

**TOWN OF WINDSOR  
POST OFFICE BOX 307  
WINDSOR, VIRGINIA 23487  
757-242-4288**

**SUBDIVISION (MINOR) APPLICATION**

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone Number Day: \_\_\_\_\_ Evening: \_\_\_\_\_ Mobile: \_\_\_\_\_

Owner(s) Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone Number Day: \_\_\_\_\_ Evening: \_\_\_\_\_ Mobile: \_\_\_\_\_

Address or Location of Property: \_\_\_\_\_

Tax Map Number: \_\_\_\_\_ Acreage: \_\_\_\_\_ Current Zoning: \_\_\_\_\_ Legal Reference: \_\_\_\_\_

Description of Project (brief overview): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is the purpose of this subdivision to make sale or gift of the parcels to an immediate family member?

YES,  NO. If yes, see below;

1) Has the "Fee Simple Owner" of the original lot ever made application for subdivision for the purpose of sale or gift to any of the parties pursuant to this request?  YES,  NO.

The following shall be contained in the subdivision development plans;

- |  |   |
|--|---|
| 1) <input type="checkbox"/> A vicinity map, scale 1 to 2000 min.                 | 16) <input type="checkbox"/> Names & addresses of adjacent landowners.  |
| 2) <input type="checkbox"/> Proposed land use.                                   | 17) <input type="checkbox"/> Statement of existing & proposed owners, & that a marketable title can be achieved.  |
| 3) <input type="checkbox"/> Proposed street system, right-of-ways.               | 18) <input type="checkbox"/> Statement of project development objectives & character to be achieved.  |
| 4) <input type="checkbox"/> Proposed parking areas, minimum 2 per unit.          | 19) <input type="checkbox"/> Erosion & Sediment Control plan.   |
| 5) <input type="checkbox"/> Proposed plat showing subdivision lot lines.         | 20) <input type="checkbox"/> VDOT & Isle of Wight Health Dept. approvals.   |
| 6) <input type="checkbox"/> Proposed utility right-of-ways.                      | 21) <input type="checkbox"/> Statement of intent regarding future sale or lease of lands dwellings units & commercial areas, etc.   |
| 7) <input type="checkbox"/> Proposed drainage & stormwater plan.                 | 22) <input type="checkbox"/> Proposed agreements, provisions, or covenants, etc. (Homeowner's association bylaws), which govern the use maintenance, & continued protection of property to be held in common ownership. |
| 8) <input type="checkbox"/> Proposed location of buildings & other improvements. |   |
| 9) <input type="checkbox"/> Property lines of common areas.                      |   |
| 10) <input type="checkbox"/> Proposed pedestrian circulation systems.            |   |
| 11) <input type="checkbox"/> Proposed landscaping plan.                          |   |
| 12) <input type="checkbox"/> Proposed treatment of perimeter, screening.         |   |
| 13) <input type="checkbox"/> Relationships & tie-ins to adjacent property.       |   |
| 14) <input type="checkbox"/> Proposed street lighting plan.                      |   |
| 15) <input type="checkbox"/> Legal description of the project boundaries.        |   |

**Subdivision plat requirements. Final subdivision plats shall be submitted and recorded before the granting of zoning permits or before the sale of any lots. Subdivision plats may be submitted for portions of the project area in accordance with the phasing plan. Subdivision plats shall be drawn according to the following specifications (continued on page 2):**

- (1) Subdivision plats shall be clearly and legibly drawn in ink upon mylar at a suitable scale. A blank oblong space three inches by five inches shall be reserved on the cover sheet and a one-inch-by-five-inch space shall be reserved on subsequent sheets for use of the approving authority.
- (2) Subdivision plats shall show the name of the subdivision; the accurate location and dimensions by bearing said distances with all curve data on all lots and street lines and center lines of streets; boundaries of all proposed or existing easements, parks, school sites or other public areas; the number and area of all building sites; all existing public and private streets, their names, numbers, widths; existing and proposed easements for water, sewer, gas, power, telephone and other utilities; watercourses and their names; and names of owners and their property lines, both within the boundary of the subdivision and adjoining boundaries.
- (3) Distances and bearings shown on the plat shall be derived from field surveys with a minimum closure accuracy of not less than one in 10,000.
- (4) The data of all curves along the street frontages shall be shown in detail at the curve or in a curve data table containing the following: delta, radius, and arc.
- (5) Surveyor's certificate. Every subdivision plat shall be prepared by a surveyor or engineer duly licensed by the Commonwealth of Virginia, who shall endorse upon each plat a certificate signed by him setting forth the source of the title of the land subdivided, and the place of record of the last instrument in the chain of title. When the plat is of land acquired from more than one source of title, the outlines of the several tracts shall be indicated upon such tract, within an insert block or by means of a dotted boundary line upon the plat.
- (6) Owner's statement. Every such plat, or the deed of dedication to which plat is attached, shall contain a statement to the effect that "the above and foregoing subdivision of (here insert the correct description of the land subdivided) as appears in this plat is with the free consent and in accordance with the desire of the undersigned owners, proprietors, and trustees, if any," which shall be signed by the owners, proprietors, and trustees, if any, and shall be duly acknowledged before some officer authorized to take acknowledgments of deeds, and, when thus executed and approved as herein specified, shall be filed and recorded in the office of the Clerk of the Isle of Wight County Circuit Court, and indexed under the names of the landowners signing such statement and under the name of the subdivision.

