

Minor Subdivision Application Submittal & Review Procedure

Anticipated review time is a minimum of 2 months



- All materials labeled & submitted to Planning Department share file. Labeled with: Project name, type of document (application, full title report, plan, etc.), 1st Submittal. A title opinion letter can be submitted for a Boundary Line Adjustment only.
- Proof of signatory authority if signing on behalf of owner and/or entity.
- Taxes paid
- Hard copy “ink signed” application submitted to the Planning Department
- Invoice paid & receipt provided



- Staff review period is a minimum of 30 days but can take up to 45 depending on the volume of applications in review.
- The Planner assigned will reach out to issue comments or to indicate it is ready for approval.



- If plans need to be resubmitted:**
- All materials should be uploaded to the Planning Sharefile and labeled as follows:
 - Case number (MSD2023-00025), project name, type of document, and submittal number (2nd, 3rd, etc.)
 - Please reach out to the Planning Department at 757-514-4060 to confirm your documents have been received.



- Repeat steps 2 and 3 until ready for approval.



- Once the project is ready for approval the planner will request signed and notarized hard copies.
 - When the hard copies are received, they will be signed by the Director and the applicant will be notified when they are ready for pick up.
 - Copy of the recordation receipt are required to be submitted to the Planer once recorded.
- Please note: You will need to provide the Planning case number MSD2023-000xx) when dropping off or picking up plans and/ or documents.*

Applicant Signature: _____ **Date:** _____

City of Suffolk Department of Planning
APPLICATION FOR MINOR SUBDIVISION



<i>PART 1- OFFICE INFORMATION: To be completed by staff</i>			
Application Number:		Date Paid:	
Taxes Paid	<input type="checkbox"/> Yes <input type="checkbox"/> No	Application Fee Paid:	
Project Name:	Project Address or Tax Map:		
Date of Decision:		Decision:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied

PART 2- GENERAL INFORMATION: To be completed by applicant

Important Notice: Complete hard copy application with original ink signed signatures are required with 1st Submittal. 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 approved by the Director of Planning & Community Development. 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.

Taxes For All Properties Are Paid Up To Date of Application: Yes No

Select Application Type:

Minor Subdivision- \$350 Fee – To create _____ lots (up to 3 lots) + the residue parcel.

Resubdivision/Boundary Line Adjustment- \$350 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- Electronic copy with each submittal and two (2) full size copies when finals are requested for approval*** shall be submitted to the Planning Department for review. _____
 - 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 report*** (prepared by title examiner) for a Minor Subdivision. A Title opinion letter may be provided for a Boundary Line Adjustment only. Each document should be dated within the last six (6) months, verifying the ownership and subdivision history of the parcel being subdivided including the parent tract. _____

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, a letter signed by the owner(s), articles of incorporation, or operating agreement 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.

Applicant Information/Person or Company to be Invoiced:

Name: _____ Company: _____
Address: _____ City, State, Zip: _____
Email: _____ Phone Number: _____
Applicant Signature: _____ Date: _____

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

Name: _____ Company: _____
Address: _____ City, State, Zip: _____
Email: _____ Phone Number: _____
Owner Signature 1: _____ Date: _____
Name: _____ Company: _____
Address: _____ City, State, Zip: _____
Email: _____ Phone Number: _____
Owner Signature 2: _____ Date: _____

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

Name: _____ Company: _____
Address: _____ City, State, Zip: _____
Email: _____ Phone Number: _____
Specify type of contact/relationship: _____
Signature: _____ Date: _____
Name: _____ Company: _____
Address: _____ City, State, Zip: _____
Email: _____ Phone Number: _____
Specify type of contact/relationship: _____
Signature: _____ Date: _____