Lexington Virginia
www.lexingtonva.gov

Planning & Development Department
P.O. Box 922
300 East Washington Street
Lexington, Virginia 24450
Phone: (540) 462-3704 Fax: (540) 463-5310

SUBDIVISION APPLICATION AND CHECKLIST

Applicant[1]

Name: _____ Phone: _____

Company: _____ Fax: _____

Address: _____ Email: _____

Applicant's Signature: _____ Date: _____

Subdivision Plat Preparer

Name: _____ Phone: _____

Company: _____ Fax: _____

Address: _____ Email: _____

Property Owner

Name: _____ Phone: _____

Address: _____ Email: _____

Owner's Signature: _____ Date: _____

Proposal Information[2] (attach list of properties if request includes multiple properties)

Address (or location description): _____

Tax Map: _____ Deed Book and Page #: _____

Acreage: _____ Zoning (attach any existing zoning conditions or proffers): _____

Number of Lots Proposed: _____

1. ***Prior to submitting an application, the applicant is required to meet with staff for a pre-application meeting.***
2. ***Any application deemed incomplete by staff will not be accepted.***

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Notice to Adjacent Property Owners

The City will give notice of public hearings to be held on the application to those persons who own property, any portion of which abuts the subject property, and all property which is directly across the street from any portion of the subject property, as determined by the City's real property tax records. This notice will give the date, time and place of the hearing, identify the property which is the subject of the application and give a brief description of the proposed action. Notices will be mailed a minimum of ten (10) days prior to the date of the scheduled City Council meeting.

Posting of the Property

The City will place a sign on the subject property which indicates that an action is pending. The sign will be located to be clearly visible from the street.

THIS SECTION TO BE COMPLETED BY STAFF ONLY

Application Fees: Case Number: SUB-_____-_____

Preliminary Plat: $500 + $50 for each additional lot created Amount Paid: _____

Final Plat: $0 + $50 for each additional lot created Amount Paid: _____

Date Received: _____ Received By: _____

Staff Review

Planning: _____ Public Works: _____

Police: _____ Fire/Rescue: _____

Preliminary Plat Approvals

Planning Commission

Meeting Date: _____ Action: _____

City Council

Legal Ad Dates: _____ Adj. Property Notifications: _____

Public Hearing Date: _____ Action: _____

Final Plat Approval

Action: ☐ Approved ☐ Denied

_____ _____

Planning and Development Director Date

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Preliminary Plat Checklist

Five (5) copies of the preliminary plat shall be submitted for review.

Requirements

The preliminary plat shall adhere to the following requirements:

A. It shall be legibly drawn and may be on one or more numbered sheets. The scale shall be as follows:
   - ☐ With lots smaller than one acre, one inch equals 100 feet.
   - ☐ With lots one acre or larger, one inch equals 200 feet.

B. It shall show the following information:
   - ☐ The date of the plat and the name of the surveyor or engineer preparing the same.
   - ☐ Scale.
   - ☐ Number of sheets comprising the plat.
   - ☐ North meridian, designated true or magnetic and oriented to the top of each sheet; each sheet comprising the plat shall be so oriented.
   - ☐ Name and signature of the owner.
   - ☐ Name of the subdivision; the name shall not duplicate or too closely approximate that of any existing subdivision in the City or the County.
   - ☐ City or county and state.
   - ☐ Sources of data used in preparing the plat, particularly the deed book and page number of the last instrument in the chain of title.
   - ☐ Names of all adjoining property owners and the location of each of their common boundaries, including established roadways and waterways.
   - ☐ All pertinent natural and historical features and landmarks.
   - ☐ The boundary lines of the proposed subdivision and of any larger tract of which the subdivision forms a part, shown on a reduced scale insert.
   - ☐ All adjoining roads and streets with their numbers and/or names.
   - ☐ All subdivision, corporate boundary lines, public highways and other public rights-of-way, if any, within 1,000 feet, shown on a reduced scale insert.
   - ☐ Boundary lines and total acreage of the proposed subdivision and the acreage remaining in the original tract, if any. In case only a part of a tract of land is proposed for subdivision, the agent may require the preliminary plat to show a proposed future subdivision of such remaining acreage or a part thereof to make certain that proper orientation of future streets may be developed with the platted streets.
   - ☐ Location of existing buildings within the subdivision and within 200 feet thereof.
   - ☐ Location and description of all existing monuments.
   - ☐ Location of existing and proposed easements, water and sewer mains, and drainage facilities,

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with existing and proposes utility installations.

