



# Application for PRELIMINARY PLAT SUBDIVISION

The City Planning Commission  
c/o Department of Planning and Development Review  
Land Use Administration Division  
900 E. Broad Street, Room 511  
Richmond, Virginia 23219  
<http://www.richmondgov.com/>

Application is hereby submitted for: (check one)

- Preliminary Approval (New)
- Preliminary Approval (Extension)
- Plat of Correction
- Subdivision Confirmation Letter

## Name/Location

Name of the Subdivision: \_\_\_\_\_ Date: \_\_\_\_\_

Property Address: \_\_\_\_\_ Tax Map # \_\_\_\_\_

Number of Lots: \_\_\_\_\_ Fee: \_\_\_\_\_ (check made payable to "City of Richmond")

## Statistical Summary

- 1) Total Area: \_\_\_\_\_ (SF)
- 2) Area in Roads: \_\_\_\_\_ (SF)
- 3) Area in Lots: \_\_\_\_\_ (SF)
- 4) Area for Public Purpose: \_\_\_\_\_ (SF)
- 5) Average Lot Size: \_\_\_\_\_ (SF)
- 6) Minimum Lot Size: \_\_\_\_\_ (SF)
- 7) Maximum Lot Size: \_\_\_\_\_ (SF)

## Zoning

Current Zoning: \_\_\_\_\_

Is this property subject to any previous land use case(s)?  Yes  No

If Yes, please list the Ordinance Number: \_\_\_\_\_

## Public Utilities

- Underground
- Overhead [Existing]
- Overhead [New]\*

## Proposed Use

- Single Family Detached
- Single Family Attached
- Two Family Attached/Detached
- Multi-Family
- Commercial
- Industrial

\* A CPC exception request is required. Please attach a written request per Section 94-9 of the Subdivision Ordinance.

## Drainage

- Curbs & Gutter
- Roadside Ditches\*

**Applicant/Contact Person:** \_\_\_\_\_

Company: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Telephone: (\_\_\_\_\_) \_\_\_\_\_

Fax: (\_\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

**Property Owner:** \_\_\_\_\_

If Business Entity, title and individual who can sign for the company: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Telephone: (\_\_\_\_\_) \_\_\_\_\_

Fax: (\_\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

The City will send all correspondence to the applicant/contact person. Please check this box if the property owner would also like to receive copies of all correspondence.

**Property Owner Signature:** \_\_\_\_\_

(Except for subdivision confirmation letters, the names, addresses, telephone numbers and signatures of all owners of the property are required. Please attach additional sheets as needed. If a legal representative signs for a property owner, please attach an executed power of attorney. Faxed or photocopied signatures will **not** be accepted.)

**NOTE: Please attach the required plats, checklist, subject parcel information and a check for the application fee.**

(See Filing Procedures for Subdivisions.)

revised: 1/25/2011



## Checklist of Requirements: Preliminary Plat Subdivision

In order to expedite the review of the Preliminary Plat, please be sure that all of the following items have been included on the plans. **Please return this completed checklist with the Application**, to assure that all items have been addressed. Should an item not apply, indicate why you believe it is not necessary in the space provided at the end of the checklist. The design and layout of lots, streets, alleys, easements, and other public improvements within any subdivision shall comply with the design standards contained in Chapter 94 of the City Code.

For preliminary plat review, nine (9) paper prints of the plat are required. Preliminary plats must be drawn to scale and submitted on sheets measuring 16" X 24". Plats must show, with dimensions where applicable, all of the information on the Preliminary Plat Checklist:

- Name of subdivision, preparer of plat, property address, tax map number, owner of record, and developer;
- Source of Title (Should there be no prior subdivision, provide title back to a deed prior to 1942);
- Vicinity sketch at scale of 1"=2000', north arrow and scale;
- Boundaries and bearings of the subdivision and each lot;
- Acreage & square footage of each of the following: subdivision, lots, roads, reserved areas, and land to be dedicated for common or public purpose;
- Address, owner, tax map parcel numbers, & zoning of the subject and abutting properties (available at <http://map.richmondgov.com/parcel/>);
- Setbacks listed and graphically shown on the plat;
- All existing and proposed lot lines, easements, streets and alleys (with right of way width noted), drainage ways, storm water retention areas and water bodies;
- Topography and significant vegetative material;
- The location and extent of Chesapeake Bay preservation areas;
- The location and extent of wetland areas;
- The location and extent of flood plain areas;
- The subdivision and surveyor's certificates;
- Existing structures, noting those to be retained and those to be demolished;
- Existing utilities;
- Schedule showing minimum, maximum and average lot size and notation of lot widths at setback lines; proposed lot and block numbers;
- Traffic projections of proposed streets and existing streets abutting the subdivision;
- Notation of vertical and horizontal datum used;
- Horizontal blank 2" x 3" box at bottom of plat for approval ;
- Such other information deemed necessary by the Secretary of the Commission to determine compliance with applicable zoning and subdivision requirements.

