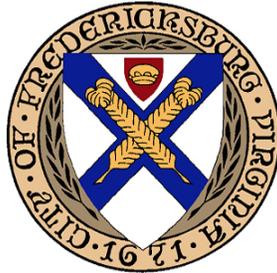


PRELIMINARY SUBDIVISION PLAT
PRELIMINARY SUBDIVISION PLAT AMENDMENT
APPLICATION



July 1, 2017

City of Fredericksburg

Department of Planning & Community Development

715 Princess Anne Street, Room 209

P O Box 7447

Fredericksburg, VA 22404

Phone: (540) 372-1179

Fax: (540) 372-6412

www.fredericksburgva.gov

Procedures for this application can be found in
Part 2 Section N of the UDO Procedures Manual.

Application Submittal Checklist

- Pre-Application TRC Date _____
- Completed "Project Information and Primary Contacts" Form
- Completed "Detailed Project Description" Form
- Signed "Statements of Understanding" from the owners and applicant
- Copy of completed "Notification Letter to Adjoining Property Owners"
(mailed to adjoining property owners at least 5 days prior to submitting application)
- Completed List "Certification of Notice to Adjoining Property Owners"
- "Certified Mail Receipts" of adjacent property owner letters per Procedures Manual
- Completed "Checklist for Preliminary Plat and Preliminary Subdivision Plat Amendment"
signed by the engineer who prepared the plat
- Nine (9) 24"x36" sets
- Emailed PDF to Development Administrator

FOR OFFICIAL USE:

RECEIVED DATE _____	OFFICIALLY SUBMITTED DATE _____
INITIALS _____	INITIALS _____
POST APPLICATION TRC DATE _____	PROJECT NUMBER _____

Project Information & Primary Contacts

Select One:

Preliminary Subdivision Plat

Preliminary Subdivision Plat Amendment

PROJECT INFORMATION

PROJECT NAME _____ ADDRESS (IF AVAILABLE) _____

LOCATION OF PROJECT _____ TOTAL SITE ACREAGE _____ GPIN # _____ ZONING DISTRICT _____

APPLICANT /AGENT

PRIMARY CONTACT PERSON

NAME _____ COMPANY _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

PHONE NUMBER _____ CELL NUMBER _____ EMAIL ADDRESS _____

OWNER (Provide attachments if multiple owners)

PRIMARY CONTACT PERSON

NAME _____ COMPANY _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

PHONE NUMBER _____ CELL NUMBER _____ EMAIL ADDRESS _____

PROFESSIONAL (ENGINEER, SURVEYOR, etc.)

PRIMARY CONTACT PERSON

NAME _____ COMPANY _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

PHONE NUMBER _____ CELL NUMBER _____ EMAIL ADDRESS _____

STATEMENTS OF UNDERSTANDING

I as owner/co-owner of the property subject to this application, do hereby certify that I have read and understood the requirements of this submission for review and approval as provided under the Code, and, further, that this submittal is in compliance with the requirements and applicable provisions of the Unified Development Ordinance, Chapter 72 of the Fredericksburg City Code for the zoning districts in which this project is located.

Signature of Owner/Co-Owner	Printed Name	Date
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Signature of Owner/Co-Owner	Printed Name	Date
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Signature of Owner/Co-Owner	Printed Name	Date
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I, as Applicant or Agent for the Owner(s) of the property subject to this application, do hereby certify that I have read and understood the requirements of this submission for review and approval as provided under the Code, and further, that this submittal is in compliance with the requirements and applicable provisions of the Unified Development Ordinance, Chapter 72 of the Fredericksburg City Code for the zoning districts in which this project is located.

Signature of Applicant/Agent	Printed Name	Date
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DETAILED PROJECT DESCRIPTION

CLEARLY INDICATE ALL INFORMATION THAT APPLIES TO THIS PROJECT.

DESCRIPTION (INCLUDING USE): _____

SITE STATISTICS:

_____ # Project Acres	_____ # of Buildings	_____ Public Streets
_____ # Impervious Acres	_____ # of Dwelling Units/Lots	_____ Private Streets
_____ # of Open Space Acres		_____ # SWM Facilities

ZONING:

Zoning District: _____

Are/were there any **CONDITIONS** associated with this application?

