

PRELIMINARY PLAT APPLICATION PACKET



Spotsylvania County Planning Department

**Merchants Square Office Building
9019 Old Battlefield Boulevard, Suite 320
Spotsylvania, Virginia 22553**

Phone (540) 507-7434

Updated: 06/07/2019

Please note that the Code of Virginia changed as of July 1, 2014 to provide for an optional preliminary plat process for subdivisions of 50 or fewer lots.

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Introduction

A Preliminary Plat is required to be submitted to the County's Planning Department for all subdivisions of fifty-one (51) or more lots. A landowner may choose to submit a preliminary plat for subdivisions of fifty (50) or fewer lots. The requirements for a Preliminary Plat can be found in the County's Subdivision Ordinance [Section 20.4.4.1: Required preliminary plat information].

In general, Preliminary Plats provide the necessary information for determining whether proposed lots conform to the County's Subdivision and Zoning Ordinances. Preliminary Plats are required for both developed and undeveloped (raw) tracts of land. New residential subdivisions which propose public improvements require an engineered Preliminary Plat, which shows: lot lines; improvement locations; and environmental information. New, non-residential subdivisions, which are proposed on previously developed land, require an engineered Preliminary Plat, which shows: lot lines; zoning ordinance requirements (trees, parking spaces, etc.); environmental information; and existing and/or proposed easements. Ultimately, all forms of the Preliminary Plat provide evidence that each proposed lot has access, water, and sewer service.

Residential subdivisions are divided into two categories: minor and major. Minor residential subdivisions are subdivisions that contain less than ten (10) proposed residential lots. Major residential subdivisions are subdivisions that contain ten (10) or more proposed residential lots. The specific requirements set forth for the different types of Preliminary Plats are provided in this packet. **Note: dependent on the scale of a minor residential subdivision, some elements of the major residential subdivision requirements may be required. For this reason, a pre-application meeting is highly recommended.**

Please also be aware that the development of a lot enrolled in the County's land use taxation program (administered by the Commissioner of Revenue) may disqualify the property owner from continuing in this program. Once the use of the property is changed, the owner is responsible for paying the County a "roll back tax" that is based on the amount of taxes that had been deferred. The deferred tax is the difference between taxes paid based on the land use value versus taxes paid on the regular, assessed value. While Virginia Code [Sec. 58.1-3237] requires the landowner to report a change in use, zoning, or property configuration to the Commissioner of Revenue within sixty (60) days of the action, **it is advisable to contact the Commissioner of the Revenue prior to submitting an application for development to the Planning Department. Changes in the land use status may increase your property taxes. The Commissioner of the Revenue can be contacted at 540-507-7053.**

Furthermore, it is strongly recommended that a "Pre-Application Meeting" be requested by the Applicant to meet with a Staff Planner to discuss Applicant's project before any work is started. Complete the "Pre-Application Meeting Request" form (page 16) and return it to 9019 Old Battlefield Blvd. Suite 320, Spotsylvania, Virginia 22553, or call 540-507-7434 Monday through Friday between 8 a.m. to 4:30 p.m. to arrange a meeting.

I. Major Residential Subdivisions—Process

A. Submission:

The *initial* submission for a Major Preliminary Plat *shall* consist of:

- a surveyor prepared, sealed, dated, and signed plat;
- two (2) copies of the AOSE prepared Soil Report for each drain field proposed (when required);
- a completed application form signed by the property owner;
- one (1) original, signed copy of the completed “Commonwealth of Virginia Application for Subdivision Review” (page 7); and,
- all fees (*see Fee Schedule: Planning Development Review Fees*) [Ref: Section 20-4.4.1.]

Submit original copies of all of the above to the “Intake Desk” located in the Community Development Office.

B. Review:

Upon submission of an application:

- a Case Planner is assigned to the project, who will in turn review all documents within ten (10) working days to determine whether the application is complete. If found not to be complete, the applicant will be informed of the deficiencies and that no further action will be taken on the application until a complete application is submitted.
- a letter will be sent to the Applicant documenting the receipt of a complete project by the Planning Department and providing the project’s assigned Case Planner’s contact information and the date of the Technical Review Committee (TRC) meeting;
- the Case Planner will be responsible for preparing a formal comment letter as well as bringing all other related issues to a successful conclusion;
- the project is routed to appropriate County and state departments and agencies (GIS, Utilities, VDOT, Health Department, etc.) for review and comment within ten (10) business days of receipt of the project. This review must be completed within 45 days [VA Code 15.2-2259 (A)].
- the project is “read into the record” at a Planning Commission meeting. “Reading the Application into the record” provides notice to the Planning Commission that an application for a major residential subdivision has been accepted and is being reviewed for technical issues. The applicant is not required to be present for the reading.