The following items were not checked and do not apply to this application for the following reasons (continue on the back of the page if more space is needed):

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# Filing Procedure: Preliminary Plat Subdivision

## **FILING**

Subdivision applications are filed with the Department of Community Development, Land Use Administration Division, Room 511, City Hall, 900 East Broad Street, Richmond, Virginia 23219, Telephone (804) 646-6304. The applicant, prior to submission, should discuss and review with staff any potential issues relating to the City's Master Plan, zoning and any other land use issues that may be involved.

## **DEADLINES**

The Planning Commission considers preliminary approval of subdivisions at its regular meetings on the first and third Monday of each month. The submission deadline is thirty (30) days prior to the meeting. Incomplete submissions or major modifications required to the plat that are identified during the review process may cause the plat to be carried over to the next meeting. Once a hearing date is set, a digital copy of the preliminary plat (PDF file) should be submitted to staff ([Jeff.Eastman@Richmondgov.com](mailto:Jeff.Eastman@Richmondgov.com)) for Planning Commission distribution. In lieu of a digital copy, thirteen (13) folded paper copies of the preliminary plat may be submitted.

## **APPLICATION REQUIREMENTS**

Application for subdivision must include: 1) Application form, including a completed Preliminary Checklist; 2) folded plans or plats and 3) application fee. Each part is explained below.

**1) Application Form:** The application form is available in the Department of Community Development and online at <http://www.richmondgov.com/departments/communitydev/>. All the owners of the property must sign the application form. If a legal representative signs for a property owner, a copy of an executed power of attorney is required. The certificate of completeness must also be signed by the applicant of the subdivision application.

**2) Plans/Plats:**

- Nine (9) paper prints on sheets measuring 16" X 24" are required.
- Plats must be drawn to scale and must show dimensions of the information required.
- Plats must be folded to approximately 8" x 12" for submittal.

**3) Application Fee**

The appropriate fee must accompany the application. Checks should be made payable to the "City of Richmond". The fees are determined from the following schedule:

Preliminary Approval of Plat	\$500.00 plus \$15.00 per lot
Extension of Approved Preliminary Plat	\$150.00
Plat of Correction	\$100.00
Subdivision Confirmation Letter	\$100.00



# Standard Plat Notes & Certificates: Preliminary Plat Subdivision

Please enter the text below as it appears, adding/deleting the underlined information that applies/does not apply to your subdivision.

### SUBDIVISION CERTIFICATE

The subdivision of land shown hereon, designated "??? Subdivision, Section ???" is with the free consent and in accordance with the desires of the undersigned owners, mortgagees and trustees thereof. There are no Deeds of Trust or Mortgages on this property. All streets, alleys and easements are of the width and extent shown hereon and are dedicated to the City of Richmond, Virginia free and unrestricted by any previous agreements or easements, except as noted on this plat at the time of recordation. All easements are for surface and underground drainage and for underground utilities, unless noted otherwise. All unrestricted easements are subject to the right of the City of Richmond, Virginia to establish alleys on said easements at a future time without cost of the property involved. The dedication of easements to the City includes the right to make reasonable use of the adjoining land for construction and maintenance of public facilities within the boundaries of the easements shown hereon. All dedications of land are subject to the right of the City of Richmond, Virginia to establish streets, alleys, or easements on such property at a future time without cost of the property involved.

IN WITNESS WHEREOF, the Owners, Mortgagees, and Trustees have/has affixed their signature and seal as of this ??? day of ??? 20??.

By: \_\_\_\_\_  
Owner / Mortgagee / Trustee

COMMONWEALTH OF VIRGINIA  
CITY/COUNTY OF \_\_\_\_\_, To-wit:

I, \_\_\_\_\_, a Notary Public in and for the jurisdiction aforesaid, do hereby certify that \_\_\_\_\_, who is known to me and whose name is signed to the foregoing instrument personally appeared before me and has acknowledged the same before me in the jurisdiction aforesaid this \_\_\_\_\_ day of \_\_\_\_\_, 20??.

