

**City of Suffolk Department of Planning
APPLICATION FOR MINOR SUBDIVISION**



<i>PART 1- OFFICE INFORMATION: To be completed by staff</i>			
Application Number:		Date Submitted:	
Project Address:		Project Name:	
Tax Query:	<input type="checkbox"/> Current <input type="checkbox"/> Delinquent	Application Fee Paid:	
Decision:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date of Decision:	

<i>PART 2- GENERAL INFORMATION: To be completed by applicant</i>	
<p><u>Important Notice:</u> Applications must be submitted in hard copy with original signatures. Incomplete applications will not be accepted. This application should be used to submit a plat to subdivide property up to three (3) times and leaving one (1) residual parcel, or to make a boundary line adjustment, also referred to as a resubdivision. No subdivision plat shall be recorded unless and until a Final Plat has been recorded. The following application requirements are consistent with the procedures set forth in Section 31-509, "Final Plats," and Appendix B, Section B-9 of the Unified Development Ordinance. The estimated review time is up to thirty (30) days.</p>	
Select Application Type:	
<input type="checkbox"/> Minor Subdivision- \$315 Fee – To create _____ lots (up to 3 lots) + the residue parcel.	
<input type="checkbox"/> Resubdivision/Boundary Line Adjustment- \$315 Fee - No creation of lots or dedication of streets.	
Property Information (Complete applicable portions only for existing lots):	
Property Address 1: _____	
Tax Map & Account No.: _____	
Existing Size: _____ Proposed Size: _____	
Property Address 2: _____	
Tax Map & Account No.: _____	
Existing Size: _____ Proposed Size: _____	
Property Address 3: _____	
Tax Map & Account No.: _____	
Existing Size: _____ Proposed Size: _____	
Zoning of affected properties: _____	

PART 3- REQUIRED INFORMATION FOR APPLICATION: To be completed by applicant

The applicant must INITIAL next to each item and ATTACH materials in the order that is listed below. In accordance with Sections 31-509 and Appendix B, Section B-9 of the Unified Development Ordinance, applications for minor subdivision plats must include the following.

1. **Final Plat-** Ten folded 24" x 18" copies and one 8 ½" x 11" or 8 ½" x 14" copy.

- Refer to Appendix B, Table B-2, "Final Subdivision Plats." No final plat may be accepted unless it contains a statement signed by a Licensed Land Surveyor to comply with Section 42.1-82 of the Code of Virginia, Virginia Public Records Act (Section 42.1-76 et seq.). _____
- Monumentation shall be tied to the City of Suffolk Geodetic Control Network. Bearings shall be shown to the nearest second; lengths to the nearest hundredth foot; areas to the nearest hundredth acre.
- Lot layout must comply with the "Lot Layout Standards" in Article 6, Section 31-605.

2. **Full title opinion** (two copies prepared by an attorney) OR **certificate of title insurance prepared within the last six months** that verifies the ownership and subdivision history of the parcel being subdivided including the parent tract. In addition, two (2) copies of existing or proposed private deed restrictions, if any. _____

3. If a variance request is accompanying the final plat, the application form and processing fee and documentation supporting such request. _____

4. If applicable, copies of all required state or federal approvals including, but not limited to, VDOT access or encroachment permits, Section 404 wetlands permits (Army Corps of Engineers), and any other permit required by any state or federal agency prior to undertaking the use or development of land, the installation of any public street, private street or driveway, or utility. Any amendment, modification, or alteration of any such permit shall be disclosed to the Director, and any such modification that would require a substantial deviation of the application or shall require resubmission of the final plat application. _____

5. If applicable, two (2) copies of documents assigning responsibility for long-term maintenance of common lands and facilities, including a Deed of Easement to the City to be used in case of default. _____

PART 4- CONTACT INFORMATION: To be completed by applicant, owners, and other contacts

This application must be signed by the property owner(s) or must have attached to it written evidence of the owner's consent, which may be in the form of a binding contract of sale or a letter signed by the owner(s) authorizing the applicant to act as his or her agent. Signing this application shall constitute the granting of authority of the City to enter onto the property for the purpose of conducting site analyses.

1. Applicant Information:

Name: _____ Company: _____
Address: _____ Phone Number: _____
Email: _____ Fax Number: _____
Applicant Signature: _____ Date: _____

2. Property Owner(s) Information (Complete if different from applicant):

Name: _____ Company: _____
Address: _____ Phone Number: _____
Email: _____ Fax Number: _____
Owner Signature 1: _____ Date: _____

Name: _____ Company: _____
Address: _____ Phone Number: _____
Email: _____ Fax Number: _____
Owner Signature 2: _____ Date: _____

3. Other Contacts (Such as engineers, surveyors, architects, agents, attorneys, owners, etc.):

Specify type of contact/relationship: _____
Name: _____ Company: _____
Address: _____ Phone Number: _____
Email: _____ Fax Number: _____
Signature: _____ Date: _____

Specify type of contact/relationship: _____
Name: _____ Company: _____
Address: _____ Phone Number: _____
Email: _____ Fax Number: _____
Signature: _____ Date: _____