The first and all subsequent reviews of the project must be completed within sixty (60) days of acceptance (receipt) of the complete project and/or any revised documents by the County [VA Code 15.2-2259].

C. Comments and Technical Review Committee (TRC):

Upon receipt of all comments from all departments, agencies, etc:

- the Case Planner compiles the review comments into a draft letter and e-mails or faxes the letter and the TRC agenda to the applicant and engineer no later than **Tuesday (48 hours)** prior to the scheduled **Thursday** TRC meeting.

D. Technical Review Committee Meeting:

The applicant and engineer are required to attend the TRC Meeting. At the TRC meeting, representatives of all of the commenting agencies and departments will be present. Any questions related to the comments provided prior to the meeting can be answered by the reviewers at this time.

E. Resubmission and Second Review:

Subsequent resubmissions are required until the Preliminary plat and all associated documents comply with all of the requirements of the Subdivision and Zoning Ordinances. Each additional review must be completed

within a new (60) day review period. ***Please note that for every review beginning with the 3rd review, there will be additional fees involved (see Fee Schedule: Planning Development Review Fees).***

- If the revisions and/or additional reviews are solely the result of a County request, then a fee **will not** be assessed if the request was not made in previous comment letters.
- Minor revisions that result from comments by non-Spotsylvania County government agencies that were not requested in previous reviews and are not the result of revisions to some portion of the plan **will not** generate additional fees.
- Minor changes such as incorrect parcel numbers, errors or omissions in notes, typos, etc., that are not material to the development plan and do not require significant review time **will not** generate additional fees.
- Additional fees will be required if the revisions and/or additional reviews are necessitated due to the Applicant's engineer/surveyor's failure to make the changes required by staff as noted in previous reviews, or due to changes to the plan by the engineer/applicant that result in additional revisions.

F. **Planning Commission Approval:**

Applications for major subdivisions must be approved by the Planning Commission. Once the technical reviewers are satisfied and all requirements of the Zoning and Subdivision Ordinances are met, the application will be scheduled for a Planning Commission meeting. The applicant, surveyor and/or engineer, and consultants are encouraged to attend this meeting. The Case Planner will prepare a memorandum to the Planning Commission which summarizes the development proposal, outlines the major technical issues that were raised by the Technical Review Committee, and provides a recommended action to the Planning Commission. If the application meets the standards and requirements of the ordinances, the Planning Commission must approve the plat. The Planning Commission may choose to table the application in order for the applicant to address any specific issues they may have. Once the application is revised, the Planning Commission may make another decision.

G. **Applicability:**

Once Planning Commission approval has been achieved, the applicant is free to submit an application for a site plan or a record plat. Both processes are outlined in separate packets, available at the Planning Department, on line, or by calling: 540-507-7434.

II. Major Residential Subdivisions—Plat Requirements/Checklist

Required submittals for **all residential subdivision preliminary plats** shall include (unless modified by the Director of Planning in accordance with applicable minor subdivisions) a preliminary plat or be accompanied by the following information and plans (the applicant may choose to submit the preliminary plat and site plan as one (1) submission, entitled "Residential Development Plan". This plan shall contain the minimum submission requirements as detailed in the Site Plan Application Checklist, as well as the Preliminary Plat Application and Checklist):

1. ___ If the proposed subdivision is part of a larger lot, a map of such lot and a narrative description of the development plan for such lot;
2. ___ A preliminary plat, drawn to scale of 1" = 200' for tracts over fifty (50) acres and 1" = 100' for smaller parcels, on a sheet(s) no larger than twenty-four (24) by thirty-six (36) inches, prepared by an engineer or surveyor, in a standard format prescribed by the Planning Commission and including the following information unless otherwise agreed by the Director of Planning:
3. ___ Proposed name of subdivision;
4. ___ Name, address of owner and applicant;
5. ___ Name, signature, license number, seal and address of engineer or surveyor, as applicable, involved in plat preparation;
6. ___ Title block denoting type of application, tax map number, lot number, street location, and date of original;

