

City of Suffolk Department of Planning
APPLICATION FOR PRELIMINARY PLAT



PART 1- OFFICE INFORMATION: To be completed by staff

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:	

PART 2- GENERAL INFORMATION: To be completed by applicant

Important Notice: Applications must be submitted in hard copy with original signatures. Incomplete applications will not be accepted. This application must be used to submit a Preliminary Subdivision Plat for a Major Subdivision containing fifty (50) or more lots. The following application requirements are consistent with the procedures set forth in Section 31-508 “Preliminary Plats” and Appendix B, Section B-8, of the Unified Development Ordinance.

Application Fee: \$52.50 per lot with a \$315.00 minimum

Property Address: _____ Tax Map Number: _____

Account Number: _____ Zoning District: _____

Total Site Acreage: _____ Parcels Proposed: _____

Name of Subdivision (if applicable): _____

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

The applicant must INITIAL next to each requirement and ensure that all of the information listed below is included on the plat.

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. _____
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. _____

PART 3 CONTINUED- REQUIRED INFORMATION FOR APPLICATION

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. **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. _____
5. **PRELIMINARY PLAT.** Plats shall be prepared in accordance with the standards set forth in Appendix B, Table B-2, as it pertains to preliminary plats. _____
6. **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”). _____
7. **TRAFFIC IMPACT STUDY.** * In accordance with Appendix B, B-21, Unified Development Ordinance – Copies (5). _____
8. **MAJOR WATER QUALITY IMPACT ASSESSMENT.** * (If located within the Chesapeake Bay Preservation Overlay District) In accordance with Appendix B, B-13, of the Unified Development Ordinance – Copies (4). _____
9. **PUBLIC FACILITIES REPORT.** * In accordance with Appendix B, B-19, of the unified Development Ordinance – Copies (3). _____
10. **An ENVIRONMENT SITE ASSESSMENT** – Required for residential, assembly, day care, group home, recreation, library or similar use. In accordance with Section 31-616 of the Unified Development Ordinance and Appendix B, Submittal Requirements – Copies (2). _____
11. **REAL ESTATE TAXES.** All real estate taxes must be paid and current at the time of the submittal; otherwise, the submittal will be refused at the counter. _____

If you would like to request a waiver from certain submittal requirements, the attached Waiver Request Form must be completed and signed by the applicant and approved by the Director of Planning and Community Development.

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: _____

WAIVER REQUEST FORM

This form shall be submitted to the Director of Planning and Community Development.

In accordance with Appendix B, Section B-8 of the Unified Development Ordinance, the following reports shall be submitted for a Preliminary Subdivision Plat application. If you would like to request a waiver from one or more of the following requirements please check the appropriate boxes, provide a statement as to why the requirement(s) should be waived, and sign below.

- Public Facilities Report, Appendix B, § B-19
- Traffic Impact Study, Appendix B, § B-21
- Major Water Quality Impact Assessment (if located within the Chesapeake Bay Preservation Overlay District), Appendix B, § B-13
- Environmental Site Assessment, Appendix B, § B-4 (e)(6)

Reasons as to why the above stated requirement(s) should be waived for this application:

Applicant Signature: _____ Date: _____

To be completed by Planning Division Staff:

Application Number: _____

Director signature for approval: _____ Date: _____