE OF PROPERTY:**

**Describe purpose of request:** \_\_\_\_\_

**Select all that apply:**

- Single Family Detached
- Single Family Attached
- Zero Lot Line
- Two-Family
- Multiplex
- Townhomes
- Multi-Family
- Non-Residential

Total Subdivision Acreage \_\_\_\_\_

Number of Lots \_\_\_\_\_

Number of Dwelling Units \_\_\_\_\_

Will public water OR sewer service be required for this project?

Yes  No

If yes, which? Water  Sewer

*If water OR sewer services are required, Water & Sewer Application and Domestic Meter Sizing Form must be completed and submitted with this application. These applications can be obtained through the Public Works Department, (540) 942-6624, or on the City's [website](#).*

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**G.) SIGNATURES:**

*If applicant is not property owner of record, the Power of Attorney Form is Required ([Form A-2](#)).*

**AFFIDAVIT:** The undersigned  property owner, or  duly authorized agent/representative thereof [check one] certifies that the foregoing information is true and correct to the best of my knowledge and belief; WITH THE UNDERSTANDING THAT ANY INCORRECT INFORMATION SUBMITTED MAY RESULT IN THE DELAY OF APPROVAL. I hereby authorize the City of Waynesboro to review this request, visit the site, and contact any appropriate design professional in relation to questions generated as a result of the review.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Daytime phone number of contact

\_\_\_\_\_  
Signature of Owner, Contract Purchaser, Agent

\_\_\_\_\_  
Date

## PROCEDURE FOR MINOR SUBDIVISIONS

### 1. PRE-APPLICATION MEETING

Prior to submitting the application, a pre-application meeting with the Subdivision Agent (the City Planner) is suggested. This meeting will provide basic information on the City's subdivision process and will help to identify any problems that could adversely affect review and approval of the plat. Contact the City Planner at 540-942-6604 to schedule a pre-application meeting.

### 2. APPLICATION SUBMITTAL REQUIREMENTS

There is no submittal deadline for minor plats. Six (6) unsigned copies of the plat (electronic submissions are acceptable), a completed and signed application, a signed plat checklist, and payment of the filing fee are required at time of plat submittal. Only plats meeting the minimum requirements of Chapter 74 and the Minor Subdivision Checklist shall be deemed officially submitted. Minor subdivision plats shall include the words "**Minor Subdivision Plat**" in their title.

### 3. ADMINISTRATIVE REVIEW AND APPROVAL

The Subdivision Agent will review the application with other staff and may require additional information on the plat. All minor subdivision plat applications shall be reviewed in not more than **60 days**, but the City shall not be required to approve a plat in **less than 30 days**.

Upon plat approval notification by the Subdivision Agent, the applicant shall provide at least six (6) original signed and notarized copies of the plat. These plats must also include the licensed professional's signed seal. Notification of plat approval will be by U.S. mail, email, and/or by phone. Three signed copies will be retained by the City. If the applicant needs more than three signed copies, then additional signed copies should be provided.

Please note that recordation of the plat in Circuit Court requires a declaration by the owner. This is typically prepared by an attorney. **An approved plat MUST be recorded with the Clerk of the Court within ONE year of plat approval.** Requests to extend this deadline must be filed with the Subdivision Agent (the City Planner) prior to the expiration of this deadline.

## PROCEDURE FOR MAJOR SUBDIVISIONS

### 1. PRE-APPLICATION MEETING

Prior to submitting the application, a pre-application meeting with the Site Review Team is suggested. This meeting will provide basic information on the City's application process, including the general approval timeline, all required application materials, and an opportunity to identify problems which could adversely affect the application's review and approval. Contact the City Planner at 540-942-6604 or the Zoning Administrator at 540-942-6628 to schedule a pre-application meeting.

### 2. APPLICATION SUBMITTAL REQUIREMENTS

A Major Subdivision application shall be submitted by the due date indicated on the calendar as maintained by the Subdivision Agent (the City Planner). Generally, this deadline is the **First Thursday of each month**. Eight (8) unsigned copies of the plat and public improvement plan, if applicable (electronic submissions are acceptable), a completed and signed application, a signed plat checklist, and payment of the filing fee are required at time of submittal. Only plats meeting the minimum requirements of Chapter 74 and the Major Subdivision Checklist shall be deemed officially submitted.

