

Final Subdivision Application Submittal & Review Procedure

Anticipated review time is a minimum of 3 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
- 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 (FSB2023-00025), project name, type of document, and submittal number (2nd, 3rd, etc.)
 - **Please see application parts 3- 5 regarding what will be required at each submittal. (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.
- Please note: You will need to provide the Planning case number FSB2023-000xx) when dropping off or picking up plans and/ or documents.*

Applicant Signature: _____ Date: _____

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 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

<i>PART 2- GENERAL INFORMATION: To be completed by applicant</i>
<p><u>Important Notice:</u> Only complete hard copy application forms with <u>original signatures</u> or <u>other approved written consent from all property owners</u> are accepted. This application is 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 and/or in the case of a parent tract that has exceeded its allowable cuts since March 1, 1970, under the provisions for minor subdivisions. 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>Taxes For All Properties Are Paid Up To Date of Application:</u> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Name of New Subdivision (if applicable): _____</p> <p>Property Address(es): _____</p> <p>Tax Map Number(s): _____</p> <p>Account Number(s): _____</p> <p>Zoning District: _____ Total Site Acreage: _____</p> <p>Number of New Lots/Parcels Proposed: _____</p> <p>Is this property subject to a rezoning, conditional rezoning (proffers), or conditional use permit? Staff will verify. <input type="checkbox"/> YES or <input type="checkbox"/> NO</p> <p>If so, please provide applicable case numbers: _____</p>

PART 3 - The following items are required for the 1st SUBMITTAL:

The applicant must INITIAL next to each 1st submittal requirement to acknowledge these items were provided for a complete application. Electronic materials may be submitted via the Planning Division's sharefile link. Hard copies are not needed until staff notifies the applicant that the plat and final agreements ready for approval.

Applicant initials:

1. DRAFT FINAL PLAT:

- a) Submit a draft final plat which is 24" x 36" in size.
- b) The layout of the plat shall match the approved Engineering Plan and Preliminary Plat if applicable.
- c) 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.
- d) Monumentation shall be tied to the City of Suffolk, Geoditic Control Network at two points on the property on every sheet of the plat. The number of the ground control monument(s) shall be referenced. Bearings shall be shown to the nearest second, lengths to the nearest hundredth foot; areas to the nearest hundredth acre.

2. TITLE INFORMATION:

- a) 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.
- b) A note on the Cover Sheet of the plat must reference the above information.
- c) If the property is owned in an LLC, trust, corporation or the like, Articles of Incorporation, Operating Agreement, or other documentation is required to indicate which individual(s) have signatory authority on behalf of the organization.

3. ROUGH LOT GRADING CERTIFICATION FOR RESIDENTIAL SUBDIVISIONS ONLY:

- a) This is encouraged to be submitted with the 1st submittal; however, it can be submitted at a later time if desired. Please be advised this may result in a delay of the approval of this application.
- b) This form is attached to this application to be completed by the licensed Land Surveyor.
- c) The Land Surveyor must certify that the final lot grades for all of the lots depicted on said plat are within 0.4' of proposed grades and a minimum positive slope of 0.25% exists in the direction indicated in the approved plan.

4. HOME OWNERS ASSOCIATION DOCUMENTS. (The HOA documents will be recorded after the Final Plat is recorded.)

PART 4 - The following items are required for the 2nd SUBMITTAL OR when it is deemed appropriate and requested by staff:

Once the plat is in an approvable form, the following materials shall be submitted electronically. If the plat still requires changes, it is likely not appropriate to submit the following items as they depend on the contents of the plat.

5. If public roads and public infrastructure are involved, submit the **DRAFT OVERALL SUBDIVISION ENGINEER'S ESTIMATE:**
 - a.) The same Engineers Estimate that was approved at the time of Engineering Plan must be resubmitted to include the columns containing the cost of all completed improvements and the cost of all remaining improvements that have yet to be completed in order to determine the appropriate subdivision performance surety to be collected by the Planning Department.
 - b.) Please do not include the costs for parks and open space improvements as these costs are now being collected in a separate surety rather than being part of the Overall Subdivision Engineer's Estimate.
 - c.) Please be advised that only after the Engineer's Estimate has been approved, this amount can then be inserted into the Subdivision Performance Agreement and a surety can be submitted for the amount of the Engineer's Estimate.

6. If public roads and public infrastructure are involved, submit the **DRAFT SUBDIVISION PERFORMANCE AGREEMENT (SPA):**

The draft may be submitted via email for review as to form and once the Overall Subdivision Engineer's Estimate listed above has been approved and the amount of the surety has been determined, this amount may then be inserted into the SPA. Staff will notify the applicant when it is appropriate to submit the original signed and notarized version.

