

Preliminary 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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PRELIMINARY 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)** 8.5” x 14” copies of the preliminary plat along with **two (2)** copies of the completed application form. Please see page 4 of this application for additional information on what the drawings must contain.
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)

PRELIMINARY PLAT APPLICATION FORM

APPLICANT	NAME	
	ADDRESS	
	PHONE	FAX
	EMAIL	
PROPERTY INFORMATION	OWNER	
	ADDRESS	
	TAX MAP NO.	LAND AREA
	ZONING DISTRICT	FLOOD PLAIN
PRELIMINARY 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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Applicable Town Code Excerpts

204 Official submission of preliminary plat (mandatory).

204.1 *Plat to be filed with the administrator*--Copies of the preliminary 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. Such plat shall be submitted to the administrator at least 21 calendar days prior to a regularly scheduled work session of the Planning Commission. The preliminary plat shall be considered the first official submission of a plat for subdivision. If a sketch plat has not been submitted, the subdivider should confer with the administrator or Planning Commission as to the proper procedure for filing and obtaining approval of plats. Plats shall fully comply with the requirements of article III, section 302, of this regulation. The subdivider shall also contact the state department of transportation to obtain design and construction standards, the department of health regarding water and sewer system design standards, and/or the state water control board concerning public sewage system standards. The Strasburg Town Council must be contacted to obtain design and construction standards if Town water and/or sewer services are to be provided.

204.2 *Official submission of the preliminary plat by the applicant to the administrator shall consist of:*

- (a) Two completed copies of the application for review of preliminary subdivision plat available at the office of the administrator.
- (b) Five legible black-line or blue-line paper prints of the preliminary plat as described in these regulations.
- (c) Five copies of all other information as required by section 302.

204.3 *Filing fee*--The administrator shall collect a nonrefundable filing fee as established by the governing body for all subdivisions. Fees shall be charged in order to cover the costs of examining all plats, and other expenses incidental to the approval of subdivisions. The applicant shall pay the fee at the time of filing of application for approval of a preliminary plat.

205 Review of preliminary plat.

205.1 *Review by the Town Planning Commission:*

- (a) When a preliminary plat drawn in accordance with section 302 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 21 calendar days prior to such meeting. At the discretion of the Planning Commission the plat may be reviewed at a special meeting.

- (b) During review of the preliminary plat, the Town Planning Commission shall seek the advice of the health department, the state department of transportation, and other officials or consultants as required, before making its decision on the plat. Such review shall ensure that the preliminary plat is in accordance with the requirements of this ordinance (see article IV), the streets in the proposed subdivision are designed to fit into the existing street system, and no harmful effects are created for the present and future residents of the Town and surrounding area. All subdivisions shall be reviewed considering the policies of the Town comprehensive plan and the requirements and recommendations of all the plans and ordinances of the Town.
- (c) If the preliminary plat is approved or disapproved, or the Commission deems changes or modifications to be necessary in the public interest, such decision, the reasons therefor, and the ordinance sections relied upon, shall be put in written form by the administrator. Such notice shall be sent to the following:
 - 1. The applicant or his agent.
 - 2. The Town Council.
 - 3. The Town engineer, if applicable, or highway resident engineer.

Such report shall be only a notification to the governing body of Planning Commission action. Such report may also include an estimate of the cost of all improvements as required by the ordinance and the amount of the performance bond recommended as a prerequisite for approval of the final subdivision plat (see section 296.2(c)(6)). In determining the cost of required improvements and the amount of the performance bond, the Commission may require an estimate of the cost of improvements, prepared and certified by a duly licensed engineer, to be furnished by the applicant.

One copy of the plat with all comments shall be maintained for the permanent records of the Town, and one copy shall be sent to the applicant or his agent.

