

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 Final Plat, it is suggested 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. FINAL PLAT AND RECORDATION

STEP 1

Assuming completion and/or approval of one of the options listed in the Construction Plan procedure STEP 4, proceed with the preparation and submittal of copies of the Final Plat.

STEP 2

Submit nine (9) **folded** copies of plat and an electronic copy (.pdf) and fee.

STEP 3

When comment letter is received, make changes, if necessary, and resubmit for approval.

STEP 4

When the Final Plat has been approved, submit original with signatures, other applicable fees, and copies of all other required documents to the **Community Development Department**. The Record Plat (reproducible copies of the Final Plat) will be reviewed to ensure that it is in full conformance with the approved Final Plat. The Subdivision Agent will sign each copy, and return the original to the engineer, the plat must be taken to the **Clerk of the Court's** office for recordation.

STEP 5

Complete any outstanding construction, request inspections, and have public improvements or plans accepted by the County and/or VDOT. Release of surety will follow, upon completion and acceptance of public improvements.

TERM: Six (6) months after the Final Plat approval to have Record Plat recorded in the office of the **Clerk of the Court**.

Date Received: _____	Fee: _____	Tracking #: SD-____ - _____
Time Received: _____	Receipt #: _____	Application Type: <i>(check one)</i>
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*