

Final Plat

Application Packet



Town of Strasburg
Department of Planning and Zoning
174 East King Street
PO Box 351
Strasburg, VA 22657
540-465-9197

Updated September 15, 2009



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FINAL PLAT APPLICATION

Application Instructions

1. **APPLICATION FORM:** Complete the application form on Page 3. Please note that *all* fields **MUST** be completed in order for your application to be processed. Do not fill in the shaded fields – they will be completed by Town staff.
2. **SUPPLEMENTARY INFORMATION:** You **MUST** submit **five (5)** copies of all of the following information along with **two (2)** copies of the completed application form. Additional copies may be required for the Planning Commission and Town Council review. Please see page 4 of this application for additional information on what the drawings must contain.
 - a. ***Final Plat.*** Prepared on legal-size paper at a scale no greater than one inch equals 100 feet.
 - b. ***Open Space Dedication/Maintenance.*** All offers of dedication, and covenants governing the reservation and maintenance of undedicated open space which shall bear the certificate of approval of the Town Attorney as to their legal sufficiency.
 - c. ***Deed Restrictions.*** Such deed restrictions as may be imposed upon the property as a condition of sale together with a statement of any restrictions previously imposed which may affect the title to the land being subdivided.
 - d. ***VDOT Approval.*** State department of transportation approval of roads and drainage systems.
 - e. ***Performance Bond.*** The performance bond in a form satisfactory to the Town attorney and in an amount established by the Planning Commission upon recommendation of an engineer approved by the Planning Commission and shall include a provision that the principal of the bond shall comply with all the terms of the final subdivision plat approval as determined by the Town and shall include, but not be limited to, the performance of all required subdivision and off-site improvements or parts thereof. All improvements and land included in the irrevocable offer of dedication shall be dedicated to the Town free and clear of all liens and encumbrances on the premises (see article IV, section 401.4).
3. **APPLICATION FEE:** An application fee **MUST** be paid at the time of application submittal. The fees are as follows:
 - a. 3 lots or less: \$250
 - b. 4 or more lots: \$1,500 plus \$100 per lot
 - c. Commercial: \$2,500 plus \$100 per lot



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Application Num. _____
 (office assigns)

FINAL PLAT APPLICATION FORM

APPLICANT	NAME	
	ADDRESS	
	PHONE	FAX
	EMAIL	
PROPERTY INFORMATION	OWNER	
	ADDRESS	
	TAX MAP NO.	LAND AREA
	ZONING DISTRICT	FLOOD PLAIN
FINAL PLAT INFORMATION	DESCRIBE THE INTENDED USE OF THE PROPERTY (USE BACK OF SHEET IF NECESSARY)	
APPLICATION REVIEW	DATE RECEIVED	
	APPROVED <input type="checkbox"/> YES <input type="checkbox"/> NO	REVIEW/APPROVAL DATE(S)
	TAXES PAID <input type="checkbox"/> YES <input type="checkbox"/> NO	
	TOWN PLANNER SIGNATURE	
<p>By signing below, I certify that the information provided on this application is true and that I am the current property owner of record or an authorized representative. I do also hereby authorize Town of Strasburg staff on official business to enter onto the subject property as necessary to process the application.</p>		
_____ Print Name of Applicant/Owner		_____ Signature of Owner/Agent



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FINAL PLAT APPLICATION

Applicable Town Code Excerpts

206 Official submission of final plat (mandatory).

Once a preliminary plat is approved by the Town Planning Commission, it shall be valid for a period of five years, provided the subdivider (i) submits a final subdivision plat for all or a portion of the property within one year of such approval to the administrator and (ii) thereafter diligently pursues approval of the final subdivision plat. However, an extension of time may be granted by the Planning Commission upon written request. Final plats submitted after this expiration of time for which no time extension has been granted shall be considered as a new preliminary plat and subject to all regulations in effect at the time of submission.

The final plat shall conform in all respects to the preliminary plat as previously reviewed by the Town Planning Commission and shall incorporate all modifications approved by the Town in its review of the preliminary plat.

206.1 *Plat to be filed with the administrator*--Copies of the final plat and all required supporting data shall be officially submitted to the administrator by the applicant or his representative authorized in writing to submit the plat. Plats shall fully comply with the requirements of article III, section 303, of these regulations. Such submission shall occur at least seven calendar days prior to a regularly scheduled monthly meeting of the Town Planning Commission.