### 3. PRELIMINARY PLAT PROCESS (optional for major subdivisions with 50 lots or less)

Staff will review the plat and provide comments. Then, the plat can be modified to address the staff's comments. Once the plat is complete, a staff report will be prepared and a public hearing will be scheduled by the Planning Commission. The Planning Commission will review and approve plats that comply with the requirements of the Ordinance. Applicants and/ or their agent must be present at all Planning Commission meetings. Note: a traffic impact study may be required.

Once a preliminary subdivision plat is approved, **it shall generally be valid for five years**. However, the applicant must submit a final subdivision plat for all or a portion of the property **within one year of approval and diligently pursue the approval of the final subdivision plat thereafter** for the plat to remain valid.

**Note:** The preliminary plat process is required for major subdivisions with 51 lots or more and optional for major subdivisions with 50 lots or less.

#### **4. FINAL PLATS WITHOUT AN APPROVED PRELIMINARY PLAT**

If the major subdivision is 50 lots or less, applicants have the option to submit a final plat with a public improvement plan. Staff will review the plat and public improvement plan and provide comments. Then, the plat and public improvement plan can be modified to address the staff's comments. Once the plat and public improvement plan are complete, a staff report will be prepared and a public hearing will be scheduled by the Planning Commission. The Planning Commission will review and approve the plat and public improvement plan that comply with the requirements of the Ordinance. Applicants and/ or their agent must be present at all Planning Commission meetings. Note: a traffic impact study may be required.

All public improvements associated with the plat must be accepted by the City or bonded prior to signature by the subdivision agent. As-builts are required prior to the acceptance of Public Improvements.

**Note:** This option is **only** available for major subdivisions with 50 lots or less.

#### **5. FINAL PLATS WITH AN APPROVED PRELIMINARY PLAT**

Final plats must meet the minimum requirements of the City Code, the Final Subdivision Checklist, and the requirements of the City Engineer. After staff review and resolution of staff comments, final plats are approved by signature of the Subdivision Agent. All plats must be recorded within one year of approval or they become void.

Public Improvements associated with the plat must be accepted by the City or bonded prior to final plat approval. As-builts are required prior to the acceptance of Public Improvements.

## PRELIMINARY Major Subdivision Plat Checklist:

**The Preliminary Plat must provide *all* of the following information. Place a check in each box below to document that the relevant information has been provided. If information for a particular item cannot/should not be provided, please provide a written explanation:**

**Note: The Subdivision Agent may require other reasonable information as deemed necessary.**

- For Preliminary Plat review, eight (8) unsigned, full-size sets of the plat are provided with the submittal.
- The plat is titled with the subdivision name to be recorded with the Clerk of Court.
- The plat preparer's name, address, phone number, and seal is provided.
- The plat contains the preparer's endorsement of the accuracy of data shown on the plan, a certification of the source of title of the owner of the land to be subdivided; and the place of record of the last instrument in the chain of title.
- Date of initial plat is provided. Any subsequent submittals must include revision dates.
- The plat provides the current owner of record, zoning, tax map parcel number, and deed book reference for all parcels being subdivided or that adjoin the proposed subdivision.
- The plat contains a statement that the subdivision is made with the free consent of the undersigned owners, proprietors or trustees. This statement shall be acknowledged before an officer authorized to take acknowledgements of deeds (e.g. must be notarized).
- The plat provides all names and addresses of the holders of any encumbrances or easements against the property.
- Signature and date panels for the subdivision agent and the chair of the planning commission are provided.
- North arrow and source of meridian used for survey is provided.
- The plat is drawn at a scale of 100 feet to the inch. (A different scale may be used only when it allows a better representation.)
- A vicinity sketch showing the relation of the proposed subdivision to adjoining properties and the city.
- The plat identifies the proposed use(s) for the property.
- The plat delineates floodplain boundaries and water bodies.
- The subdivision's boundary lines have been determined by an accurate field survey that conforms with the standards established by the Virginia Department of Professional and Occupational Regulation.
- A definite bearing and distance tie between not less than two permanent monuments on the exterior boundary of the subdivision and to existing street intersections, where possible and reasonably convenient, has been provided.