7. ___ A vicinity map at a scale of 1" = 2,000' showing the location of the lot with reference to surrounding properties, streets, municipal or county boundaries, etc., within one-half (1/2) mile;
8. ___ A list of revisions and dates;
9. ___ Signature block for the Director of Planning;
10. ___ Preparer's certification blocks;
11. ___ Boundary survey showing bearings and distances with error of closure that meets current surveying practices as administered by the state;
12. ___ Total acreage of the lot to be subdivided (or square feet, if less than an acre);
13. ___ The location of any required or proposed improvements or easements;
14. ___ Size and location of any existing structures, applicable setbacks and building lines;
15. ___ Conceptual phasing plan of development, if any;
16. ___ Topographic contours with a minimum of ten (10) foot contours from a USGS map or other more accurate source, except for lots less than two (2) acres, a minimum of two (2) foot contours shall be shown;
17. ___ Water bodies and USGS perennial and intermittent streams;
18. ___ Watershed boundaries;
19. ___ Wetland boundaries based on field delineation in accordance with Federal standards.
20. ___ Historic landmarks, historic district boundaries, Virginia natural heritage sites, and known historic features, including without limitations, Civil War resources, such as: earthworks, trace roads, stonewalls and fences;
21. ___ Cemeteries, graves, objects, or structures marking a place of burial shall be delineated clearly within a conservation easement with a minimum of a ten (10) foot access easement serving it;
22. ___ One-hundred-year floodplain boundaries as shown on FEMA maps, dated December 1, 1987 or latest maps or revisions;
23. ___ Approximate location and description of wooded areas, hedgerows and tree lines, including individual freestanding trees greater than eight (8) caliper and individual trees greater than fifteen (15) caliper in hedgerows and woodlands, and significant physical features;
24. ___ The location and area of any buffer area required under the County's Chesapeake Bay Act Ordinance;
25. ___ Existing and proposed street layout;
26. ___ Existing and proposed street names and widths;
27. ___ General description of water supply system; Description and approximate location of proposed sewer system; including primary and 100% reserve drainfield(s) for on-site sewage treatment systems;
29. ___ Existing and proposed easements, right-of-ways, or land reserved for or dedicated to public use and/or areas to be held in common ownership;
30. ___ Existing and proposed points of connection with public water and sewer;
31. ___ The approximate location and area of any sewage disposal site, including required reserve areas, as confirmed by a field investigation by a soil scientist (AOSE) together with the approximate location of the house site, and two (2) copies of the soil reports prepared by a soil scientist with the AOSE certification number and original signature or VDH certification letter, provided engineering has been complete;
32. ___ Areas with slopes exceeding fifteen (15) percent based on existing topographic data;
33. ___ A schedule of applicable zoning districts and requirements, including lot area, width, depth, setbacks, building coverage, open space, parking, etc.;
34. ___ Lot lines, zoning and principal uses of all existing lots or parcels within one hundred (100) feet identified on the most recent tax map sheet;
35. ___ Soils data, indicating at a minimum the existence of any highly erodible or highly permeable, moderate and/or high shrink/swell or hydric soils. Shrink/Swell soils data shall include a report prepared by a soils professional in accordance with the County's Shrink/Swell Soils Testing Policy;
36. ___ Chesapeake Bay Preservation Area data required by Chapter 6A.
37. ___ If the application involves a residential subdivision, the preliminary plat shall contain the following additional information:
 - a. ___ Lot layout including lot numbers and setback lines and, if greater than one (1) acre, approximate sizes;

- b. ____ Minimum lot width at street;
- c. ____ Total number of lots to be created and minimum and average area of lots in square feet (or acres for lots of greater than one (1) acre);
- d. ____ Table of minimum yard requirements.

38. ____ The boundaries of any mapped dam break inundation zones.

III. Minor Residential Subdivisions—Process

A. Submission:

The *initial* submission for a **Minor Residential Preliminary Plat** shall consist of:

- a surveyor prepared, sealed, dated, and signed plat;
- two (2) copies of the AOSE prepared Soil Report for each drainfield proposed (when required);
- a completed application form signed by the property owner;
- one (1) original, signed copy of the completed “Commonwealth of Virginia Application for Subdivision Review” (page 7); and,
- all fees (*see Fee Schedule: Planning Development Review Fees*).

Submit original copies of all of the above to the “Intake Desk” located in the Community Development Office.

B. Review:

Upon submission of an application:

- a Case Planner is assigned to the project, who will in turn review all documents and be responsible for preparing the formal comment letter as well as bringing all other related issues to a successful conclusion;
- a letter will be sent to the Applicant documenting the receipt of the project by the Planning Department and providing the project’s Case Planner’s contact information, and the date of the Technical Review Committee (TRC) meeting;
- the project is routed to appropriate County and state departments and agencies (GIS, Utilities, VDOT, Health Department, etc.) for review and comment within ten (10) business days of receipt of the project. This review must be completed within 45 days [VA Code 15.2-2259 (A)].

The first and all subsequent reviews must be completed within (60) days of acceptance (receipt) of the project and/or any revised documents by the County [VA Code 15.2-2259].

