



Zoning and Planning Office
P.O. Box 179, Urbanna, VA 23175

Phone: 804-758-2613 Fax: 804-758-0389

MINOR SUBDIVISION REVIEW SUBMISSION REQUIREMENTS

In order to expedite the review of Minor Subdivision applications, please be sure that all of the following items have been included in your Subdivision application. Please return this completed checklist with the application to assure that all items have been addressed. All Minor Subdivision applications must adhere to the regulations found in the Town of Urbanna Zoning Ordinance.

- Completed Subdivision application.
- Minor Subdivision application fee of \$100 per lot created.
- A minimum of three (3) copies of the subdivision plat. The plat must provide the following information:
 - a. The name of the subdivision, preparer of plat and owner of record.
 - b. The date of the drawing, scale and north point.
 - c. An insert map showing the location of the subdivision with reference to existing streets, watercourses and other landmarks.
 - d. The layout, boundaries, area and frontage of the parcel or tract to be subdivided.
 - e. The layout, boundaries, area and frontage of new lots to be created.
 - f. The location of existing and proposed streets. All proposed streets must meet the following requirements:
 - All proposed public streets must be designed in accordance with the Virginia Department of Transportation's Subdivision Street Requirements, January 1, 1996, as may be amended.
 - g. The location of all Chesapeake Bay Preservation Act features, including the Resource Protection Area (RPA) and Resource Management Area (RMA).
 - h. A statement to the effect that the subdivision as it appears on the plat is with the free consent and in accordance with the desires of the owners, proprietors and trustees, if any, with original

SURVEYOR CERTIFICATION:

I hereby certify that the attached plats and this completed application form contain all the required information for a Minor Subdivision plat in accordance with the Town of Urbanna Subdivision Ordinance. I understand that the submission of incomplete or inaccurate information may delay the processing of this Minor Subdivision plat.

Surveyor _____ Contact Number: _____

Signature

Name _____
Please Print

TOWN OF URBANNA

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SUBDIVISION APPLICATION

OFFICE USE ONLY

Application #: _____

Subdivision Classification/Fee: Major (\$1500) Minor (\$100 per lot): _____
 Lot Line Vacation (\$100 per lot): _____
 Lot Line Adjustment (\$100 per lot): _____
 Family Exemption

Reviewing Authority: _____ Hearing Date: _____

Decision: Approved Denied Tax: Current Delinquent

Conditions/Comments: _____

Subdivision Agent Signature _____

Date _____

APPLICANT INFORMATION

Name: _____

Address: _____ City/State/Zip: _____

Phone: _____ Fax: _____

PROPERTY OWNER INFORMATION (If different from applicant)

Name: _____

Address: _____ City/State/Zip: _____

Phone: _____ Fax: _____

PROJECT INFORMATION

Parcel Number: _____ E911/Street Address: _____

Zoning District: _____ Historic Overlay District: _____

Original Lot Size (in Acres): _____ CBPA District: _____

Number of Old Parcels: _____ Number of New Parcels: _____

Type of Proposed Street(s): Public Private None

Width of Existing/Proposed Street(s): _____

APPLICANT STATEMENT

I hereby certify that I have the authority to make the foregoing application, that the information given is complete and correct to the best of my knowledge, and that the plat conforms to the regulations as set forth in the Town of Urbanna Subdivision and Zoning Ordinances as written and also with the description contained in this application.

Applicant's Signature (if not Property Owner)

Date

Applicant's Signature (if not Property Owner)

Date

PROPERTY OWNER STATEMENT

I hereby certify that I/we own the above described property, that the information given is complete and correct to the best of my knowledge, that the plat conforms to the regulations as set forth in the Town of Urbanna Subdivision and Zoning Ordinances as written and also with the description contained in this application, and that the above person(s), group, corporation or agent has the full and complete permission of the undersigned owner(s) to make application for a subdivision as set forth in the Town of Urbanna Subdivision and Zoning Ordinances as written.

Property Owner's Signature

Date

Property Owner's Signature

Date

CONDITIONS

1. This permit application is not valid unless all property owner(s) signatures are affixed and dated.
2. All permit application charges are nonrefundable, regardless of whether the permit application is approved or denied once submitted. All checks for payment should be made payable to Town of Urbanna.