APPROVAL PROCESS FOR SUBDIVISION APPLICATIONS

Potential Zoning Action (follows Rezoning Process) Approval of Case

Preliminary Plat Application Submission
RS and RC zoned subidivisions have preliminary plats approved during the rezoning process and proceed directly to construction plan review

Preliminary Plat Completeness Review

Review of Preliminary Plat
-Complete applications routed within 5 days of Application Deadline

Meeting with Applicant (if necessary to discuss comments)
Submit revised Preliminary Plat (if necessary
Administrative Preliminary plats do not have a deadline

Planning Commission Action
Meeting held 3rd Thursday of every month
Application is heard by PC within 60 calendar days of its acceptance

Approved?

YES

Preliminary Approval
Applicant to submit 3 copies for signatures and final approval.

NO

Denied as Submitted
Applicant may refile the Preliminary Plat application and fee; reasons for denial must be addressed

Administrative Preliminary Plats do not go before the Planning Commision

OPTIONAL- Preapplication Meeting
Will be held 1st and 3rd Tuesdays of the Month

Subdivision Construction Plan Application Submitted
Completed Application must include preliminary plat approval, application, checklists, and 8 sets (public) or 5 sets (private) of construction plans, Fees due within 14 days of date of notification of acceptance.

Plans reviewed for completeness the day after submission deadline, completeness determination based on fatal flaw list

complete?

NO

Subdivision Construction Plan returned to applicant

YES

Planning Department routes plans to all review agencies for review and comment

1st Submittal
Comments due 30 to 45 days after submission deadline *Planning to set comment deadline 6thFriday after application deadline.*
All comments sent to engineer and OWNER, via USPS AND e-mail or fax

Staff/Applicant Meeting
Staff Applicant meeting to be held at the 2nd staff applicant meeting day following comment deadline. Applicant will notify Planning as to agencies they want in attendance (all Departments by default, however do not have to include all if requested by applicant)
Applicant should be prepared to bring revised plans to meeting to discuss changes

Routine Review- Comments from previous submittal are Administrative items, minor plan changes, permit requirements, etc…
Complex Review- Any review not falling under Routine review.
Review status can be up or downgraded upon determination that resubmittal has changed in scope.

Staff determines designation of plan- **ROUTINE or COMPLEX**

Pre-submittal meeting required for all plans prior to 3rd submittal.
New application for submittal will be required. Plans will not be accepted for resubmittal until this meeting is held. 3rd submittal meeting will be held on 2nd and 4th Thursdays of each month. Applicant can schedule with individual departments to expedite resubmittal process. Applicant can exclude Departments at joint meeting if meeting separately, will be documented on new application.

2nd Submittal Application
Applicant to include 6 revised sets of plans, 4 Draft Subdivision Plats, checklist, written responses to each comment provided by staff from previous plan submission

NO

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2nd Submittal
Comments due based on designation of plan:
Complex- 15 to 20 days (calendar)
Routine- 7 to 10 days

Plan Approvable or Approvable with minor revision?

3rd Submittal and Subsequent Submittals
Comments due in 7 to 10 days
Applicant will be responsible for payment of resubmittal fees for applicable Departments.

SUBDIVISION CONSTRUCTION PLAN APPROVAL
Applicant will resubmit 4 additional sets of plans (10 total) or 1 for private improvement subdivisions (5 total)
Routed for signature to departments within 5 working days (Final approval typically received within 10 days)

YES with no revision

Yes with minor revision

Minor Revision Approval Process
-To be eligible fees must have been paid, VDOT approval granted
-Applicant redlines/submits new plan sets with additional plan set highlighting changes
-County Review agencies will have 2 business days to review and approve

Final Plat Application
Submittal should include application, checklists, 12 sets of plats, fee, and one Mylar (signatures not required)

Submittal of Recordation Packet
2 mylars with original signatures and 5 paper prints of signed mylars, written responses to comment letter. And if necessary, performance agreement, surety, restrictive covenants, and open space easement deed

Final Approval
Recordation to follow pending completion of construction of improvements or posting of performance bond in accordance with code requirements.
See Bond Manual for Performance Bond information.