

FINAL SUBDIVISION PLAT  
APPLICATION



January 1, 2022

Physical Address:  
601 Caroline Street, Suite 400  
Fredericksburg, VA 22401

Mailing Address:  
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Fredericksburg, VA 22404-7447

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Procedures for this application can be found in  
[Part 2, Section 9.N of the UDO Procedures Manual.](#)

**Application Submittal Checklist**

- Completed "Project Information and Primary Contacts" Form
  
- Completed "Ownership" Form with related documents
  
- Completed "Detailed Project Description" Form
  
- Signed "Statements of Understanding" form (Owner(s) and Applicant)
  
- Completed "Checklist for Final Subdivision Plat" signed by the engineer who prepared the plat
  
- Nine (9) 18"x24" sets
  
- Required fee
  
- Deed of Dedication and title work (as appropriate)

<b>FOR OFFICIAL USE:</b>  RECEIVED DATE _____  INITIALS _____	OFFICIALLY SUBMITTED DATE _____  INITIALS _____
	PROJECT NUMBER: _____

**PROJECT INFORMATION & PRIMARY CONTACTS**

Select One:

Subdivision Plat       Easement Plat/ROW Dedication Only       Boundary Line Adjustment/Consolidation Plat

**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 \_\_\_\_\_

## OWNERSHIP

**Source of Title / Instrument #:**

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**If owned by a Limited Liability Corporation (LLC):**

1. Attach a ["Certificate of Fact of Existence"](#) from the State Corporation Commission; and
2. List the names and titles with authority to sign on behalf of the LLC:

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**OR**

**If owned by a Corporation (Inc.):**

1. Attach a ["Certificate of Good Standing"](#) from the State Corporation Commission; and
2. List the names and titles with authority to sign on behalf of the corporation:

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**STATEMENTS OF UNDERSTANDING**

As owner/co-owner of the property subject to this application, I 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.

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Signature of Owner/Co-Owner	Printed Name, Title	Date
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Signature of Owner/Co-Owner	Printed Name, Title	Date
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Signature of Owner/Co-Owner	Printed Name, Title	Date
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As Applicant or Agent for the Owner(s) of the property subject to this application, I 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.

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Signature of Applicant/Agent	Printed Name, Title	Date
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## DETAILED PROJECT DESCRIPTION

CLEARLY INDICATE ALL INFORMATION THAT APPLIES TO THIS PROJECT.

DESCRIPTION (INCLUDING USE): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### SITE STATISTICS:

\_\_\_\_\_ # Project Acres                      \_\_\_\_\_ Public Streets  
\_\_\_\_\_ # of New Lots                        \_\_\_\_\_ Private Streets

### 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"/>

**FINAL SUBDIVISION PLAT FEES**  
**EFFECTIVE JULY 1, 2021 (ORD 21-13)**

<b>Administrative Subdivision Plat Minor and Major Subdivisions <u>with</u> an Approved Preliminary Subdivision Plat</b>	<b>\$1,200.00 plus \$120.00 per new lot</b>	Lots	
		Fee	
<b>Right-of-Way / Easement Plat Dedication, Boundary Line Adjustment, Consolidation Plat (No new lots created)</b>	<b>\$600.00</b>	Fee	
<b>Minor Subdivisions <u>without</u> an Approved Preliminary Subdivision Plat</b>	<b>\$1,600.00 plus \$120.00 per new lot</b>	Lots	
		Fee	
<b>Total Fee Due</b>			

## CHECKLIST FOR FINAL SUBDIVISION PLAT

<b>A. General Information</b>		
1	Application, fee, and nine (9) plats.	
2	Subdivision name.	
3	Name of owner and address, city, state.	
4	North point.	
5	Scale.	
6	Date of drawings and the number of sheets, if shown on more than one sheet, match lines shall clearly indicate where the several sheets join and shall be accompanied by a key plan showing the entire development.	
7	Location of the proposed subdivision shall be indicated by an insert map at a scale of not less than one inch equals 2,000 feet describing thereon the north point, adjoining streets and their names and identifying numbers, City corporate limits, neighboring subdivisions, and other landmarks.	
8	When the subdivision consists of land acquired from more than one source of title, the outlines of the various tracts shall be shown on the plat.	
9	The plat shall indicate the accurate location and dimension by bearings and distances of all lots and street lines; boundaries of all easements, parks and school sites or other public areas; total acreage of subdivided area; the numbers and areas of all building sites; all existing and platted streets and their names, numbers, and widths; watercourses and their names; names of owners; and property lines, both within the boundaries of the subdivision and adjoining such boundaries.	
10	All curves on a final subdivision plat shall be defined by their radii, central angles, arc lengths, tangent lengths, chord lengths, and chord bearings. Such curve data shall be expressed by a curve table lettered on the face of the plat, each curve being tabulated and numbered to correspond with the respective numbered curve shown throughout the plat.	
11	All dimensions shall be shown in feet and decimals of a foot to the closest 1/100 foot, and all bearings shall be shown in degrees, minutes and seconds to the nearest second.	
12	Geographic Parcel Identification Numbers (GPIN) for the parent parcel and proposed lots shall be labeled on the plat and for adjoining properties.	
13	The zoning classification, including references to any applicable conditional zoning, variance, special exception, and/or special use permit approvals for the area being subdivided shall be identified.	
14	All Chesapeake Bay Resource Protection Areas, floodplain limits, wetlands, and dam-break inundation zones shall be delineated.	
15	Water Quality Impact Assessment (unless previously provided) shall be provided to assess the site for the presence of Chesapeake Bay Resource Management and Resource Protection Areas (RMA/RPA), perennial features, and wetlands. The plat shall include: <ul style="list-style-type: none"> <li>a. "To scale" field-surveyed locations of all RPA features, 100-yr floodplains and wetlands.</li> </ul>	