C. Comments and Technical Review Committee (TRC):

Upon receipt of all comments from all departments, agencies, etc:

- the Case Planner compiles the review comments into a draft letter and e-mails or faxes the letter and the TRC agenda to the applicant and engineer no later than **Tuesday (48 hours)** prior to the TRC meeting.

D. Technical Review Committee Meeting:

The applicant and engineer are required to attend the TRC meeting. At the TRC meeting, representatives from all of the commenting agencies and departments will be present. Any questions related to the comments provided prior to the meeting can be answered by the reviewers at this time.

E. Resubmission and Second Review:

Subsequent resubmissions are required until the Preliminary Plat and all associated documents comply with all of the requirements of the Subdivision and Zoning Ordinances. Each additional review must be completed within a new (60) day review period. *Please note that for every review beginning with the 3rd review, there will be additional fees involved (see Fee Schedule: Planning Development Review Fees).*

- If the revisions and/or additional reviews are *solely* the result of a County request, then a fee **will not** be assessed if the request was not made in previous comment letters.
- Minor revisions that result from comments by non-Spotsylvania County government agencies that were not requested in previous reviews and are not the result of revisions to some portion of the plan **will not** generate additional fees.
- Minor changes such as incorrect parcel numbers, errors or omissions in notes, typos, etc., that are not material to the development plan and do not require significant review time **will not** generate additional fees.
- Additional fees will be required if the revisions and/or additional reviews are necessitated due to the Applicant's engineer/surveyor's failure to make the changes required by staff as noted in previous reviews, or due to changes to the plan by the engineer/applicant that result in additional revisions.

F. Approval and Applicability:

Once all technical review issues are resolved, the Planning Director shall approve the Preliminary Plat. Once approval is achieved, the applicant is free to submit an application for a Site Plan or a Record Plat. Both processes are outlined in separate packets, available at the Planning Department, on line, or by calling: 540-507-7434.

IV. Minor Residential Subdivisions—Plat Requirements/Checklist

Minimum submittal requirements for minor subdivision preliminary plats: the Director of Planning is authorized to waive requirements for Preliminary Plats for minor subdivisions, excepting that all applications for subdivision approval shall include at least:

1. ____ A boundary survey, including bearings and distances with error of closure that meets current surveying practices as administered by the state;
2. ____ Total area of the lot to be subdivided;
3. ____ Lot layout including lot numbers and approximate dimensions and sizes and total number of lots to be created;
4. ____ Minimum and average lot areas;
5. ____ Chesapeake Bay Preservation Area features.
6. ____ The Director of Planning shall base a decision to waive information requirements for minor subdivisions on the character, location and potential impact of the proposed subdivision of land and the information needed to determine compliance with the minimum requirements of this chapter.

V. Non-Residential Subdivisions - Process

A. Submission:

The *initial* submission for a Minor non-Residential Preliminary Plat *shall* consist of:

- a surveyor prepared, sealed, dated, and signed plat;
- two (2) copies of the AOSE prepared Soil Report for each drainfield proposed (when required);
- a completed application form signed by the property owner;
- one (1) original, signed copy of the completed “Commonwealth of Virginia Application for Subdivision Review” (page 7); and,
- all fees (*see Fee Schedule: Planning Development Review Fees*).

Submit original copies of all of the above to the “Intake Desk” located in the Community Development Office.

B. Review:

Upon submission of an application:

- a Case Planner is assigned to the project, who will in turn review all documents and be responsible for preparing the formal comment letter as well as bringing all other related issues to a successful conclusion;
- a letter will be sent to the Applicant documenting the receipt of the project by the Planning Department and providing the project's Case Planner's contact information.
- the project is routed to appropriate County and state departments and agencies (GIS, Utilities, VDOT, Health Department, etc.) for review and comment within ten (10) business days of receipt of the project. This review must be completed within 45 days [VA Code 15.2-2259 (A)].

The first and all subsequent reviews must be completed within (60) days of acceptance (receipt) of the project and/or any revised documents by the County [VA Code 15.2-2259].

C. Comments:

Upon receipt of all comments from all departments, agencies, etc:

- the Case Planner will generate a formal comment letter (within ten [10] business days), which outlines all the necessary revisions and specifies any other documents required for a complete and final review before approval.

D. Resubmission and Second Review:

Subsequent resubmissions are required until the Preliminary Plat and all associated documents comply with all of the requirements of the Subdivision and Zoning Ordinances. Each additional review must be completed within a new (60) day review period. ***Please note that for every review beginning with the 3rd review, there will be additional fees involved (see Fee Schedule: Planning Development Review Fees).***

- If the revisions and/or additional reviews are solely the result of a County request, then a fee **will not** be assessed if the request was not made in previous comment letters.
- Minor revisions that result from comments by non-Spotsylvania County government agencies that were not requested in previous reviews and are not the result of revisions to some portion of the plan **will not** generate additional fees.
- Minor changes such as incorrect parcel numbers, errors or omissions in notes, typos, etc., that are not material to the development plan and do not require significant review time **will not** generate additional fees.
- Additional fees will be required if the revisions and/or additional reviews are necessitated due to the Applicant's engineer/surveyor's failure to make the changes required by staff as noted in previous reviews, or due to changes to the plan by the engineer/applicant that result in additional revisions.

