

SUBDIVISION PROCEDURE

This procedure applies to any proposed division of land in Rockingham County that creates 3 or more lots. The review procedure is as noted below:

- First Stage - Preliminary Plan
- Second Stage - Construction Plan
- Third Stage - Final Plat

The Construction Plan and Final Plat Procedure may be repeated for each section of the subdivision.

PROCEDURE

Before you begin preparation of the Preliminary Plan, it is required that a meeting be scheduled with a staff member of the **Community Development Department**. The office is located at 20 East Gay Street, Harrisonburg.

Phone: **Development Review Services (540) 564-1529**

Points to be covered at the meeting:

1. Check zoning of property to determine if the proposed use and density is permitted under the current zoning classification. See "Rezoning/Special Use Permits" for procedure.
2. Review your proposed development with a staff member. You should bring with you any information, plats, or a sketch plan that will aid in the review and illustrates your proposal.
3. Learn about County plans, policies, and ordinances that may affect your proposed development.
4. Determine if additional agency review will be required for your proposed use.
5. Obtain: Application, checklist, and ordinances.

A. PRELIMINARY PLAN

STEP 1

Have Preliminary Plan prepared by a design professional. See the Subdivision Ordinance sections on Preliminary Plans and Design Standards, and the Zoning Ordinance, for General Lot, Yard, Height, Buffer and Use Regulations for more detailed information.

STEP 2

Submit application, Nine (9) **folded** copies of the Preliminary Plan and an electronic copy (.pdf), and the review fee. Incomplete submissions will not be accepted. The staff will determine if the submission is complete and, if so, will begin the review process by distributing it to a number of County and state agencies.

In general, Preliminary Plans are reviewed by County agencies and comments are returned to the **Community Development Department** within three (3) weeks, unless the plan is extremely complex or there is an extraordinary workload. State agencies are asked to observe the same review period and to notify the **Community Development Department** when additional time is needed. Upon receipt of comments, the **Community Development Department** will identify any major area of conflict or inconsistency and resolve them, if possible, before forwarding the comments to the engineer.

STEP 3

Make changes to the Preliminary Plan as per comments and resubmit the required number of copies.

TIME: An average of 21 days for each submission or resubmission is the goal for completing the review process for projects. But some projects may take up to sixty (60) days to complete, depending on the workload.

TERM: Preliminary Plans are valid for a term of five (5) years after approval.

Date Received: _____	Fee: _____	Tracking #: SD- _____ - _____
Time Received: _____	Receipt #: _____	Application Type: (check one)
Accepted By (initials): _____	Prelim. Meeting Date: _____	New <input type="checkbox"/> Revision of Plan in Process <input type="checkbox"/>

Subdivision Name: _____

Section Number (if applicable): _____

Type of Plat: Preliminary Final Construction Plan Submission Date: _____

Contact Person : _____ Daytime Phone: _____

Contact Person's Address: _____

Engineer/ Surveyor (if different): _____

Developer: _____ Daytime Phone: _____

Developer's Address: _____

Property Owner: _____

Tax Map Number: _____ Acres: _____ Zoning: _____

Location: _____

Number of Lots: _____ Type of Dwelling Units: _____

INDICATE METHOD OF:

Water Supply: Community System Public Water Well **Provider:** _____

Sewage Disposal: Community System Public Sewer Septic System **Provider:** _____

- ◆ *Please submit nine (9) copies of the subdivision plat with this application (an electronic submission .pdf also required)*
- ◆ *Please complete and sign the preliminary plat submission requirements checklist*
- ◆ *Reminder: After approval of the preliminary plat, construction plans are to be submitted to this office for disbursement*
- ◆ *Fees must be paid at the time of submittal*
- ◆ *Please include one (1) copy of the subdivision on no larger than 11' x 17' paper*

PRELIMINARY PLAT SUBMISSION REQUIREMENTS

In accordance with the Rockingham County Code and policies of the Community development Department, the following information shall be included and submitted on the preliminary plat. If the required information is not on preliminary plat lot layout sheet (if more than one sheet included), it must be indicated below as to what page it is located. Specific items that are required on the lot layout sheet are indicated below.