Notary Public  
My commission expires: \_\_\_\_\_ (SEAL)  
Registration No.: \_\_\_\_\_

### SOURCE OF TITLE

The property embraced within the limits of this subdivision is that property conveyed to ??? from ??? by deed / will dated the ??? day of ??? 20?? and recorded at the Clerk's office in the Circuit Court of the City of Richmond, Virginia on the ??? day of ??? 20?? in Book ??? on Page ???.  
The property embraced within the limits of this subdivision is subject to a Deed of Trust / Mortgage dated the ??? day of ??? 20?? and recorded at the Clerk's office in the Circuit Court of the City of Richmond, Virginia on the ??? day of ??? 20?? in Deed Book ??? on Page ???.

### SURVEYOR'S CERTIFICATE

To the best of my knowledge and belief all of the requirements as set forth in the ordinance for approving plats of subdivision in the City of Richmond, Virginia have been complied with. All monuments have been previously set or will be set by the ??? day of ??? 20??. (Not to exceed one year from recordation.)



## Standard Plat Notes & Certificates: Preliminary Plat Subdivision

### **NOTES** (Please follow this order and format as closely as is practicable)

1. Use: Single Family Attached ?? or Detached ?? Residential / Two Family Attached ?? or Detached ?? Residential / Multi-family Residential / Commercial / Industrial ??
2. Zoning: ?-?
3. Setbacks: Front ?? Side ?? Rear ??
4. Address: ??
5. Tax map reference number: ?-?
6. Water: Public - City of Richmond, Virginia / Private ??
7. Sewer: Public - City of Richmond, Virginia / Private ??
8. Drainage: Curbs & Gutter / Roadside Ditches ??
9. Public Utilities: Underground/ Overhead (Existing)/ Overhead (New) ??
10. Owner(s): ???
11. Developer: ???
12. Total Area: ??? Acres & ??? square feet  
Area in Roads: ??? Acres & ??? square feet  
Area in Lots: ??? Acres & ??? square feet  
Area of Land Dedicated for Public Purposes: ??? Acres & ??? square feet
13. Number of Lots: ???  
Minimum Lot size: ??? Square feet  
Maximum Lot size: ??? Square feet  
Average Lot size: ??? Square feet
14. Property within the limits of this subdivision is located in Flood Zone ???, as shown on Flood Insurance Rate Map Sheet ?? of 20 for the City of Richmond, dated ???. The approximate limits of the 100 Year Flood Plain as shown on construction plans prepared by ??? P.E., dated ??? as revised ???. The approximate elevation of the 100 Year Flood Plain is ??? / as noted on the plat.
15. Property within the limits of this subdivision is / does not contain wetlands identified on the National Wetlands Inventory Map dated ?? entitled ???. Property within the limits of this subdivision is located in federally designated wetlands, as shown on a study dated ??? entitled ???. The approximate limit of the identified wetlands is denoted by ???. The designated wetlands limits do not extend beyond the tops of banks of the creek / the 100 year flood plain.
16. Property within the limits of this subdivision is / is not located in Chesapeake Bay Preservation Areas designated by the City of Richmond, Virginia pursuant to Chapter 50 of the City Code of 2004. The approximate limits of the Chesapeake Bay Resource Protection Area is denoted by ???. The limits of the Resource Protection Area has been modified pursuant to a Chesapeake Bay Management Plan approved by the City of Richmond on ???.

*To be included under Notes if applicable*

The property embraced within the limits of this subdivision is subject to Declaration of Covenants and Restrictions (*either 1 or 2*)

1. "dated the ??? day of ??? 20?? and recorded at the Clerk's office in the Circuit Court of the City of Richmond, Virginia on the ??? day of ??? 20?? in Deed Book ??? on Page ???." or
2. "recorded simultaneously with plat".

Property within the limits of this subdivision was previously transferred without the benefit of subdivision approval by the City of Richmond. The subdivision of property shown herein would authorize the resubdivision of said property in accordance with the requirements of City Code.



## Certificate of Completeness: Preliminary Plat Subdivision

### **Applicant 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 this submittal is in compliance with those requirements, or exceptions have been properly requested in accordance with Section 94-9 of the Subdivision Ordinance.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_