



PRELIMINARY SUBDIVISION PLAT APPLICATION

Shenandoah County Planning & Zoning Office

600 North Main Street,
Suite 107
Woodstock, VA 22664

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APPLICANTS CHECK LIST - PRELIMINARY PLAT

The following items are needed for a complete application for Preliminary Plat for the subdivision of land. It is recommended that the applicant meet with the Planning & Zoning staff before submitting this information.

Check/Date	Activity
_____	Completed and signed application.
_____	Completed agency sheets from the appropriate departments (green sheets in packet). Only the agencies that are checked need to receive a green sheet. A copy of the application form and plat must be attached to each agency sheet in order for the agency to comment on the plat.
_____	A copy of the deed (may be obtained from Clerk of Circuit Court) showing evidence of ownership.
_____	Receipt showing taxes have been paid in full (may be obtained from Shenandoah County Treasurer's office).
_____	20 copies of the preliminary plat, meeting the requirements of Section 142-45 of the Subdivision Ordinance (attached).
_____	Application fee paid in full, make checks payable to Shenandoah County Treasurer.

***The application packet, including all comments sheets, must be completed and submitted prior to the submission deadline listed on attachment "A" located in this packet.**

***Fee Schedule for Preliminary Plat:** \$1,500.00 plus \$100.00 per lot.

A preliminary subdivision plat is required for the division of any parcel into two or more lots or parcels for the purposes of transfer of ownership or building development. The preliminary plat request will be placed on the Shenandoah County Planning Commission's agenda according to the attached schedule. The applicant, or their designee, should attend this meeting to answer any questions about the plat. The Planning Commission will make a recommendation to the Board of Supervisors, who will then make the final decision on the preliminary plat. If approved, the applicant has six months after receiving official notification concerning the approval of the preliminary plat to submit a final plat for approval. Failure to do so shall make the preliminary plat approval null and void. The Subdivision Administrator may, on written request by the applicant, grant an extension to this time limit. Approval by the County of the Preliminary Plat does not constitute a guarantee of approval of the final plat.

APPLICATION FOR REVIEW OF SUBDIVISION

- 1. Name of Subdivision _____
- 2. Location of Subdivision: _____
- 3. A copy of the description of land as set forth in the deed shall be attached.
- 4. Parcel Number _____ 5. Zoning Classification of Subject Land _____
- 6. Magisterial District: _____ 7. Election District: _____
- 8. Name of Applicant(s) _____
Address _____
Telephone No. _____
- 9. Name of Owner(s) of Record of Land _____
Address _____
Telephone No. _____
- 10. Name of Agent or Attorney (if any) _____
Address _____
Telephone No. _____
- 11. Name of Registered Engineer and/or Surveyor _____
Address _____
Telephone No. _____
- 12. Total Area of Subdivision or Development _____ Acres
- 13. Total Number of Lots _____ Total Number of Dwelling Units _____
- 14. Total Number of Commercial Units _____ Total Number of Other Units _____
- 15. Gross Density of Subdivision _____ Units Per Acre 16. Average Lot Size _____
- 17. Type of Units (townhouses, apartments, condominiums, etc.)

<u>No. of Units</u>	<u>Type</u>	<u>Bedrooms/Unit</u>	<u>Parking Spaces/Unit</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total No. of Bedrooms _____ 19. Total No. Parking Spaces _____

20. Building Coverage _____ Percentage of Total Area _____

21. Total Impervious Area _____ Percentage of Total Area _____

22. Reserved for Open Space _____ (Acres or Sq. Ft.) Percentage of Total Area _____

23. Land to be Dedicated (be specific): _____

24. Linear Feet of New Streets _____

25. A copy of all restrictions, covenants, etc., if any, under which lots or condominiums are to be sold shall be attached.

26. Statement of intention:

- a. I have thoroughly read and understand all the requirements and provisions set forth in the Subdivision Regulations.
- b. I have consulted with the Planning Office about any provision in the Regulations which require further clarification.
- c. I authorize entry on the property by County employees during normal discharge of their duties in regard to this request.
- d. I understand that approval of the Final Plat does not constitute permission to construct. Appropriate permits must be obtained from the Building Inspector and other relevant agencies before any construction may commence.

Name & Address of Applicant (s) _____

Signature of Applicant (s)

Signature of Applicants (s)

Planning Office Use Only:

Date of Application: _____

Fee Paid: _____

PRELIMINARY PLAT CHECKLIST

The preliminary plat consists of a comprehensive view of the subdivision showing all lots, roads, utilities, etc. on a single sheet, drawn to a scale of no smaller than 100 feet to the inch, and is to be accompanied by a complete set of detailed construction plans.

_____ Title: "Preliminary Plat for the _____ Subdivision"

_____ Vicinity map of scale not less than two inches equals one mile showing adjoining roads, their names and numbers, towns, subdivisions, and other landmarks.

_____ Names of: _____ owner (s) _____ agent _____ surveyor or engineer
_____ roads _____ towns _____ landmarks

_____ Original Tax Map parcel number _____ Magisterial district

_____ Date of drawing _____ North point _____ Scale

_____ Boundary survey with total acreage and acreage of subdivided area

_____ Pages numbered, and total number of pages on each page. (page __ of __)

_____ Current zoning, uses of property, and owner names of subject parcel(s), and all adjoining properties.

_____ Number of lots, surveyed boundaries, frontage, and areas of all lots

_____ Engineer's or Surveyor's Seal

_____ Source of title/deed reference

_____ Natural features of land, including streams, rivers, watercourses, ponds, sinkholes, and wooded areas.

_____ The complete drainage layout, including all pipe sizes, types, drainage easements, culverts, drains, stormwater management facilities and means of transporting the drainage to a well defined open stream which is considered natural drainage, with drainage calculations and design details.

_____ An approved erosion and sedimentation control plan

_____ Existing and proposed sewer and water facilities with design details; proposed connections with existing sanitary sewers and existing water supply or alternate means of sewage disposal and water supply.

_____ Locations of all existing and proposed streets and rights-of-way, their names, number, and widths. A location map should also be included tying the subdivision into the County's present road system, either by aerial photographs or topographic maps.

_____ A cross section showing the proposed street construction, depth and type of base, type of surfacing, etc.

- _____ A profile of contour map showing the proposed grades for the streets and drainage facilities, including elevations of existing and proposed ground surface at all street intersections and at points of major grade change along the center line of streets together with proposed grade lines connecting therewith.
- _____ Existing or proposed utilities or other easements; cemeteries, graves or other objects or structures marking a place of burial.
- _____ Any common open space, parking spaces, public space, or land to be dedicated to public use and the conditions of such dedication
- _____ Any relevant flood information including, but not limited to, the one hundred year flood plain as shown on the FEMA flood maps
- _____ Signature lines for the Owners, Health Department, Virginia Department of Transportation, Representative of the Planning Commission, Representative of the Board of Supervisors.
- _____ Location of all existing buildings on the property.
- _____ Location of all building setbacks per Zoning requirements and the proposed building sites.
- _____ A table showing the required area, frontage, yard, building coverage, height, parking, open space, and other requirements of that zoning district, and a tabulation of how the proposed subdivision meets such requirements.
- _____ Owners statement that, “the above and foregoing subdivision of (here insert correct description of the land subdivided) as appears in this plat is with the free consent and in accordance with the desire of the undersigned owners, proprietors and trustees, if any.”
- _____ Engineers statement that “the improvements, when properly installed, will be adequate for proper development in accordance with local, state, and federal requirements.”