206.2 *Official submission of the final plat by the applicant to the administrator shall consist of:*

- (a) Two completed copies of the application for review of final subdivision plat available in the office of the administrator.
- (b) Five legible black-line or blue-line paper prints of the final plat which shall comply with these regulations.
- (c) Five copies of all other required information including but not limited to the following, if applicable:
 1. All offers of dedication, and covenants governing the reservation and maintenance of undedicated open space which shall bear the certificate of approval of the Town attorney as to their legal sufficiency.
 2. Such deed restrictions as may be imposed upon the property as a condition of sale together with a statement of any restrictions previously imposed which may affect the title to the land being subdivided.
 3. Certificate of appropriate approval of the state health department and/or state water

control board, when required for the water supply or sanitary sewage disposal system(s) for a proposed subdivision. If individual on-site sewage disposal systems are to be used, the applicant shall submit health department tentative approval of each lot in the subdivision as having a suitable site for a septic system at the stated lot size. This shall be done on a lot-by-lot basis. This tentative approval does not guarantee the issuance of a permit for a septic system when construction occurs. The state health department reserves the right to withdraw any tentative approval at the time a permit for a septic system is applied for.

4. State department of transportation approval of roads and drainage systems.
5. The performance bond in a form satisfactory to the Town attorney and in an amount established by the Planning Commission upon recommendation of an engineer approved by the Planning Commission and shall include a provision that the principal of the bond shall comply with all the terms of the final subdivision plat approval as determined by the Town and shall include, but not be limited to, the performance of all required subdivision and off-site improvements or parts thereof. All improvements and land included in the irrevocable offer of dedication shall be dedicated to the Town free and clear of all liens and encumbrances on the premises (see article IV, section 401.4).

207 Review of the final plat.

207.1 Review by the Town Planning Commission:

- (a) When a final plat drawn in accordance with article III has been officially submitted, such plat shall be reviewed by the Town Planning Commission at its next regularly scheduled meeting, provided such submission has occurred no less than seven calendar days prior to such meeting. At the discretion of the Planning Commission, the plat may be reviewed at a special meeting.
- (b) The Planning Commission shall ensure that all requirements of this ordinance (see article IV) and other Town ordinances are met.
- (c) If the review is favorable, the Planning Commission shall authorize its chairman, with the secretary so attesting, to endorse the record plat and one other paper print with: "Reviewed and Approved by the Town Planning Commission," together with the date of such action, record such action in the minutes, and forward to the Town Council.
- (d) The record plat and one other paper print shall be forwarded to the Town Council.
- (e) If the final plat is not approved, the reasons for such disapproval shall be transmitted in writing to the Town Council. Such disapproval shall be forwarded with the final plat for review by the Town Council.

207.2 Review by Town Council:

- (a) The Town Council shall not approve any plats until such plats comply with all Town ordinances, or until such modifications are made, as needed. If not approved, the Council shall return the plat to the subdivider with the deficiencies indicated thereon.
- (b) Before acting on a final plat, the Council may arrange for a public hearing with notice as provided for in Code of Virginia, § 15.2-2204, as amended.

- (c) If the Town Council approves the final plat, the record plat shall be endorsed "Approved by the Town Council of the Town of Strasburg," and signed by the mayor and the clerk, together with the date of action.
- (d) A performance guarantee, cash, or other bond, or a certificate of satisfactory installation of improvements as required shall be submitted before the final plat is finally approved and endorsed (see article IV, section 401.4).
- (e) The Town Council shall communicate the result of its review of the final plat to the applicant or his agent and the Planning Commission no later than 60 days after the application to review the plat was officially submitted for approval at the Planning Commission's review meeting.
- (f) Should the Town not comply with subsection (e) above, the applicant may take action in accordance with Code of Virginia, § 15.2-2259, as amended.

208 Recording of final plat.

208.1 After approval by Town Council and with all endorsements indicated on the record plat, the subdivider shall record his record plat in the office of the clerk of the circuit court. No subdivision plat may be legally recorded unless it bears the Town approval and seal.

208.2 Such plat shall be filed and recorded in the office of the clerk of the circuit court where deeds are admitted to record for the lands contained in the plat, and indexed in the general index to deeds under the names of the owners of lands signing such plat, and under the name of the subdivision.

208.3 Any plat not recorded within six months after final approval by Town Council shall be considered void, and such approval shall be considered withdrawn.