	<ul style="list-style-type: none"> <li>b. Dam-break inundation zones.</li> <li>c. Original signed copy, by a qualified professional (state licensed engineer, soil scientist, geologist, wetland delineator) of a site-specific in-field evaluation and delineation for perennial flow based on the latest edition of guidance documents issued by the Chesapeake Bay Local Assistance Department (CBLAD). Form provided by Planning Services Environmental Section.</li> </ul>	
16	<p>Provide the following notes:</p> <ul style="list-style-type: none"> <li>a. This property is in/out (select one) of a Chesapeake Bay Resource Management Area. This property does/does not (select one) contain a 100-foot Resource Protection Area Buffer. (Must be supported by the WQIA)</li> <li>b. Resource Protection Areas are to be retained as undisturbed and vegetated 100-foot wide buffer areas, as specified in Chapter 72 of the City of Fredericksburg Code.</li> <li>c. Only water dependent facilities and redevelopment, as defined in Chapter 72 of the city of Fredericksburg Code are permissible within the Resource Protection Area, including the 100-foot wide buffer.</li> <li>d. Property lies within a F.E.M.A. defined flood zone “__” per community panel_____, dated_____.</li> </ul>	
17	<p>Monuments and property corners.</p> <p>All monuments and property corners required under Article 72-5 shall be shown on the plat.</p> <p>The plat shall reference at least two (2) monuments at subdivision corners to the Virginia Coordinate System (VCS) 1983 North. The bearings shown on the plat shall be referenced to the VCS 1983 North. The geodetic control monument from which the coordinate reference is desired shall be referenced including their identifiers and the VCS 1983 North coordinates. The following notes shall be required on the plat:</p> <ul style="list-style-type: none"> <li>a. The plat is referenced to the Virginia Coordinate System (VCS) 1983 North as computed from a field survey which ties this subdivision boundary to the City of Fredericksburg, Spotsylvania County, Stafford County, Virginia Department of Transportation, United States Department of Defense or National Geodetic Survey monument (insert number and name of monument).</li> <li>b. The grid factor (elevation factor (X) scale factor) which has been applied to the field distance to derive the referenced coordinates is (insert complete grid factor). Unless otherwise stated, the plat distances shown are intended to be horizontal distances measured at the mean elevation of the subdivision.</li> <li>c. The bearings shown are referenced to VCS 1983 Grid North. To convert to True North apply the convergence angle (insert complete convergence angle and direction). The foot definition used for conversion of VCS 1983 North coordinates is the "U.S. Survey Foot" (1 foot = 12/39.27 meter).</li> <li>d. The elevations shown are referenced to (insert NAVD 88, NGVD 29, or assumed) vertical datum.</li> </ul>	

18	<p>Global Positioning System (GPS). GPS coordinates on two property corners by:</p> <ul style="list-style-type: none"> <li>a. VA State Plane, North Zone, 1983 Datum X,Y coordinate values on two adjacent outer perimeter property pins, or</li> <li>b. Surveyed distance and bearing traverses from and between adjacent outer perimeter property pins.</li> </ul>	
19	<p>Private or public restrictions and their period of existence. If the restrictions are of such length as to make their lettering on the plat impractical, reference shall be made on the plat to a separate instrument.</p>	
20	<p>Easements.</p> <ul style="list-style-type: none"> <li>a. Exact location of all easements, their width, use, and ownership, and a note that all easements provided for transportation purposes are to be maintained by the City of Fredericksburg only to the extent necessary to serve travelway purposes.</li> <li>b. Streets, alleys, and easements are labeled as either “public” and “hereby dedicated” to the City or “private”. It must be very clear what is public and what is private.</li> </ul>	
21	<p>Required forms and signatures:</p> <ul style="list-style-type: none"> <li>a. Certificate of title: The surveyor or engineer shall affix upon each plat his/her name and address with a certificate signed by him/her stating the source of the title of the owner of the land subdivided and the place of record of the last instrument in the chain of title.</li> <li>b. Surveyor's or engineer's certificate: The surveyor or engineer shall affix upon each plat and sign the following certificate: "I hereby certify, to the best of my knowledge and belief, that all of the requirements of the City Council and ordinances of the City of Fredericksburg, Virginia, regarding the platting of subdivisions within the City have been met." Given under my hand this ____ day of _____, 20____.</li> </ul> <p style="text-align: right;">_____ Date _____</p> <p>State Licensed Land Surveyor or Engineer</p> <ul style="list-style-type: none"> <li>c. Owner's consent dedication statement: <ul style="list-style-type: none"> <li>1. The owners listed in this section exactly match those in the Certificate of Title.</li> <li>2. Owner name matches <a href="#">GIS records</a> (which are taken from tax and land records).</li> <li>3. Owner is listed with the <a href="#">Virginia SCC</a> as authorized to do business in Virginia (for corporations, limited partnerships, limited liability companies).</li> <li>4. The person signing has authority to do so: <ul style="list-style-type: none"> <li>i. Individual: may sign personally.</li> <li>ii. Corporation: a president, vice president, or other person as may be authorized by the board of directors may sign.</li> <li>iii. LLC: a member or a manager may sign; <b>NOT</b> a president or VP.</li> <li>iv. Limited Partnership: a general partner may sign.</li> <li>v. General Partnership: any partner may sign in the name of the partnership.</li> </ul> </li> </ul> </li> </ul>	