- (d) The Town Planning Commission shall render its decision on the application and communicate it to the applicant no later than 90 days after its first official review. Failure of the Planning Commission to render such a decision and communicate it to the applicant within the time and in the manner required shall be deemed an approval unless the Town requests an extension of time, and the applicant has agreed in writing, to such extension.
- (e) When a preliminary plat has been returned to the applicant for changes or modifications, it shall be so modified and resubmitted to the Planning Commission within 90 days. The Commission shall review the modified plat at their next scheduled meeting, providing such resubmission is made at least seven days prior to the meeting. Such resubmission of the preliminary plat shall establish a new 90-day review period as established under section 205.1(d). The Commission shall approve or disapprove the modified plat and transmit its decision to the applicant without delay.
- (f) Approval of preliminary plat shall not constitute acceptance of a subdivision for recording and does not constitute a guarantee of approval of the final plat. Approval is only an expression of approval of a general plan to be used in preparing the final subdivision plat for final approval and recording upon fulfillment of all requirements of these regulations.
- (g) When a preliminary plat has been approved, or approved subject to conditions, no subsequent changes or amendment in the zoning, subdivision, or other governing ordinance or plan shall be

applied to adversely affect the right of the applicant to commence and to complete any item for which the approval was granted.

SPECIFICATIONS FOR DOCUMENTS TO BE SUBMITTED

302 Preliminary plat.

302.1 The preliminary plat shall be prepared at a scale of between one inch equals one foot and one inch equals 100 feet, and the sheets shall be numbered in sequence but in no instance shall a sheet be less than 8 1/2" × 14". The approved preliminary plat shall be directly referenced on the final subdivision plat.

302.2 Draw and certify.

- (a) Every plat shall be prepared by a surveyor or engineer duly licensed by the State of Virginia, who shall endorse upon each plat a certificate signed by him setting forth the source of the title of the land subdivided, and the place of record of the last instrument in the chain of title. When the plat is of land acquired from more than one source of title, the outlines of the several tracts shall be indicated upon such plat, within an inset block, or by means of a dotted boundary line upon the plat.
- (b) Every such plat or deed of dedication to which the plat is attached shall contain in addition to the professional engineer's or land surveyor's certificate a statement as follows: The platting or dedication of the following described land (here insert a correct description of the land subdivided) is with the free consent and in accordance with the desire of the undersigned owners, proprietors, and trustees, if any. The statement shall be signed (on the final plat) by such persons and duly acknowledged before some officer authorized to take acknowledgements of deeds.

302.3 The preliminary plat shall show the following information in accordance with the standards in article IV when applicable:

- (a) Date, including the month, day, and year, that the original drawings were completed and the month, day, and year that the original drawing was revised, for each revision.
- (b) True north point, with declaration for magnetic north, scale (written and graphic), and name of subdivision.
- (c) Name, address, and telephone number of record owner and applicant.
- (d) Name and address of registered engineer or surveyor responsible for the subdivision plat, surveys, and design of improvements.
- (e) Names of all owners of all land next to each boundary of the land being subdivided and the names of all subdivisions, if any, next to the project being considered with the book and page numbers where each is recorded.
- (f) A vicinity map for the purpose of locating the property being subdivided drawn at a scale of between one inch equals 250 feet and one inch equals 2,000 feet, and showing the relation of the property, set apart by tone or pattern, to adjoining property and to all streets and municipal boundaries within 1,000 feet of each subdivision boundary, giving the names of each such street.
- (g) Total tract boundaries (with dimensions) of the property being subdivided showing bearings and

a statement of total acreage of the property.