7. If there are stormwater management facilities and/or open space (excluding passive open space associated with cluster subdivisions) submit the **DRAFT DEED OF EASEMENT FOR MAINTENANCE OF ALL COMMON AREAS:**
 - a.) The draft may be submitted via email for review as to form and once it has been approved as to form, staff will request the original signed and notarized version.
 - b.) Please ensure that the open space titles and acreages listed on the Deed of Easement match exactly to the way that they are labeled on the final plat.

8. Cluster Subdivisions Only - Submit the **DRAFT DEED OF EASEMENT FOR PASSIVE OPEN SPACE:**
 - a.) The draft may be submitted via email for review as to form and once it has been approved as to form, then consideration of the Deed will be scheduled for the upcoming City Council meeting. Following City Council's approval, then the original signed version will be requested.
 - b.) Please ensure that the open space titles and acreages listed on the Deed of Easement match exactly to the way that they are labeled on the final plat.

PART 4 CONTINUED - The following items are also required for the 2nd SUBMITTAL OR when it is deemed appropriate and requested by staff:

9. PARK MAINTENANCE PLAN for all residential subdivisions with open space:

This is a separate document submitted in pdf format that includes:

- a.) A scaled park layout plan (which is usually the parks or landscaping sheets from the approved Engineering Plan).
- b.) Details/Specifications for all furniture, equipment, and/or amenities, such as playground equipment, surfaces, fencing, trash receptacles, benches, etc.
- c.) A narrative outlining how the park will be perpetuated, maintained and administered by the HOA.
- d.) A written estimate of all of the park improvement costs, plus a ten percent (10%) contingency separately identified, followed by a final total.
- e.) Please be advised that once the Final Plat and the Park Maintenance Plan are in an approvable form, then staff will request a surety specifically for the park improvement costs.

10. PAYMENTS TO BE COLLECTED AFTER 1st REVIEW BY STAFF: Staff will indicate in our comment letter the amounts needed for each of the following payments.

If the subdivision involves street lights:

- i.) The street light installation check made payable to “City of Suffolk”. (A copy of the Cost Estimate prepared by Dominion will be emailed to the applicant.)
- ii.) The seven-year street light rental fees check made payable to “City of Suffolk”.
- iii.) Checks shall be delivered directly to the Planning Department.

If the subdivision involves street signs:

- i.) The street sign(s) installation check made payable to “City of Suffolk” for \$600.00 per street sign at each intersection as determined by Traffic Engineering. Checks shall be delivered directly to the Planning Department.

PART 5 - The following items are usually submitted last in the review process.

11. OVERALL SUBDIVISION PERFORMANCE SURETY:

Once the Overall Subdivision Engineer’s Estimate has been approved and staff informs the applicant of the required surety amount, please submit the draft surety via email for review as to form if it is a Letter of Credit or Bond. Templates are available on our website. If submitting a check, deliver the check to the Planning Department and make it payable to “City of Suffolk”.

12. PARKS AND OPEN SPACE SURETY:

Once the amount of the park surety has been determined by staff, please submit the draft surety via email for review as to form if it is a Letter of Credit or Bond. If submitting a check, deliver the check to the Planning Department and make it payable to “City of Suffolk”.

Order of Recorded Documents Following City Approval:

1. Final Plat
2. Subdivision Performance Agreement, Deed of Easement for Maintenance of Common Areas, Deed of Easement for Passive Open Space (Cluster), Ordinance approved by City Council for the Deed of Easement for Passive Open Space, and the HOA documents are all recorded following the Final Plat.

PART 6 - 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: _____



CITY OF SUFFOLK

COMPREHENSIVE FEES FOR FINAL SUBDIVISION PLAT (Effective July 1, 2023)

Project Name: _____

Total Disturbed Area in Acres: _____

Planning Division Major or Final Plat Review Fee:

Major or Final: \$75.00 per lot with a \$500.00 minimum; \$75.00 x Number of lots: _____ = \$ _____
Resubmittals: \$350.00

Planning Division Total Fees: _____

Public Works Engineering Specific Review Fees:

Major Subdivision Plat = \$750.00

Public Works Total Fees: _____

Public Works Traffic Engineering Review Fees:

Major or Final Subdivision Plat = \$100/plat

Traffic Total Fees: _____

Public Utilities Review Fees:

Plat= \$200

Public Utilities Total Fees: _____

All Departments Combined Total Cost: _____
Please provide one check payable to "City of Suffolk" or pay online
via instructions provided via email from Planning staff.