Additional requirements:

**Recording of plat.** The subdivider shall record the approved plat in the office of the Clerk of the Isle of Wight County Circuit Court, within six months after final approval, and send a copy of the Clerk's receipt for such filing to the Town Zoning Administrator, otherwise the Subdivision Agent shall mark the plat "void" and return the same to the subdivider. No lot shall be sold and the zoning permit shall not be issued until the plat has been approved and properly recorded.

**Required improvements.** All improvements shown on the final development plan shall be installed by the developer at his cost, exclusive of off-site public property. In cases where specifications have been established by state departments or local ordinances, such specifications shall be followed. The developer's performance bond shall not be released until construction has been inspected and approved by the appropriate official.

**Monuments.** Monuments shall be provided to permanently identify lot and right-of-way lines, and the performance bond shall not be released prior to monument installation.

**Plans and specifications.** Two blue or black line prints of the plans and specifications of all required physical improvements to be installed shall be prepared by a licensed engineer or licensed surveyor as certified by the Commonwealth of Virginia and shall be submitted to the Subdivision Agent for review. The Subdivision Agent shall approve or disapprove of the construction plans within 45 days of submission. If approved, one copy bearing certification of such approval shall be returned to the developer. If disapproved, all papers shall be returned to the developer with the reason for disapproval stated in writing.

**(Continued on page 3)**

**Maintenance of common property.** The developer shall create a property owners association to be responsible for maintaining all common property. The cost of maintaining common property shall be paid by property owner assessments, and such assessments shall constitute a lien upon the individual properties.

**Advertising and sale.** The developer shall not advertise for sale or sell any tract or lot within the project area until the required surety bond has been posted with the Town and an approved plat has been properly recorded. Prospective property owners shall be informed of the homeowners' responsibility, the entire project area development plan, and the amount of officially approved water available to each lot in terms of gallons per day.

**Land Disturbance Permit.** Developer shall acquire a Land Disturbance Permit from the Town of Windsor prior to the commencement of construction activities.

**Sign Permits.** Developer &/or owner shall agree to acquire permit(s) for any and all signs that are to be used. Permits shall be issued prior to erection or placement of any sign(s).

**Fees.** Owner &/or developer shall pay any and all applicable fees, including but not limited to; permit fees, utility tap fees, application and plans review fees. All fees shall be remitted prior to issuance of permits or services.

## OWNER / AGENT AFIDAVIT:

I, \_\_\_\_\_, as owner or as a duly appointed agent of the owner, hereby certify that I am authorized to make the forgoing application, and that I have read and fully understand the requirements of the Town of Windsor Land Development Ordinance, and I agree to comply with any and all applicable laws, statutes or ordinance of the State of Virginia, County of Isle of Wight and the Town of Windsor, and that all information entered onto this application is, to the best of my knowledge, true and accurate. Submitted by my signature this day:

\_\_\_\_\_  
 Signature of Agent    DATE    Signature of Owner    DATE

State of Virginia, County of \_\_\_\_\_

Subscribed and sworn to before me \_\_\_\_\_, A Notary Public in and for the County of Isle of Wight, State Of Virginia, this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_\_.

\_\_\_\_\_, Notary Public. My Commission Expires \_\_\_\_\_

Meets: \_\_\_\_\_ Fails: \_\_\_\_\_ File Number: \_\_\_\_\_

**FEE \$250.00 + \$75.00/Acre**

CASH,  CHECK

Check No.: \_\_\_\_\_

**REC. BY:** \_\_\_\_\_

DATE REC.: \_\_\_\_\_

\_\_\_\_\_  
 Program Administrator    DATE

**ALL PERMITS REQUIRED FROM APPLICABLE FEDERAL, STATE AND LOCAL AGENCIES MUST BE OBTAINED PRIOR TO STARTING CONSTRUCTION. A COPY OF THIS ZONING PERMIT MUST BE PRESENTED TO THE ISLE OF WIGHT COUNTY DEPT. OF INSPECTIONS IN ORDER TO OBTAIN A BUILDING PERMIT. ALL CONSTRUCTION SHALL CONFORM TO THE TOWN OF WINDSOR LAND DEVELOPMENT ORDINANCE AND THE VIRGINIA UNIFORM STATEWIDE BUILDING CODE.**