208.4 The recordation of an approved plat shall operate to transfer, in fee simple, to the respective localities in which the land lies the portion of the premises platted as is on the plat set apart for streets, alleys or other public use and to transfer to the locality any easement indicated on the plat to create a public right of passage over the land. The recordation of such plat shall operate to transfer to the Town, or to such association or public authority as the Town may provide, such easements shown on the plat for the conveyance of stormwater, domestic water and sewage, including the installation and maintenance of any facilities utilized for such purposes, as the Town may require. Nothing contained in this article shall affect any right of a subdivider of land heretofore validly reserved.

Provided, that where the authorized officials of the Town approve, in accordance with this subdivision ordinance, a plat or replat of land therein, then upon the recording of such plat or replat in the clerk's office wherein land records are maintained, all rights-of-way, easements or other interest of the Town in the land included on the plat or replat, except as shown thereon, shall be terminated and extinguished, except that an interest acquired by the Town by condemnation or by purchase for valuable consideration and evidenced by a separate instrument of record, or streets, alleys or easements for public passage subject to the provisions of Code of Virginia, § 15.2-2271 or 15.2-2272 shall not be affected thereby.

SPECIFICATIONS FOR DOCUMENTS TO BE SUBMITTED

303 Final plat.

303.1 The subdivision plat submitted to the administrator for final approval shall be clearly and legibly drawn in ink on paper at a scale of between one inch equals one foot and one inch equals 100 feet, on

sheets having a size of not more than 8 1/2 inches by 14 inches. In addition to meeting the requirements of the preliminary plat, the final plat shall include the following shown in accordance with the standards in article IV where applicable:

- (a) The total tract boundary lines and bearings of the area being subdivided. Such boundaries shall be determined by accurate survey in the field, which shall be balanced and close with an error of closure not to exceed one foot in 10,000 feet; provided, however, that the boundary(s) adjoining additional unplatted land of the applicant are not required to be based upon field survey, and may be calculated. The location and elevation of all boundary line (perimeter) monuments shall be indicated, along with a statement of the total area of the property being subdivided. In addition, the engineer or surveyor shall certify to the accuracy of the survey, the drawn plat, and the placement of the monuments.
- (b) The following data shall be shown for the pavement edges (curblines) and right-of-way lines: the ultimate right-of-way, for existing, recorded (except those to be vacated), and proposed streets within or abutting the property to be subdivided; the length and width (in feet to the nearest hundredth of a foot) of all straight lines and radii of curved lines; and, the angle (in degrees, minutes and seconds).
- (c) All lot lines shall be completely dimensional in hundredths of a foot if straight, and by length of arc and radius if curved with central angles in degrees, minutes and seconds. All internal angles within the lots shall be designated to the nearest second.
- (d) A statement of the intended use of all nonresidential lots, with reference to restrictions of any type which exist or will exist as covenants in the deed for the lots contained in the subdivision and, if covenants are recorded, including the book and page numbers.
- (e) The location of all existing and proposed required street monuments.
- (f) All easements or rights-of-way where provided for or owned by public services and any limitations on such easements or rights-of-way. Rights-of-way shall be shown and accurately identified on the plat, and easements shall either be shown or specifically described on the plat. Easements should be located in cooperation with the appropriate public utilities.
- (g) Reserved.
- (h) If the subdivision proposes a new street intersection with a state route, state department of transportation approval must be obtained for all such intersections.
- (i) A blank oblong space three inches by five inches shall be reserved on the plat for the use of the Commission and Council.
- (j) Certificates signed by surveyor or engineer setting forth the source of title of the owners of the land subdivided and the place of record of the last instrument in the chain of title.
- (k) When the subdivision consists of land acquired from more than one source of title the outlines of the various tracts shall be indicated by dashlines, and identification of the respective tracts shall be placed on the plat.

303.2 The final plat shall be accompanied by supplementary data, if required by the Commission, as required for preliminary plats, article III, sections 302.4 and 302.5, in addition to all appropriate approvals from the state health department, state department of transportation, the state water control

board, and any other agency as required. No final plat shall be approved by the Town unless all proper approvals are submitted to the Town. The standards in article IV shall be complied with.

303.3 The final plat shall contain the following signed statement:

All items, plans, designs, and information, provided for the approval of the preliminary plat approved _____ (date of Commission approval), remain in full force and effect, without modification, as part of the approved final plat, and the undersigned acknowledges the obligation to complete all action required as a part of such plans, the same as if they were set forth herein and the final plat is approved subject to the owners required completion of all measures included within such approved plans.