- (h) Zoning data including all of the following which are applicable:
 - 1. Existing Town zoning district designations, and any zoning district boundary lines going through or touching the boundary of the proposed subdivision.
 - 2. Any changes in the existing zoning to be requested by the applicant.
- (i) Contour lines at vertical intervals of five feet. Locations and elevation of the data to which contour elevations refer shall be the closest U.S.C. & G. established benchmark, or an established benchmark approved by the Town. The requirements for contour lines may be waived for subdivisions on existing public streets utilizing public sewer and water.
- (j) All water and sewer lines, fire hydrants, utility transmission lines, culverts, bridges, railroads, quarries, strip mines, watercourses, tree masses, rock outcrops, and other significant manmade or natural features within the proposed subdivision and within 500 feet from the boundaries of the proposed subdivision.
- (k) All existing streets, including streets of record, easements and rights-of-way, including names, right-of-way widths, pavement widths and approximate grades of such streets or rights-of-way on or abutting the tract.
- (l) Existing and proposed covenants on the property.
- (m) The full plan and proposed development, including:
 - 1. Location, width, and names of all streets, easements, and rights-of-way, with a statement of any conditions governing their use, and functional classification of each with dimensions.
 - 2. Setback lines along each street.
 - 3. Lot lines with dimensions.
 - 4. Lot numbers and statement of number of lots and parcels. All lots within each block shall be numbered consecutively.
 - 5. A statement of the intended use of all nonresidential lots and parcels.
 - 6. Location of water supply, sanitary and/or storm sewers, invert elevations, manholes and other drainage facilities, with the size and material of each indicated, and any proposed connections with existing facilities.
 - 7. Areas proposed to be dedicated or reserved for public use with any conditions governing such use, dedication, or reservation.
 - 8. Blocks shall be consecutively numbered or lettered in alphabetical order. The blocks in numbered additions to subdivisions bearing the same name shall be numbered or lettered consecutively through the several additions.
 - 9. The 100-year floodplain line as indicated on the Flood Hazard Boundary Map, Strasburg,

Virginia, prepared by the Department of Housing and Urban Development, Federal Insurance Administration and currently administered by the Federal Emergency Management Agency (FEMA), with additions by the Town of Strasburg for areas not covered in the original HUD floodplain study. For areas outside the corporate limits the Shenandoah County Administrator shall be consulted.

10. Municipal boundaries which cut through the subdivision, showing the name of municipalities, if applicable.

(n) The location of all proposed monuments.

302.4 The preliminary plat shall be accompanied by the following supplementary data shown in accordance with standards in article IV as applicable:

- (a) Street cross section drawing(s) for all proposed streets, showing depth and type of base, type of surface, etc. Cross section drawings may be shown on either the preliminary plat or on separate profile sheet and shall show tentative profiles along the top of pavement edges or along the top of curb for both sides of each proposed street. Such profiles shall show existing and proposed grades. Information as required by the state department of transportation shall be submitted. Such information shall also be submitted to the department of transportation by the applicant.
- (b) Where deemed necessary by the Town Planning Commission, the Town Council, or the state department of transportation, a plan for the surface drainage of the tract to be subdivided shall be shown. Such plan shall include stormwater runoff calculations for the entire property being subdivided as well as the anticipated runoff of areas of higher elevation in the same watershed, and shall show the proposed method of accommodating the anticipated runoff. Such plan shall also show a complete drainage layout including all pipe sizes and types, drainage easements and the means of transporting the drainage to a well-defined open stream which is considered natural drainage. Drainage computation for the appropriate drainage structures shall also be included.
- (c) Preliminary designs of any bridges or culverts which may be required. Such designs shall meet all applicable requirements of appropriate state and local agencies and shall be submitted to such agencies by the applicant.
- (d) Where a preliminary plat shows the proposed subdivision of only a part of the applicant's total property, a sketch shall be required showing the prospective street system in the remainder of the property so that the street system in the submitted portion shall be considered in relation to future connections with the unsubmitted portion. To prevent undue hardship in the case of extremely large properties, the Town Planning Commission may, based on existing natural or manmade features, delineate the area for which a prospective street system shall be sketched.

302.5 The preliminary plat shall be accompanied by the following environmental protection analyses where applicable:

- (a) Erosion and sediment control plans.
- (b) Topsoil control plans.
- (c) Floodplain preservation plans.
- (d) Geological survey of the surface and subsurface conditions of any areas to be built upon.

(e) Archeological survey.