E. Approval and Applicability:

Once all technical review issues are resolved, the Planning Director shall approve the Preliminary Plat. Once approval is achieved, the applicant is free to submit an application for a Site Plan or a Record Plat. Both processes are outlined in separate packets, available at the Planning Department, on line, or by calling: 540-507-7434.

VI. Non-Residential Subdivisions—Plat Requirements/Checklist

Required submittals for all non-residential subdivision preliminary plats: a preliminary plat shall contain or be accompanied by the following information and plans:

1. ____ A boundary survey, including bearings and distances with error of closure that meets current surveying practices as administered by the state;

2. _____ Total area of the lot to be subdivided;
3. _____ The location of any required or proposed improvements or easements and an indication of whether the easements will be private or dedicated to public use. This shall include right-of-ways, lands reserved for public use, and any areas to be owned by an owners or tenants association or otherwise held in common ownership;
4. _____ Conceptual phasing plan of development; if any;
5. _____ Water bodies, wetlands, and USGS perennial and intermittent streams;
6. _____ Existing and proposed street layout including widths and proposed names. Include all travel ways.

Commonwealth of Virginia

VDH Use Only

Health Department ID# _____
Due Date _____

Application for Subdivision Review

(Page 1 of 2 to be filled out by the Owner or Agent)

Owner _____
Mailing Address _____

Phone _____
Phone _____
Fax _____

Developer/Agent _____
Mailing Address _____

Phone _____
Phone _____
Fax _____

AOSE _____
Mailing Address _____

Phone _____
Phone _____
Fax _____

Directions to Property: _____

Name of Proposed Subdivision _____
Tax Map _____ Other Property Identification _____ Dimension/Acreage of Property _____
Number of lots proposed _____ Proposed water source (note: new or existing, public or individual) _____
General size of lots _____ (give range if appropriate)
Additional description of subdivision _____

Overview of soils and geology (optional but encouraged) _____

In order for VDH to process a subdivision application you **must** attach a plat of the property showing the location of the proposed onsite sewage disposal systems and the reserve absorption areas (if required) and the location of the water supply system on each lot, if applicable. Each plat or subsection of a subdivision plat shall be accompanied by specific soil information for each lot (absorption area and reserve area). If not provided by the local subdivision ordinance, the district or local health department may require the plat to show streets, utilities, storm drainage, water supplies, easements, lot lines and original topographic contour lines by detail survey or other information as required.

When the AOSE site evaluations are reviewed, the property lines, building location and the proposed well and sewage system sites **must** be clearly marked and the property sufficiently visible to see the topography, otherwise this application will be denied.

I give permission to the Virginia Department of Health (VDH) to enter onto the property described during normal business hours for the purpose of processing this application and to perform quality assurance checks of evaluations and designs certified by an Authorized Onsite Soil Evaluator (AOSE) or a Professional Engineer (PE) as necessary until the sewage disposal system has been constructed and approved.

Signature of Owner/Agent Date

Soil Report Checklist

(Give this checklist to your soil consultant)

Note: The following information is needed to verify that the requirements of the Chesapeake Bay Preservation Ordinance and the Reservoir Protection Overlay District that relate to parcel divisions and property line adjustments have been met. Soil reports in this format may be used to apply with the Health Department for a septic system construction permit or certification letter.

- ____ 1. Name, title, and signature of the person preparing the report (AOSE seal).
- ____ 2. Address, phone number, and fax number (if applicable) of a contact person.
- ____ 3. Soil profiles for all proposed drainfields and reserve areas.
- ____ 4. Statement indicating capacity of drainfield (in number of bedrooms), and percentage reserve available (at least 100%).
- ____ 5. Scaled sketch showing the following:
 - ___ a. Property lines and dimensions of existing and proposed parcels.
 - ___ b. North arrow.
 - ___ c. Tax map parcel number.
 - ___ d. Bodies of water, including ponds, lakes, streams, drainage ways, etc.
 - ___ e. Resource Protection Areas.
 - ___ f. 250' septic setback line from mean high water line of existing or proposed reservoirs; 100' septic setback line from flood easement.
 - ___ g. Primary drainfield and reserve areas, including existing ones within 200' on adjacent parcels
 - ___ h. Footprints of existing and proposed buildings, with distance between dwelling(s) and drainfields indicated.
 - ___ i. Distance between drainfields/reserve areas and property lines (five [5]' minimum setback).
 - ___ j. Existing or proposed driveways.
 - ___ k. Existing or proposed utility easements — Underground and aboveground (10' minimum setback for drainfields/reserve areas, or written permission for encroachment obtained from utility holding the easement).
 - ___ l. Proposed wells.
 - ___ m. Existing wells and springs within 200' of the proposed building and drainfield/reserve area, including those on adjacent parcels.
- ____ 6. If a parcel is vacant, a primary drainfield and 100% reserve area should be located or the parcel will be stamped "Not Approved for Sewage."
- ____ 7. If a parcel has a dwelling with an existing septic system, a 100% reserve area is identified and located.
- ____ 8. VDH Level 1 Subdivision Review (sample included)

