

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 12/10/2018)

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.** When on-site septic systems are proposed for new residential lots, the plat must also be accompanied by the following information, which will be forwarded to the Health Department for the issuance of Certification Letters:
 - a.** Three (3) copies of the Authorized Onsite Soil Evaluator (AOSE) application package for Certification Letters or Subdivision Review. (NOTE: For one-lot subdivisions, the applicant may directly apply to the Middlesex County Health Department for a Certification Letter).
 - b.** The Certification Letter Application fee can be paid directly to the Middlesex County Health Department.

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: _____

Email: _____

PROPERTY OWNER INFORMATION

Name: _____

Address: _____ City/State/Zip: _____

Phone: _____ Fax: _____

Email: _____

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

APPLICANT STATEMENT

I hereby certify that I have the authority to make the foregoing application, that the information given is complete and correct to the best of my knowledge, and that the plat conforms to the regulations as set forth in the Middlesex County Subdivision and Zoning Ordinances as written and also with the description contained in this application.

Applicant's Signature (if not Property Owner)

Date

Applicant's Signature (if not Property Owner)

Date

Subscribed and sworn before me this _____ *day of* _____

My commission expires: _____ *NOTARY PUBLIC:* _____

PROPERTY OWNER STATEMENT

I hereby certify that I/we own the above described property, that the information given is complete and correct to the best of my knowledge, that the plat conforms to the regulations as set forth in the Middlesex County Subdivision and Zoning Ordinances as written and also with the description contained in this application, and that the above person(s), group, corporation or agent has the full and complete permission of the undersigned owner(s) to make application for a subdivision as set forth in the Middlesex County Subdivision and Zoning Ordinances as written.

Property Owner's Signature

Date

Property Owner's Signature

Date

Subscribed and sworn before me this _____ *day of* _____

My commission expires: _____ *NOTARY PUBLIC:* _____

CONDITIONS

1. This permit application is not valid unless all property owner(s) signatures are affixed and dated.
2. All permit application charges are nonrefundable, regardless of whether the permit application is approved or denied once submitted. All checks for payment should be made payable to Middlesex County.