

City of Suffolk Department of Planning
APPLICATION FOR FINAL SUBDIVISION PLAT



<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 must be used to submit a Final Subdivision Plat for a Major Subdivision containing four (4) or more lots and/or where the dedication of streets is involved. 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.</p> <p><u>Application Fee:</u> (see attached fee sheets for calculations)</p>	
Property Address: _____	Tax Map Number: _____
Account Number: _____	Zoning District: _____
Total Site Acreage: _____	Parcels Proposed: _____
Name of Subdivision (if applicable): _____	

<i>PART 3- REQUIRED INFORMATION FOR APPLICATION: To be completed by applicant</i>	
<p>The applicant must INITIAL next to each requirement and ensure that all of the information listed below is included on the plat.</p>	
<p>1. GENERAL. The plat shall be presented in permanent ink and shall contain any anticipated changes or additions. Plats shall be prepared by the Appropriate Authorized Design professional licensed to practice in Virginia. No person shall prepare or certify design elements of plats which are outside the limits of their professional expertise and license. All revisions dates must be shown.</p>	_____
<p>2. NUMBER OF COPIES. Fifteen (15) full size folded copies of the Preliminary Plat on black or blue line prints shall be submitted, with one (1) reduction 11’’x 17’’. No plat shall be deemed received until all relevant fees and the applications are submitted.</p>	_____

PART 3 CONTINUED- REQUIRED INFORMATION: To be completed by applicant

3. **MULTIPLE SHEETS.** Multiple sheets plans may be used; they must be numbered and referenced to an **index map**, and all required certificates shall appear on a single sheet (along with the index and vicinity maps.) _____
4. **PLAN ACCURACY.** Monumentation shall be tied to the City of Suffolk, **Geoditic Control Network at two points** on the property. The number of the ground control monument(s) shall be referenced. As required by 18 VAC § 10-20-390, all geodetic surveys shall be performed under the direct control and personal supervision of a licensed land surveyor. Bearings shall be shown to the nearest second, lengths to the nearest hundredth foot; areas to the nearest hundredth acre. _____
5. **AS-BUILT PLANS.** A plan showing all required improvements shall be submitted upon their completion. The “as-built” plan show typical road sections, typical culvert installations, stormwater facilities and similar information to facilitate long term maintenance of the improvements. “As-Built” plans may be provided as a mylar or digital copy. _____
6. **OWNERSHIP.** The applicant shall submit the citations of last instrument conveying title to the property giving grantor, grantee, date and land records reference including existing or proposed private deed restrictions, if any. _____
7. **MAINTENANCE.** Two (2) copies of the 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. _____
8. **CONSERVATION EASEMENT AGREEMENT** if common open space is to be preserved with a conservation easement. _____
9. **FINAL PLAT PREPARATION.** Final plats shall be prepared in accordance with the standards set forth in Appendix B, Table B-2, as is pertains to Final Plats. _____
10. **PLAT SIZE.** Final plats shall be prepared to an **engineer’s scale** appropriate to the lot size and intensity of use, and acceptable to the Planning Director. Site plan sheet size shall be twenty-four by thirty-six inches (“24x36”). _____
11. **PERFORMANCE SURETY ESTIMATE.** A performance security estimate for all subdivision improvements shall be submitted for review and approval. (Form attached) _____
12. **LOT GRADING CERTIFICATION.** All lots shall be rough graded to within 0.4’ of the proposed grades and have the minimum positive side slopes of 0.25% in the directions indicated on the approved plans. (Certification form attached) _____
13. **STREET LIGHT SUMMARY REQUEST FORM.** In order to provide the cost estimate for the installation of street lights, the attached form needs to be completed which indicates the type, style and lumen level of the street lights. (Form attached) _____

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: _____



Division of Planning

CITY OF SUFFOLK

DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT

PLANNING FEES FOR SITE PLANS, ENGINEERING PLANS, & FINAL PLATS (Effective July 1, 2019)

Site Plan Review Fee:

New Transmittal: \$630.00 plus \$63.00 per acre
 Total Acre(s) _____
 Total Amount: \$630.00 + _____ for _____ acre(s) = \$ _____
 (**\$63.00 per acre or portion thereof over each additional acre)
 (Example: A site with 3.25 disturbed acres = 4 acres / \$630.00 + (\$63.00 x 4 acres) = \$882.00)

Resubmittals/

Revisions: \$157.50 per submittal

Total Cost: \$ _____

Engineering (Subdivision) Plan Review Fees:

New Transmittal: \$42.00 per lot with a \$210.00 minimum
 \$42.00 x Number of lots: _____ = \$ _____

Resubmittals/

Revisions: \$157.50 per submittal

Total Cost: \$ _____

Plats:

Major or Final: \$31.50 per lot with a \$210.00 minimum
 \$31.50 x Number of lots: _____ = \$ _____

Total Cost: \$ _____

442 WEST WASHINGTON STREET
 SUFFOLK, VIRGINIA 23439-1858
 PHONE: (757) 514-4060 FAX: (757) 514-4099
 www.suffolkva.us/pcd

MAKE ALL CHECKS PAYABLE TO RONALD H.WILLIAMS, TREASURER



CITY OF SUFFOLK

Department of Public Works/ Engineering Division

442 West Washington Street - 2nd Floor • Suffolk, Virginia 23434
Phone (757) 514-7725 • Fax (757) 514-7727

Public Works Fee Calculation Form

Project Name: _____ Planning # _____

Public Works Engineering/Stormwater Plan Submittal Fees

(Please check where applicable)

Engineering Plan Review

\$1,000 + _____ lf of roadway * (\$1/lf of roadway) = _____ fee for Engineering Plan review services.

Site Plan/Erosion & Sediment Control Plan Review

\$460 for up to 10,000 SF of disturbance \$835 for 10,000SF-0.5acre of disturbance \$1,585 for 0.5-1.0 acre of disturbance

\$1,585 + \$ _____ (\$250/additional acre over 1 acre of disturbance or portion thereof)

Example: for a site with 2.25 acres of disturbance → (\$1,585 for 1st acre + (2 × \$250 for each additional acre) = \$2,085)

Total acreage of disturbance _____ = \$ _____ fee for Site/ESC plan review services

Engineering/Site Plan Amendment = \$350

Major Subdivision Plat = \$750

Minor Subdivision Plat = \$150

Stormwater Maintenance Agreement = \$150

Total Submittal Fee for Public Works Engineering (Sum of all applicable review services): \$ _____

State Fee for 2014 Construction General Permit

(Please check where applicable)

No Permit Required for less than 1 acre of disturbance

\$756 for 1 to 5 acres of disturbance

\$952 for 5 acres to 10 acres of disturbance

\$1,260 for 10 acres to 50 acres of disturbance

\$1,708 for 50 acres to 100 acres of disturbance

\$2,688 for sites with over 100 acres of disturbance

Total acreage of disturbance _____ = \$ _____ State Fee for 2014 Construction General Permit

Public Works Traffic Engineering Plan Submittal Fees

(Please check where applicable)

Engineering Plan Review = \$1,500/application

Site Plan Review = \$1,000/application

Major Final Subdivision Plat = \$100/plat

Total Submittal Fee for Public Works Traffic Engineering: \$ _____

Submitted by: _____

Applicant name

Date: _____

Comments - City use only

Amended Fee Amount: \$ _____

Comments: _____

Approved by: _____

Date: _____