Special Use Permit (s)	YES <input type="checkbox"/>	Res# _____	NO <input type="checkbox"/>
Rezoning (s)	YES <input type="checkbox"/>	Ord# _____	NO <input type="checkbox"/>
Special Exception (s)	YES <input type="checkbox"/>	Res# _____	NO <input type="checkbox"/>
Waiver(s), Appeal(s), Exception(s)	YES <input type="checkbox"/>	# _____	NO <input type="checkbox"/>

PLAT AMENDMENTS:

Is this a **REVISION** to a previously approved Preliminary Subdivision Plat? YES NO

If YES, provide original Project #: _____

If YES, please provide Amendment Description: _____

PRELIMINARY SUBDIVISION PLAT FEES
EFFECTIVE JULY 1, 2017
(ORD 17-04)

NOTIFICATION LETTER TO ADJOINING PROPERTY OWNERS

Date

Dear _____,

This is to notify you that a Preliminary Subdivision Plat Application will be submitted for approval to the Fredericksburg Community Planning and Building Department in City Hall, 715 Princess Anne Street, Room 215, Fredericksburg, VA 22401. Public comment shall be submitted in writing to the Development Administrator within 21 days of the date of this letter. All comments shall be sent to: Marne Sherman, Development Administrator, P O Box 7447, Fredericksburg, VA 22404 or by Email: mesherman@fredericksburgva.gov.

You may review the application at the above mentioned address or call (540) 372-1179.

The following information is supplied for your convenience:

Name of Project: _____

Name of Applicant: _____

Address of Applicant: _____

Telephone #: _____

Name of Engineer: _____

Type of Use: _____

Specific Location: _____

Additional Information: _____

Sincerely,

Signature

Printed Name

Property Address		
Owner Name		GPIN NUMBER
Mailing Address		
City, State, Zip		

Property Address		
Owner Name		GPIN NUMBER
Mailing Address		
City, State, Zip		

Property Address		
Owner Name		GPIN NUMBER
Mailing Address		
City, State, Zip		

Property Address		
Owner Name		GPIN NUMBER
Mailing Address		
City, State, Zip		

Property Address		
Owner Name		GPIN NUMBER
Mailing Address		
City, State, Zip		

Property Address		
Owner Name		GPIN NUMBER
Mailing Address		
City, State, Zip		

ATTACH ADDITIONAL SHEETS IF NECESSARY

**CERTIFIED MAIL
GUIDELINES**

U.S. Postal Service
CERTIFIED MAIL™ RECEIPT
(Domestic Mail Only; No Insurance Coverage Provided)

For delivery information visit our website at www.usps.com

OFFICIAL USE

Postage	\$	
Certified Fee		
Return Receipt Fee (Endorsement Required)		
Restricted Delivery Fee (Endorsement Required)		
Total Postage & Fees	\$	

Sent To: **John Doe**
0000 Anywhere Street
Anywhere, VA 00000

PS Form 3800 (Front) (Green/white)

Certified Mail Provides:

- A mailing receipt
- A unique identifier for your mailpiece
- A record of delivery kept by the Postal Service for two years

Important Reminders:

- Certified Mail may ONLY be combined with First-Class Mail® or Priority Mail®.
- Certified Mail is not available for any class of international mail.
- NO INSURANCE COVERAGE IS PROVIDED with Certified Mail. For valuables, please consider Insured or Registered Mail.
- For an additional fee, a Return Receipt may be requested to provide proof of delivery. To obtain Return Receipt service, please complete and attach a Return Receipt (PS Form 3811) to the article and add applicable postage to cover the fee. Endorse mailpieces "Return Receipt Requested". To receive a fee waiver for a duplicate return receipt, a USPS postmark on your Certified Mail receipt is required.
- For an additional fee, delivery may be restricted to the addressee or addressee's authorized agent. Advise the clerk or mark the mailpiece with the endorsement "Restricted Delivery".
- If a postmark on the Certified Mail receipt is desired, please present the article at the post office for postmarking. If a postmark on the Certified Mail receipt is not needed, detach and affix label with postage and mail.

IMPORTANT: Save this receipt and present it when making an inquiry. Internet access to delivery information is not available on mail addressed to APOs and FPOs.

PS Form 3800 (Back) (Green/White)

PS FORM 3811 (Front) (Green)

Fill in the name and address of the person to whom the notice is to be sent.

Put and "X" in the box for Certified Mail.

Use **THIS** address for "Sender" information:
**OFFICE OF THE DEVELOPMENT ADMINISTRATOR
P.O. Box 7447,
Fredericksburg, VA
22404-7447**. Also use as the return address on the front of the envelope.

Put your Project Name here.

SENDER: COMPLETE THIS SECTION	COMPLETE THIS SECTION ON DELIVERY
<ul style="list-style-type: none"> Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired. Print your name and address on the reverse so that we can return the card to you. Attach this card to the back of the mailpiece, or on the front if space permits. 	<p>A. Signature <input checked="" type="checkbox"/> Agent <input type="checkbox"/> Addressee</p> <p>B. Received by (Printed Name) C. Date of Delivery</p> <p>D. Is delivery address different from item 1? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, enter delivery address below:</p>
<p>1. Article Addressed to:</p> <p>John Doe 0000 Anywhere Street Anywhere, VA 00000</p>	<p>3. Service Type</p> <p><input checked="" type="checkbox"/> Certified Mail <input type="checkbox"/> Express Mail</p> <p><input type="checkbox"/> Registered <input type="checkbox"/> Return Receipt for Merchandise</p> <p><input type="checkbox"/> Insured Mail <input type="checkbox"/> C.O.D.</p>
<p>2. Article Number (Transfer from service label)</p>	<p>4. Restricted Delivery? (Extra Fee) <input type="checkbox"/> Yes</p>
PS Form 3811, February 2004	Domestic Return Receipt 102595-02-M-1540

