

# Determination of 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, title report, plan, etc.), 1<sup>st</sup> Submittal
- Taxes paid
- Invoice paid & receipt provided



- Staff does not have a specific review time on these applications and they are worked into staffs work load.
- The Planner assigned will reach out to issue comments or to indicate determination is ready for pick up.



- If Planner requires additional information:**
- All materials should be uploaded to the Planning Sharefile and labeled as follows:
    - Case number (SDT2023-000XX), project name, type of document, and submittal number (2<sup>nd</sup>, 3<sup>rd</sup>, 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.



- If property owner is not applicant and if determination results in the division of land, the property owner will need to provide written consent.
  - When the determination letter is signed by the Director the applicant will be notified when they are ready for pick up.
- Please note: You will need to provide the Planning case number (SDT2023-000XX) when dropping off or picking up plans and/ or documents.*

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**City of Suffolk Department of Planning**  
**APPLICATION FOR DETERMINATION OF SUBDIVISION**



<b><i>PART 1- OFFICE INFORMATION: To be completed by staff</i></b>			
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 Completion:			

<b><i>PART 2- GENERAL INFORMATION: To be completed by applicant</i></b>	
<p><b><u>Important Notice:</u> Applications must be submitted electronically or in hard copy form. Incomplete applications will not be accepted.</b> In accordance with Section 31-506 (b) (2) of the Unified Development Ordinance, minor subdivisions may involve the creation of not more than three (3) lots plus the residual lot, where the dedication of street easements is not involved. All other subdivisions are classified as major. Please be advised if the subject parcel has already been subdivided into three (3) lots, plus the residual lot, using a minor subdivision since March 1, 1970, no additional lots may be created. For information regarding Family Transfers, which are only permitted in the A, Agricultural, RR, Rural Residential, and RE, Rural Estate, zoning districts, please refer to Section 31-514 of the Unified Development Ordinance.</p> <p><b><u>Taxes For All Properties Are Paid Up To Date of Application:</u></b>    Yes <input type="checkbox"/>    No <input type="checkbox"/></p> <p><b><u>Application Fee:</u> \$350.00</b></p> <p>Property Address: _____                      Tax Map Number: _____</p> <p>Account Number: _____                      Zoning District: _____</p> <p>Total Site Acreage: _____</p>	

<b><i>PART 3- CONTACT INFORMATION: To be completed by applicant</i></b>	
Applicant Name(s) : _____	
Company (if applicable): _____	
Mailing Address: _____	
Email: _____	Phone: _____

---

***PART 4- 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.

1. Provide a ***letter describing the request*** and any ***supporting documentation*** (for example: how many lot cuts remain on this property and what are the lot size requirements?). \_\_\_\_\_

2. Provide a ***full title report*** prepared within the past 6 months that includes a history of all subdivisions. \_\_\_\_\_

**NOTE: Title opinion letters and/or title insurance documents are not acceptable documentation for the required title report. The full title report must be prepared by a certified title examiner verifying the ownership and full subdivision history of the parcel being subdivided including the parent tract if the parcel being subdivided was derived from a previous tract of land. The tile report must include a cover page outlining, in chronological order, all deeds, plats, and restrictions related to the property.** \_\_\_\_\_

3. Copies of subdivision plats and/or physical surveys.