

# MIDDLESEX COUNTY

Department of Planning and Community Development  
P.O. Box 428, Saluda, VA 23149  
Phone: 804-758-3382 Fax: 804-758-0061

## MAJOR SUBDIVISION PRELIMINARY PLAT REVIEW SUBMISSION REQUIREMENTS

(Revised 06/02/2010)

In order to expedite the review of Major Subdivision Preliminary Plat Review applications, please be sure that all of the following items have been included in your Subdivision application. Please return this completed checklist with the application to assure that all items have been addressed. All Major Subdivision Preliminary Plat Review applications must adhere to the regulations found in the Middlesex County Zoning Ordinance.

*Please note that your property must be located within the Residential (R), Village Community (VC) or Cluster Development (CD) zoning district to be eligible for major subdivision.*

- 1. Completed Subdivision application.
- 2. Major subdivision application fee of \$400 + \$25 per lot.
- 3. A minimum of twenty (20) copies of the major subdivision preliminary plat. The preliminary plat must provide the following information:
  - a. Basic plat information, including name of the subdivision, name of owner, name of subdivider, name of the surveyor or engineer, date of the drawing, number of sheets, scale and north point.
  - b. A list of any proffered zoning conditions or special exception permit conditions.
  - c. An insert map (drawn to a scale of not less than two (2) inches equal to one (1) mile, showing the location of the subdivision with reference to existing streets, watercourses and other landmarks.
  - d. A boundary survey of the tract to be subdivided, including the following information:
    - The total acreage of the tract and the acreage of the subdivided area(s).
    - Existing buildings within the boundaries of the tract.
    - The locations of zoning classifications.
    - Parcel identification numbers of all parcels within the boundaries of the tract and for all properties adjacent thereto.
    - The location of any graveyard, cemetery or burial site.
    - The names of all property owners adjoining boundaries of the tract.
    - The names of property owners and their property lines within the tract.
    - When the subdivision consists of land acquired from more than one source of title, outlines of the various tracts shown by dotted lines.
  - e. The location of existing and proposed streets, both public and private, including their names, numbers and widths. All proposed streets must meet the following requirements:
    - **All proposed streets, both public and private, must be designed in accordance with the Virginia Department of Transportation's 2005 Subdivision Street Requirements, as may be amended.**
    - The plat must show typical sections and street profiles of the proposed streets, including all information detailed in Article 5, Section 5-8.E and F.
    - If private streets are utilized, the plat must contain the private street statement found in Article 6, Section 6-2.F.2 of the Subdivision Ordinance.
    - outlines of the various tracts shown by dotted lines.
  - f. The location, number, area and frontage of all lots; and the accurate location and dimensions by bearings and distances, and curve data, of all lot lines.
  - g. The location of all parcels of land to be dedicated for public use, including parks, conservation easements and other common areas, and conditions of such dedication.

- h.** The location of all Chesapeake Bay Preservation Act features, including the Resource Protection Area (RPA) and Resource Management Area (RMA), and the location of primary and reserve (if required) sewage disposal sites.
- i.** A copy of the conceptual plan and any written comments regarding the conceptual plan from the Planning Director.
- j.** If the subdivider intends to subdivide additional parts in the future, the preliminary plat shall show the entire tract and outlines of areas for future subdivision. *NOTE: This information is for informational purposes and is not binding on the subdivider or Middlesex County.*
- k.** The general location of existing and proposed utilities, such as sanitary sewers, water mains, storm sewers, and proposed connections with existing sanitary sewers and water supply or alternative means of sewage disposal and water supply.
- l.** The general location of existing physical features, including existing buildings, to assist in identifying and studying the plat, such as wooded areas, watercourses, wetlands, floodplains or any other significant natural or manmade features affecting the proposed subdivision.
- m.** Existing and proposed finished contours at two (2) foot intervals.
- n.** Open space that meets the requirements of Article 6, Section 6-10 of the Middlesex County Subdivision Ordinance.
- 4.** The information required for subdivision review by the Middlesex County Health Department (*see attached checklist*).

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**CERTIFICATION:**

I hereby certify that the attached plats and this completed application form contain all the required information for a Major Subdivision Preliminary Plat Review in accordance with the Middlesex County Subdivision Ordinance. I understand that the submission of incomplete or inaccurate information may delay the processing of this Major Subdivision Preliminary Plat Review.

\_\_\_\_\_  
Signature

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## SUBDIVISION APPLICATION

### OFFICE USE ONLY

Application #: \_\_\_\_\_

Subdivision Classification/Fee:  Major (\$400 + \$25 per lot)  Minor (\$150 + \$15 per lot): \_\_\_\_\_  
 Lot Line Vacation (\$25 + \$1 per lot): \_\_\_\_\_  
 Lot Line Adjustment (\$25 + \$1 per lot): \_\_\_\_\_  
 Family Exemption (\$150 + \$15 per lot): \_\_\_\_\_

Reviewing Authority: \_\_\_\_\_ Hearing Date: \_\_\_\_\_

Decision:  Approved  Denied Tax Query:  Current  Delinquent

Conditions/Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Subdivision Agent Signature \_\_\_\_\_ Date \_\_\_\_\_

*Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_*

*My commission expires: \_\_\_\_\_ NOTARY PUBLIC: \_\_\_\_\_*

### APPLICANT INFORMATION

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

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

### PROPERTY OWNER INFORMATION

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

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

### PROJECT INFORMATION

Parcel Number: \_\_\_\_\_ E911/Street Address: \_\_\_\_\_

Magisterial District: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Original Lot Size (in Acres): \_\_\_\_\_ CBPA District: \_\_\_\_\_

Number of Old Parcels: \_\_\_\_\_ Number of New Parcels: \_\_\_\_\_

Type of Proposed Street(s):  Public  Private  None

Width of Existing/Proposed Street(s): \_\_\_\_\_

Type of Proposed Drainfield(s):  New Primary and Reserve  New Primary  Existing  None