(NOTE: Please note that Soil Reports are required for all parcels not on public utilities and need to clearly and accurately indicate: 1) the tax map parcel number(s); and, 2) that the property(s) has both a primary and a 100% reserve drain field as required and as depicted on the plat.)

Spotsylvania County Health Department Level I Subdivision Review

Spotsylvania TM #: _____
 Subdivision name: _____
 Developer: _____
 Surveyor: _____
 AOSE: _____
 Reviewing EHS: _____
 Date: _____

Items to be reviewed & required: per Sewage Handling and Disposal and AOSE Regulations

Commonwealth of VA State Board of Health Sewage Handling and Disposal Regulations 12VAC 5-610-360.b

Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Original topography shown at 2 ft. intervals or less
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lot boundaries, lot line dimensions, acreage
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Overall site boundary
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Neighboring property lines within 200 ft. of outermost property line
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed roads, cuts and fills
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Drainage easements and structures
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Utility easements
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Drainfield sites, reserve areas, and water supply locations clearly shown to scale on plat

Commonwealth of VA State Board of Health Sewage Handling and Disposal Regulations 12VAC 5-610-456 & 460

Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing & proposed water supplies for each lot & within 200 ft. of outermost property
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Individual AOSE/PE Soil Reports identified as to individual lot, section number and subdivision
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AOSE certification statement, signature, seal and date
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PE certification, seal and date

Additional information

Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Local government letter of request received
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Significant landscape features (see county plat requirements)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Subdivision plat to scale of 1" = 100' or larger.

Virginia Department of Health Notes

(Required for properties with drain fields only)

AOSE CERTIFICATION STATEMENT:

This is to certify according to Section 32.1-163.5 of the *Code of Virginia* that each lot in this subdivision complies with the *Sewage Handling and Disposal Regulations* (and *Private Well Regulations* if applicable) of the Virginia Department of Health and all local *[insert county name]* County ordinances related to onsite sewage disposal systems and private wells. All proposed onsite sewage disposal system areas (primary and reserve) will support systems that have general approval under, or for which design criteria are contained in, the *Sewage Handling and Disposal Regulations* (excludes provisional systems, experimental systems, Code of VA 32.1-163.6 system designs, and systems with conditions). I recommend approval of this subdivision.

Signature of OSE

Date

Typed Name of OSE

OSE # and Date

HEALTH DEPARTMENT STATEMENT:

This subdivision was submitted to the Health Department pursuant to Section 32.1-163.5 of the Code of Virginia, which requires the Health Department to accept private soil evaluations and designs from an Onsite Soil Evaluator (OSE) or a Professional Engineer working in consultation with an OSE for residential development. The Department is not required to review these evaluations. This subdivision has been certified as being in compliance with the Board of Health's regulations by an OSE (see OSE Certification Statement on this plat). This subdivision approval is issued in reliance upon that certification.

Pursuant to Section 360 of the *Sewage Handling and Disposal Regulations* this approval is not an assurance that Sewage Disposal System Construction Permits will be issued for any lot in the subdivision unless that lot is specifically identified as having an approved site for an onsite sewage disposal system, and unless all conditions and circumstances are present at the time of application for a permit as are present at the time of this approval. A permit will not be issued for any lot later identified as being incorrectly certified. This subdivision may contain lots that do not have approved sites for onsite sewage disposal systems.

The Health Department's dated signature on this plat represents verification that on this date the licensed site and soil evaluator (see OSE Certification Statement) is licensed by the Board of Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals, a Board of the Department of Professional and Occupational Regulation, as an Onsite Soil Evaluator (OSE).