All lots, streets, alleys, public easements and private easements are delineated and meet the following standards:

- All dimensions are clearly shown.
- Linear dimensions are expressed in feet and hundredths of a foot.
- All angular measurements are expressed by bearings or angles to the nearest second.
- All curves are defined by their radius, central angle, chord distances, chord bearing and arc lengths. These curve data are expressed in a curve table with each curve being tabulated and numbered to correspond with the respective numbered curves shown throughout the plat.
- The error of closure for property boundary does not exceed 1:20,000.
- Lots have been numbered in numerical order and include block identifications as necessary.
- The plat delineates the building setback lines/minimum yard requirements.
- The plat provides the location, dimensioned width, and names for all existing, platted, and/or proposed streets or other public ways, easements, railroad rights-of-ways which are either adjacent to or within the subdivision.
- Names of new streets do not duplicate existing or platted street names, except for where a new street is a continuation of an existing or platted street.
- The plat delineates all existing utilities on the property.
- The plat clearly identifies any parcels of land intended for dedication or reservation for public use or that will be deeded for the common use of property owners in the subdivision.
- A Traffic Impact Study (if required by the City Engineer)

- Areas of waste materials, such fill dirt, brick, or block or areas of waste materials regulated by Virginia DEQ’s Solid Waste Management Program, (i.e., buried stumps, logs, etc.) have either been identified on the plat or a statement attesting to their absence has been provided.

**The following information is required to be shown on the Preliminary Plat, but not necessarily on the Final Plat:**

- Preliminary street profiles and approximate grades.
- A topographic map derived from aerial topographic surveys or, where required by the director of public works, from actual field surveys, with a contour interval of four feet referred to city data.
- Preliminary sketch plans indicating the proposed method of accomplishing stormwater drainage and management, water supply and sanitary sewage collection or disposal. Approval of such preliminary plans does not constitute approval of final utility plans required as a part of the final plat.
- Location of all trees greater than ten inches in caliper, with designation of which trees are to be removed. However, thickly wooded areas may be designated by symbols showing their extent and location.

## FINAL Major/Minor Subdivision Plat Checklist:

**Except where noted, Final Plats and Minor Plats must include all of the information required for a Preliminary Plat as well as the following information:**

- Depending on type, eight (8) Final Major or six (6) Minor Plat full-size, **unsigned** sets of the plat shall be submitted.
- The Final Major Plat is in general conformity with the approved Preliminary Plat, including street names.
- Plats for recordation must be on sheets no less than 8 ½ inch by 11 inch or more than 18 inch by 24 inch.
- A signature and date panel for the subdivision agent is provided.
- Any private restrictions are either identified on the plat or on a deed that references the plat.
- Bearings and distances for all utility easements are shown, except, where defined by notes, the easement(s) runs parallel to lot line(s).
- Temporary turnarounds, where required, include the following note on the plat, *“The area on this plat designated as ‘temporary turnaround’ will be constructed and used until (name of street) is extended to (end point), at which time the land in the temporary turnaround area will be abandoned for street purposes and will revert to adjoining lot owners.”*
- The plat shows the location and method of lighting for private driveways, streets, and parking areas, if needed, and is included in initial planned improvements.
- Permanent reference monuments are described by type on the plat and will be installed prior to final approval of the plat.

Where applicable, the following Public Improvement Plans and other supporting data have already been approved or accompany the submittal of this final plat: (check all that apply)

- Street plans including cross sections and profiles and other necessary data relating to section 74-61.
- Natural gas, water supply and sewage disposal plans including drainage courses, existing sewers, water and gas mains and culverts and other underground structures, showing pipe sizes, invert elevations and grades.
- Stormwater management plans.
- Soil erosion and sediment control plans.
- Landscape and tree protection plan as required.

**Plat Preparer’s Certification of Completeness:**

I do hereby certify that I have read and am familiar with the requirements for the submission of subdivisions as provided under the Subdivision Ordinance, and further that the plat submitted is in compliance with those requirements, as stipulated in the checklist above.

\_\_\_\_\_  
Plat Preparer

\_\_\_\_\_  
Date