	<p>5. Owner’s signature block must contain this language exactly: “The platting or dedication of [insert description of the land] is with the free consent and in accordance with the desire of the undersigned owners, proprietors and trustees, if any.”</p> <p>6. Easements are being dedicated to the City, this must appear after the language in 5.: “The easements labeled as _____ easements are hereby dedicated to public use.” The label should exactly match the label of the easement as shown on the plat.</p> <p>7. The owner’s signature must be notarized.</p> <p>d. Certificate of approval: The following signature panel shall be provided for the Development Administrator, as applicable: "This subdivision known as _____ Subdivision (Section _____, if applicable) is approved by the undersigned in accordance with existing subdivision regulations and may be admitted to record."</p> <p>_____    _____ Development Administrator    Date</p> <p>e. Notary Clauses</p> <ol style="list-style-type: none"> <li>1. The notary clause is the correct format to correspond to the owner type: See <a href="#">§ 55-1-612</a> for the general form for a notary clause and <a href="#">§ 55-1-621</a> for more forms, including for a corporation, partnership, etc.  See <a href="#">§ 55-1-616</a> for out of state notary clauses.</li> <li>2. The Notary The notary clause includes the date upon which the notarial act was performed, the county or city and state in which it was performed, a reproducible image of the notary’s seal, and the date of expiration of the notary’s commission.</li> </ol>	
22	Address. The street address for the proposed lots shall be affixed on the plat prior to final approved and recordation.	
23	GIS digital data. The plat preparer shall submit an electronically formatted computer file containing all information shown on the final plat. The computer file shall conform to 2013 CAD format and be submitted to the City of Fredericksburg ftp site in its final form prior to recordation of the plat.	
24	A separate deed of subdivision, dedication and easement shall be included, containing a legal description of the tract being subdivided, the fee simple dedication of any rights-of-way, open space, or other lands located within the boundaries of the property shown on the final plat that are required by this division to be dedicated to the City, and all on-site public utility or other easements required by this division to be dedicated. Such deed shall be approved as to form by the City Attorney prior to recordation.  The deed must be accompanied by a title report no more than 90 days old.	
25	Where applicable, separate documentation verifying the existence of a Homeowners Association or similar entity shall be provided prior to final plat approval.	
<b>B. Streets</b>		
1	The accurate location and dimensions of all existing and proposed streets, both within and adjoining the subdivision. Streets shall be named and shall not duplicate existing or platted	

	street names, unless the new street is a continuation of existing or platted streets, in which case it shall bear the name of the existing or platted street.	
2	Temporary cul-de-sacs where needed. When one or more temporary turnarounds are shown, the following statement shall be included on the plat: "The area on this plat designated as temporary turnaround shall be constructed and used until (street name) is/are extended, at which time the excess land in the temporary turnaround area shall be abandoned for street purposes and shall revert to adjoining lot owners in accordance with specific provisions in their respective deeds."	
3	Private Streets under the provisions of UDO Article 72-5. Such private streets shall be recorded within private ingress/egress easements, and the plat and such deed of gift or transfer, shall include notes stating: <ul style="list-style-type: none"> <li>a. Which lots are served and any property that will be restricted from being served;</li> <li>b. That the City of Fredericksburg has the right of use to the ingress/egress easement for public emergency response and governmental purposes; and</li> <li>c. The private ingress/egress easement depicted on the plat is considered a private ingress/egress easement and is intended for the exclusive use of the property owner(s) identified by the final plat. The easement will not be eligible for funding for maintenance for improvement from public resources managed by the City of Fredericksburg or the Virginia Department of Transportation.</li> </ul>	

I, \_\_\_\_\_, duly licensed / certified in the Commonwealth of Virginia, do hereby certify that the plan submitted with this checklist conforms to the requirements of the Fredericksburg City Code. I further certify that the above checklist is complete and accurate.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date