

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

**SUBDIVISION (MAJOR) APPLICATION**

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

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

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

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

Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

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

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

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

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

Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

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

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

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

\_\_\_\_\_

\_\_\_\_\_

**Requirements for the various elements of a subdivision application, which include but are not limited to the following, are presented for use as a “check-list” for each element and may be redundant.**

**Preliminary Sketch.** Date Submitted: \_\_\_\_\_ (Office Use)

The “preliminary sketch”, if submitted, shall be drawn on white paper, or on a print of a topographic map of the property. It shall be drawn to an appropriate scale, i.e., 200 feet to the inch. It shall show the name, location, and dimensions of all streets entering the property, adjacent to the property, or terminating at the boundary of the property to be subdivided. It shall show the location of all proposed streets, lots, parks, playgrounds, and other proposed uses of the land to be subdivided and shall include the approximate dimensions.

**Preliminary Plat.** Date Submitted: \_\_\_\_\_ (Office Use)

The subdivider shall present to the Subdivision Agent four copies of a preliminary layout at an appropriate scale. The preliminary plat shall include the following information:

- (1) Name of subdivision, owner, subdivider, surveyor, or engineer, date of drawing, number of sheets, North point and scale;
- (2) Location of the proposed subdivision by an insert map at a scale of not less than one inch equals 2,000 feet showing adjoining roads, their names and number, towns, subdivision, and other landmarks;
- (3) The boundary survey or existing survey of record, provided such survey shows a closure with an accuracy of not less than one in 2,500; total acreage of subdivided area; number and approximate area and frontage of all building sites; existing buildings within the boundaries of the tract; names of owners and their property lines within the boundaries of the tract, and adjoining such boundaries; **(continued on page 2)**

- (4) All existing, platted, and proposed streets, their names, numbers, and widths; existing utility or other easements; public areas, and parking spaces; culverts, drains, watercourses, their names; and other pertinent data;
- (5) All parcels of land to be dedicated for public use and the conditions of such dedication;
- (6) Topography at an appropriate interval;
- (7) Provisions for collecting and discharging surface drainage and preliminary designs of any structure that may be required.

**Final Plat.** Date Submitted: \_\_\_\_\_ (Office Use)

An original mylar and 10 copies of the final plat shall be submitted to the Subdivision Agent. The subdivision plats submitted for final approval by the Town Council and subsequent recording shall be clearly and legibly drawn in the appropriate scale, i.e., 100 feet to the inch, on sheets not exceeding 17 inches by 22 inches in size. When a subdivision cannot be platted on sheets of this size, it is suggested that it be platted in sections, numbering the sections numerically, as § 1, § 2, etc., of the subdivision.

In addition to or including the requirements of the preliminary sketch and or the preliminary plat, the final plat shall contain:

- (1) Name of subdivision, magisterial district, town, county, state, owner, North point, scale of drawing, and number of sheets. If shown on more than one sheet, match lines shall clearly indicate where the several sheets join. A space containing the certificate of approval shall be provided for the use of the approving authorities;
- (2) Location of proposed subdivision by an insert map, at a scale of not less than one inch equals 2,000 feet, indicating adjoining roads, their names and numbers, towns, subdivisions, and other landmarks;
- (3) A boundary survey with an error of closure within the limits of one in 10,000 related to the true meridian and showing the location of all monuments and their type of material. The survey may be related to the State Plan Coordinate Grid, if the coordinates of two adjacent corners of the subdivision are shown;
- (4) A statement to the effect that the subdivision as it appears on this plat is with the free consent and in accordance with the desires of the owners, proprietors, and trustees, if any, which shall be signed by the owners, proprietors, and trustees, if any, and which shall be duly acknowledged before some officer authorized to take acknowledgments of deeds;
- (5) When the subdivision consists of land acquired from more than one source of title, the outlines of the various tracts shall be indicated by dashed lines, and identification of the respective tracts shall be placed on the plat;
- (6) The accurate location and dimensions by bearings and distances with 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, and widths; existing utilities, and those to be provided, such as sanitary sewers, storm drains, water mains, manholes, and underground conduits, including their size and type; watercourses and their names; names of owners and their property lines, both within the boundary of the subdivision and adjoining said boundaries;
- (7) All dimensions shown shall meet the standards published by the State Board of Licensing;
- (8) 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;
- (9) A professional engineer or surveyor shall certify that all required facilities are designed and built to the prerequisite standards;
- (10) Elevations of existing and proposed ground surface improvements at all street intersections and at points of major grade change along the center line of streets, together with proposed grade lines connecting therein;
- (11) Provisions for collecting and discharging surface drainage and final designs of any structure that may be required.

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The following shall be contained in the subdivision development plans;

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

**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:**

- (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

**(Continued on page 4)**

**(6, cont.)** 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.

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