- ☐ Contour lines, existing and finished, as required for approval of drainage and sewer facilities.
- ☐ Proposed locations, widths, and names of all streets.
- ☐ The approximate location and number and the propose uses of all lots and other areas, including watercourses, impoundments, lakes, and those areas being used for parking, recreation, commercial purposes, or for public or governmental use.
- ☐ Proposed lot lines, lot numbers, and block letters.
- ☐ If the proposed subdivision consists of land acquired from more than one source of title, the outlines of the several tracts shall be included on the preliminary plat by broken lines, and identification of such respective tracts shall be shown on the preliminary plat. The same information shall be included if any portion of the subdivision is situated in the county.

Items to Accompany the Plat

A. Statements by the subdivider as follows:

- ☐ Certification that requirements relating to water and wastewater services, storm drainage, streets, curbs, gutters, sidewalks and such other improvements as may be required by the Commission or agent of Council under the provisions or this chapter will be carried out at the subdivider's cost.
- ☐ Indication of location, proposed use and acreage of any portion of the proposed subdivision, other than streets, which the subdivider proposes to dedicate or reserve for public use or for the common use of future property owners of the subdivision.
- ☐ Summary of proposed restrictive covenants and reservations.

B. A check payable to the City of Lexington to cover required fees.

C. Certification by the agent that the proposed subdivision complies with this chapter and all other pertinent ordinances of the City and that after of the preliminary plat and consultation with the subdivider the agent is satisfied that proposed improvements as required by this chapter are or will be adequate to their purposes. The agent, Commission or Council may, at his or its option, require certification by a qualified engineer or other professional that the propose improvements will be adequate to the proposed use. Cost of the certification shall be borne by the subdivider. The agent may indicate his certification by his signature on the face of the preliminary plat or the agent may note substantial approval of the preliminary plat with certain required modifications to the preliminary plat set forth in an attached document.

D. Certification by a qualified land surveyor or professional engineer that drainage facilities are adequate, that existing downgrade drainage facilities are adequate to carry the increased burden, that no private property will be subject to materially increased flow and that facilities installed will be adequate to carry channeled surface water from any development at a higher elevation in the same drainage basin.

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Final Plat Checklist

Six (6) full size copies of the final plat and two (2) copies eight by 14 inches in size shall be submitted.

Requirements

The final plat shall adhere to the following requirements:

A. The final plat shall be prepared by a certified land surveyor or other qualified professional who shall endorse upon such a plat a certificate signed by him setting forth the source of title of the land subdivided and the place of record of the last instrument in the chain of title.

B. The final plat shall be substantially in accordance with the preliminary plat (together with any changes or additions for its approval), except that a final plat may include all or any part of the area covered by the preliminary plat.

C. The plat shall be legibly and accurately drawn upon sheets not more than 17 inches by 22 inches in size. There shall be a one-fourth-inch border on each side. The plats shall be drawn at a scale of one inch equals not more than 200 feet. The agent may, at his discretion, permit different suitable scales for plats of dedication or other special plats. If the subdivision is shown on several sheets, match lines shall clearly indicate where the several sheets join.