Health Department Official

Date

Required Notes

Scenic Buffer

Per Section 20-5.1.9k, Lots shall have a scenic buffer strip 100 feet in width along the existing secondary or primary road frontage, in which the existing vegetation and contours of the land will not be disturbed or altered. Nothing in this section shall be construed to prohibit ingress/egress on the secondary or primary road where permitted by the standards of this chapter and VDOT, nor to prohibit the placement of fences or the planting of additional landscaping within the scenic buffer strip

Floodplain

The following is the preferred wording to be shown on all plats as it relates to FEMA Floodplain designations (the engineer/surveyor is responsible for replacing “xxx” with the correct FEMA map #):

- ❖ *No portion of the land hereon is located in the F.I.R.M. 100-year special flood area zone “A”, as indicated on FEMA map # xxx dated February 18, 1998. However, this land is located in zone “X” (areas outside of the 500-year floodplain).*

OR

- ❖ *Portions of the land hereon are located in the F.I.R.M. 100-year special flood area zone “A” as indicated on FEMA map # xxx dated February 18, 1998 and is so designated hereon.*

Chesapeake Bay Preservation Act

Per the Chesapeake Bay Preservation Act and the Chesapeake Bay Preservation Ordinance of Spotsylvania County the following statements must be applied to all site plans and plats.

- ❖ *CBPA is an overlay district for the entire Spotsylvania County and the parcel described within this plan lies within the RMA features and (does/does not) contain RPA features within the Chesapeake Bay Preservation Area Overlay District.*

Resource Protection Area

If the parcel/lot has a RPA feature on it, include the following notes:

- ❖ *Resource Protection Area (RPA) is a 100 foot wide buffer area that shall remain undisturbed and vegetated in accordance with Spotsylvania County Code Chapter 6A- Chesapeake Bay Preservation.*

AND

- ❖ *RPA shown per County maps or RPA field delineated by (name of firm)*

Reservoir Protection Overlay District

If the parcel/lot is located in a Reservoir Protection Overlay District, include the following note:

- ❖ *This parcel/tract is located in the Reservoir Protection Overlay District of the County.*

River Protection Overlay District

If the parcel/lot is located in a River Protection Overlay District, include the following note:

- ❖ *This parcel/tract is located in the River Protection Overlay District of the County.*

Highway Corridor Overlay District

If the parcel/lot is located in the Highway Corridor Overlay District, include the following note:

- ❖ *This parcel/tract is located in the Highway Corridor Overlay District of the County.*

Historic Overlay District

If the parcel/lot is located in the Historic Overlay District, include the following note:

- ❖ *This parcel/tract is located in the Historic Overlay District of the County.*

Airport Corridor Overlay District

If the parcel/lot is located in the Airport Corridor Overlay District, include the following note:

- ❖ *This parcel/tract is located in the Airport Corridor Overlay District of the County.*

VDOT Drainage

Property owners are responsible for preserving drainage easements on/across their property. Such easements serving roadways maintained by VDOT will be maintained by VDOT only as required to protect the roadway from damage or flooding.

GPS Tie In Requirements

GPS Tie In note block on the Cover Sheet, and one of the following:

- _____ a. VA State Plane, North Zone, 1983 Datum X,Y coordinate values on two adjacent outer perimeter property pins or monumented corners, or
- _____ b. Surveyed distance and bearing traverses to and between two inter-visible County, NGS, or VDOT monuments, from and between two adjacent outer perimeter property pins or monumented corners.

*Tie in by one of the above methods also required to be displayed on those sheets showing any portion of a storm sewer system.

GPS Tie In

The (plat of land/site plan) shown hereon is referenced to the Virginia Coordinate System of 1983 as computed from a field survey which ties this development boundary to (SC or NGS or VDOT) monument (insert number and name of monument).

The grid factor (elevation factor x scale factor) that has been applied to the field distance to derive the referenced coordinates is (insert complete grid factor). Unless otherwise stated the plat distances shown are intended to be horizontal distances measured at the mean elevation of the development.

The bearings shown are referenced to VCS 1983 Grid North. The foot definition used for conversion of the monument coordinates is the "U.S. Survey Foot" or 1 Ft = 1200/3937 meter.

Geodetic control monuments existing or placed within the boundaries of this development shall not be disturbed. The landowner assumes the responsibility for replacement of any disturbed monument.