Due to the number of persons or agencies required to view preliminary plats, eleven (11) copies are needed instead of six (6) as stated in the ordinance. If the plat is on paper larger than 8 1/2" x 14", the paper must be folded and ready to forward to reviewing entities.

<u>INCLUDED</u>	<u>SHEET</u>	<u>ITEM</u>
_____	_____	(1) <u>MAY BE ON A TITLE SHEET</u>
_____	_____	(a) Name of subdivision with section number, if applicable
_____	_____	(b) Name and address of owner and/or subdivider
_____	_____	(c) Name, address, phone number, and fax number of surveyor or engineer
_____	_____	(d) Signed surveyor's seal – can have written over it "not for recordation"
_____	_____	(e) Date of drawing
_____	_____	(f) Number of sheets
_____	_____	(g) North arrow and scale
_____	_____	(2) <u>INSET MAP (MAY BE ON TITLE SHEET)</u>
_____	_____	(a) Scale of not less than 1" equals 2,000 feet
_____	_____	(b) Nearby towns and cities
_____	_____	(c) Nearby subdivisions
_____	_____	(d) Roads (with their names and numbers)
_____	_____	(e) Demarcation of site of subdivision and plat
_____	_____	(f) Other distinguishing landmarks
_____	_____	(3) <u>REQUIRED ON LOT LAYOUT SHEET</u>
_____	_____	(a) Boundary survey or existing survey of record
_____	_____	(b) Total acreage
_____	_____	(c) Acreage of subdivided area
_____	_____	(d) Number and approximate area of all building sites
_____	_____	(e) Computations showing conformance with density
_____	_____	(f) Open space and coverage requirements of zoning ordinance
_____	_____	(g) Existing buildings within boundaries of the subdivision
_____	_____	(h) Names of owners and their property lines within the boundaries of the subdivision
_____	_____	(i) Names of owners, zoning, and tax map numbers of adjoining properties
_____	_____	(j) Lot number, size (square footage or acreage) of each lot, dimensions of each lot, and setback lines on each lot (shown on the lot)

(4) STREET & UTILITY INFORMATION (ON LOT LAYOUT SHEET)

- (a) Existing, platted and proposed streets and easements
- (b) Street names, route numbers and widths
- (c) Statement as to whether roads are state or private
- (d) Public areas and parking spaces
- (e) Existing and proposed utilities shown on each lot with dimensions (please do not reference in a note)
- (f) Statement on plat about utilities (water and sewer and what entity will provide them.
- (g) Other pertinent information as required or that you feel will be helpful

(5) TOPOGRAPHIC INFORMATION (MAY BE ON SEPARATE SHEET)

Compiled by either field or photogrammetric methods at a contour interval of not greater than five (5) feet, showing all the area covered by the subdivision. Properly related to coast and geodetic survey data showing the boundary lines of the tract to be subdivided.

(6) FLOODPLAIN INFORMATION (LOT LAYOUT SHEET)

- (a) Location of 100-year floodplain
- (b) Location of floodway area
- (c) Designate flood zone.

(7) All parcels of land intended to be dedicated or reserved for public use or to be reserved in the deed for the common use of property owners of the subdivision.

(8) Show areas designated in the County Comprehensive Plan as proposed sites for schools, parks, or other uses including floodplains which are located wholly, or in part, within the lands being subdivided

(9) Plans indicating the provisions for all utilities, including, but not limited to, the proposed method of providing drainage, water supply, and sewage disposal as well as plans for culverts and bridges

(10) Zoning classifications and proposed use for the area being subdivided (Lot layout sheet or cover sheet)

(11) Indicate conformance with pertinent proffers resulting from a rezoning

(12) Proposed sedimentation and erosion control measures.

Please sign below to certify that to the best of your knowledge the above required information is included on the preliminary plat. A copy of this form and appropriate fees must be included with your preliminary plat submission to initiate the review process.

Applicant

Date