D. It shall show accurately the following information:

- ☐ The date of the plat and the name of the surveyor or engineer preparing the same.
- ☐ Scale.
- ☐ Number of sheets comprising the plat.
- ☐ North meridian, designated true or magnetic and oriented to the top of each sheet; each sheet comprising the plat shall be so oriented.
- ☐ Name and signature of the owner.
- ☐ Name of the subdivision; the name shall not duplicate or too closely approximate that of any existing subdivision in the City or the County.
- ☐ City or county and state.
- ☐ Sources of data used in preparing the plat, particularly the deed book and page number of the last instrument in the chain of title.
- ☐ Names of all adjoining property owners and the location of each of their common boundaries, including established roadways and waterways.
- ☐ Location and description of all existing monuments.
- ☐ If the proposed subdivision consists of land acquired from more than one source of title, the outlines of the several tracts shall be included on the preliminary plat by broken lines, and

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identification of such respective tracts shall be shown on the preliminary plat. The same information shall be included if any portion of the subdivision is situated in the county.

- ☐ A boundary survey to an accuracy of one part of 5,000.
- ☐ Location and dimensions of all lot and street lines and center lines of all streets, both within and adjoining the subdivision; names and widths of all streets; and boundaries of all easements, school sites, parks or other public areas.
- ☐ Building setback lines, shown as dashed lines with dimensions to front property line along each street, and length of setback line within each lot.
- ☐ All dimensions shown in feet and decimals of a foot to the closest 1/100 of a foot and all bearings and degrees, minutes and seconds to the nearest 10 seconds.
- ☐ Curve data showing radius, delta and arc either at the curve or in a curve data table.
- ☐ Location and approximate bearing of all property lines intersecting the subdivision perimeter boundary.
- ☐ Block letters and lot numbers.

E. If any land or water areas are being dedicated or reserved for streets, parking space, for other public use or for the common use of future property owners of the subdivision, the final plat shall so state and indicate which land or water areas are dedicated or reserved.

F. The final plat shall have appended to it an unexecuted copy of a proposed certificate of owner's consent for subdivision suitable for recording, containing a statement to the effect that the subdivision is with the free consent and in accordance with the desire of the owners, proprietors, trustees, and lienholders thereof, as applicable, and setting forth in full all restrictive covenants, reservations and dedications applicable to the proposed subdivision.

G. The final plat shall provide on the first sheet space for (form available upon request from the Building and Zoning Administrator):

- ☐ The surveyor's certificate as to title pursuant to the requirements of Subsection A of this section.
- ☐ The surveyor's certificate as to monuments pursuant to the requirements of § 360-7C.
- ☐ All restrictive covenants, or reference thereto.
- ☐ Space for approval of the agent. The agent's approval shall state that to the best of the agent's knowledge and belief the proposed subdivision as set forth in the final plat complies with all pertinent ordinances and other requirements of the City and that the final plat is substantially in accordance with the plan of the subdivision as submitted to and approved by the Commission and Council in the preliminary plat.

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Items to Accompany the Plat

A. Certification by the agent, where improvements shown on the preliminary plat have already been installed, that such improvements as installed are acceptable and in conformity with current requirements.

B. If all improvements required under this chapter are not completed, a cash bond, certified check or surety performance bond as required in § 360-15B.

C. A check payable to the City of Lexington to cover all required fees.

D. An unexecuted copy of the proposed deed of dedication, if required, accompanied by a certificate signed by the subdivider and duly acknowledged before some officer authorized to take acknowledgments of deeds, to the effect that this is a true copy of the proposed deed of dedication which will be presented for recordation. Such copy shall:

- ☐ Contain a correct description of the land subdivided and state that such subdivision is with free consent and in accordance with the desire of the undersigned owners, proprietors and trustees, if any.
- ☐ Contain language such that when the deed is recorded, it shall operate to transfer in fee simple to the City such portion of the platted premises as is on such plat set apart for streets, easements or other public use and to create a public right of passage over the same.
- ☐ Contain all protective or restrictive covenants, including those referred to in § 360-28H(3).

E. An erosion and sedimentation plan approved by the appropriate agent in accordance with Chapter 178, Erosion and Sediment Control, of the Lexington City Code.