More Information

The location of GPS monuments within Spotsylvania County can be found in the GIS/Mapping section of the Spotsylvania County Website:

<http://www.spotsylvania.va.us/content/20925/20971/23730.aspx>

APPENDICES

County of Spotsylvania

Department of Planning
9019 Old Battlefield Blvd, Suite 320
Spotsylvania, Virginia 22553
Phone: (540) 507-7434



Pre-Application Meeting Request

Property Owner(s): _____

Developer/Applicant: _____

Phone #: _____ Cell # _____ *Email: _____

Tax Map#: _____ Existing Zoning: _____ Proposed Zoning: _____ Disturbed Zoning: _____ Parcel Acreage: _____

Parcel Address: _____

Type of Application: _____

Public Water: Yes No Public Sewer: Yes No

Is this an active project in the County or have there been any prior approvals? Yes No

If yes, list: _____

Issues or items to be discussed:

Department/Staff requested to attend:

*Requested DATE of PRE-APPLICATION MEETING (Thursday): _____

Signature of Submitter: _____

*Please submit this request on Monday the week prior to the week of the meeting date with a General Plan of Development or Concept Plan



SPOTSYLVANIA COUNTY PLAT APPLICATION
 Submit the completed application with the required plats, all supplemental documents and information, and fees to Code Compliance Permit Intake
 9019 Old Battlefield Blvd, Suite 320
 Spotsylvania, Virginia 22553

Planning Department
 9019 Old Battlefield Blvd., Suite 320
 Spotsylvania, Virginia 22553
 (540) 507-7434 (voice)

www.spotsylvania.va.us

FEES: July 1, 2019 Fee Schedule		
Planning:	110-0000-316-16-03 (39)	\$
Zoning:	260-0000-313-03-45 (017)	\$
Processing Fee:	260-0000-318-99-14 (017)	\$ 65
GIS:	110-0000-316-16-10 (334)	\$
TOTAL FEE PAID:		\$

Type: (Check One) NOTE: All plats must be folded prior to submission

- Preliminary Plat:** 12 plats - Planning fee: (50 lots or less) \$1,840; (51 lots or more) \$3,020 + \$15 per each 5 lots or portion > 55; GIS fee: \$280 + \$5 per lot > 10 lots; Zoning fee: \$50;
- Record Plat/Final Plat:** 10 plats - (Planning fee: Minor (3 lots or less) \$1,755; Major (4 or more lots) \$3,200 + \$15 per lot > 10 lots; GIS fee: \$815 + \$10 per lot > 3 lots; Zoning fee: \$50;
- Non-Residential/Article13 Plat:** 12 plats- (Planning fee: \$1,500 + \$15 per lot > 10 lots; GIS fee: \$815 + \$10 per lot > 3 lots); Zoning fee: \$50;
- Family Exempt Division:** 7 plats (Planning fee: \$1,255; GIS fee: \$580; Zoning \$50)
- Annual Exempt Division:** 7 plats (Planning fee: \$1,145; GIS fee: \$580; Zoning \$50)
- Consolidation or Adjustment:** 7 plats (Planning fee: \$1,145; GIS fee: \$580; Zoning \$50)
- Easement /Right of Way Plat:** 8 plats (Planning fee: \$1,480; GIS fee: \$580; Zoning \$50)
- Easement Exhibit** 7 exhibit plats (Planning fee: w/legal docs. \$865.00; w/out legal docs \$480.00; GIS \$460; Zoning \$50)

Subdivision Name or Owner's Name: _____

Section #: _____ **# of lots:** _____ **Nearest State Route #:** _____ **Zoning District:** _____

Voting District: _____ **Magisterial District:** _____ **Public Water:** Y N **Public Sewer:** Y N **Public Streets:** Y N

Tax Map #: _____ **Parcel Acreage:** _____ **In Land Use Program:** Y N

Developer (Owner if no developer)

Engineer/Surveyor

Address

Address

City, State, Zip

City, State, Zip

Phone Number

Contact Person

Phone Number

Contact Person

E-mail: _____

E-mail: _____

E-mail will only be used to send comments as a result of the project's review.

Signature(s): All owners must sign the application or submit an agent authorization letter. Signature(s) of owner(s) or authorized agent: _____

Date: _____

I hereby certify by my signature above that I am the owner of record of the named property or that I am authorized to act on behalf of all the owners of record of the named property to execute this application. I further certify that all information I have provided thereon is complete and accurate. I agree on behalf of myself and all owners to conform to the Zoning Ordinance, Subdivision Ordinance, Virginia Uniform Statewide Building Code, Erosion Ordinance, Chesapeake Bay Preservation Ordinance, the Water and Sewer Construction Specifications of Spotsylvania County, and all other applicable laws and regulations of this jurisdiction.

****Refunds (Planning) – All refunds must be requested in writing to the Planning Director. Refunds will be issued in the following circumstances: 95% of Planning fees if application is withdrawn within two (2) business days of submission; 80% of Planning fees if application is withdrawn during the initial review period (time varies depending on application type); 40% of Planning fees if application is withdrawn within ten (10) business days after initial review comments are issued.****

FOR OFFICE USE ONLY

Application received by _____

Date 18 _____

Application Number _____