PS FORM 3811 (Back) (Green)

UNITED STATES POSTAL SERVICE

First-Class Mail
Postage & Fees Paid
USPS
Permit No. G-10

• Sender: Please print your name, address, and ZIP+4 in this box •

Office of the Development Administrator
P.O. Box 7447
Fredericksburg, VA 22404-7447

Checklist for Preliminary Subdivision Plat / Preliminary Subdivision Plat Amendment

A. General Information		
1	Application, return receipt for public notice, fee, and nine (9) plats;	
2	Subdivision name;	
3	Names and addresses of the owners and subdivider and names of holder of any easements affecting the property and the name and address of the individual who prepared the plat;	
4	Source of Title. A certificate signed by the surveyor or engineer shall be submitted setting forth the source of title of the owner of the tract and the place of record of the last instrument in the chain of title.	
4	Date of drawing (including the revision dates);	
5	Number of sheets;	
6	Match-line key plan, if multiple of sheets;	
7	Overall plan, if multiple sheets, showing the preliminary plat in its entirety on one sheet, with an information legend and without the match-line key plan information;	
8	North arrow shown, and where practical, oriented to the top of the page;	
9	Graphic scale;	
10	<p>Approval Block containing, signature lines for the Development Administrator, Zoning Administrator, Stormwater Administrator, Public Works, and Fire Marshal with the following notations:</p> <p>Approved for Fire Lanes and Signage, Hydrant locations and Color Coding, FDC and PIV Locations, Turning Radii and Roadway Width for Emergency Vehicles</p> <p>_____</p> <p>Fire Marshal</p> <p>Approved for Work Related to Public Water, Sewer, Storm Drainage, Street Trees and Rights-of-Ways</p> <p>_____</p> <p>Department of Public Works</p>	
11	Vicinity map at a scale of one inch to 2,000 feet, which shall be included on the plat showing the relationship of the proposed subdivision to the adjoining property and the area within a one-mile radius, describing all adjoining roads, City corporate limits, neighboring subdivisions, and other landmarks;	
12	When the subdivision consists of land acquired from more than one source of title, the outlines of the various tracts, which shall be indicated by dashed lines. Identification of the respective tracts shall be placed on the plat;	
13	A certified boundary survey and topographic mapping with a horizontal scale not less than one inch equals 100 feet and a contour interval of not greater than two feet, describing the area covered by the proposed subdivision;	

14	Parcels of land intended to be dedicated or reserved for public use, or to be reserved by deed for the common use of property owners in the subdivision;	
15	Areas described in the comprehensive plan as proposed sites for schools, trails, parks, or other public uses, which are located wholly or in part within the land being subdivided;	
16	Lots: Number and approximate area of all lots. Lots shall be numbered consecutively (beginning with "1, 2, 3...") throughout the subdivision so that there is no duplication of lot numbers.	
17	Amenities. Private amenities to be located within the subdivision shall be identified by graphic descriptions and narratives within identified sections of the subdivision.	
18	A proposed phasing plan indicating the location of those land areas and improvements to be sequentially developed and the anticipated timing to the achieve each phase of development	
19	Identify proposed building types by building use codes as defined in the Virginia Uniform Statewide Building Code.	
B. Zoning, Land Uses and Abutting Properties		
1	The zoning classification, land use, and GPIN for the area being subdivided and for abutting properties;	
2	Names, zoning, and GPIN numbers of abutting property owners and subdivisions shall be identified;	
3	As applicable, a copy of the conditional zoning ordinance, variance approval, special exception, and/or special use permit resolution for the property being developed with narrative and graphic description how proffers and/or conditions will be implemented shall be included on the plat;	
4	A table comparing the permitted and proposed density, open space, and floor area ratio for the area being developed;	
5	Building setbacks, minimum frontage, and minimum lot width requirements.	
C. Streets and Utilities		
1	The names, locations, and dimensions of the following: all streets (existing and platted), public water and sewer facilities; easements; rights-of-way; lot lines. Total acreage of each parcel in each use, both proposed and existing.	
2	Names, locations, and dimensions of proposed streets and lots, including a boundary survey or existing survey of record with an accuracy of not less than one foot in twenty-five hundred (2,500). Indicate the number of total acres in each use. The location of all driveways and street access point including sight distance along existing public streets shall be shown.	
3	Utilities: Preliminary locations and sizes of all utilities, including water supply and sewage disposal.	
4	Bridges and Culverts: Preliminary locations and sizes of any proposed bridges or culverts.	

