Minor Subdivision Application Form

www.portsmouthva.gov/planning/

801 Crawford Street, Portsmouth, Virginia 23704

Notes:

1. Minor subdivisions are subdivisions of land that create fewer than 10 lots with no new public streets, infill subdivisions of 2 or fewer lots, townhouse or condominium subdivisions associated with a multi-family development, and subdivisions that modify existing lot lines or vacates land. All other subdivisions are considered "major subdivisions" and must submit different application forms.
   - Infill subdivisions are limited to two or fewer lots, and are required to maintain a consistent lot width, lot area, required yards, and frontage orientation as other existing platted lots in the surrounding neighborhood.
   - Townhouse and condominium subdivisions deal with the establishment of condominiums or townhouses on their own lots. Such subdivisions are only subject to the relevant subdivision and public infrastructure standards in Chapter 33-1 of the city code.
2. Detailed information about the minor subdivision review procedure and minor subdivision review standards is established in Chapter 33.2 of the City Code of Ordinances.
3. Land may not be sold or transferred from one owner to another before a minor subdivision plat is approved and recorded.
4. A minor subdivision plat shall be prepared by a licensed surveyor, professional engineer, or other individual recognized by Section 54.1 of the Code of Virginia.

1. General Project Information

Project Address:			
Tax Parcel Identification Number:			
Proposed or Existing Subdivision Name:			
Number of Lots Created:		New Rights-of-Way?	☐ Yes ☐ No
Average lot size (sq. ft.):		Average lot depth (feet):	
Proposed Density (dwelling units per acre):			
Does the property lie within the 100-year floodplain?	☐ Yes ☐ No	Do wetlands exist on the property?	☐ Yes ☐ No
What is the existing land use?	☐ Residential ☐ Commercial ☐ Industrial ☐ Mixed-Use ☐ Vacant		
What is the proposed land use?			

2. Submittal Requirement Checklist

(Submittals should include 2 copies of listed items on paper. After staff approvals the application, the applicant shall provide 2 mylar copies of the Final Plat that incorporates all changes as approved by staff.)

A. General Information for Minor Subdivisions

☐	Master Development Application Form
☐	Minor Subdivision Application Form
☐	Copy of an approved Certificate of Appropriateness (COA) if located within the D1 Downtown district or within a historic district
☐	Copy of an approved Certificate of Compliance (D2) if located within the D2 Uptown district
☐	Application fee as established in the Portsmouth Fee Schedule identified in Appendix D of the Portsmouth Development Procedures Manual
☐	A list of the number and type of proposed dwelling units (if residential or mixed-use development)
☐	Closure error, if applicable
☐	Approved Map Amendment case number (if applicable)
☐	Approved Subdivision Exception case number (if applicable)
☐	List any proffers or use permit conditions that affect the property
☐	Notes and details related to an administrative adjustment or alternative form of compliance, if requested (this requires an additional application form)
☐	Standard development notes (See Appendix F of the Portsmouth Development Procedures Manual.)
☐	All additional information determined to be necessary by the Planning Department

2. Submittal Requirement Checklist cont'd	
Project Address:	
Tax Parcel Identification Number:	
B. Additional Zoning Information	
☐	Information on all site zoning, including subdistricts, overlay districts, and/or street frontage types, if applicable
☐	Maximum building coverage (as % of lot size)
☐	Floor area ratio (FAR)
☐	Required front, side, and rear yard width
☐	Site flood zone designation (list all that apply)
☐	Chesapeake Bay Preservation Area designation, if applicable
C. A Final Plat that includes all of the following:	
☐	Certifications including: Certificate of Subdivision and Street Name Approval, Certificate of Ownership, Certificate of Survey, Certificate of Approval for Water and Sewer, Certificate of Approval for Streets and Drainage, Certificate of Approval for Recording
☐	Survey, sealed by a professional engineer or land surveyor, that includes all boundaries, angles, bearings, and calls (size of the record plat sheet shall not be smaller than 11" x 17" or larger than 18" x 24" with sheets numbered in sequence and an index provided)
☐	Name of development and all individual neighborhoods within subdivision (if applicable)
☐	Name and address of record owner and subdivider
☐	Names of record owners of adjoining uplatted land; reference to recorded subdivision plats of adjoining platted land by record name, date and map book reference
☐	Revision number and all other resubdivision indicators
☐	A vicinity map featuring date, true north point, scale, and a location of map with a minimum scale of 1,000 feet to the inch
☐	The values of all true bearings and angles dimensioned in degrees and minutes
☐	Finalized lot lines, square footage, and dimensions to the nearest foot
☐	Total area, usable area and unusable area in acres of each parcel or lot created
☐	Zoning designation of all lots, including, but not limited to residential, commercial, or industrial areas, community facilities, recreational areas and useable open space; all parcels of land dedicated or reserved for public use, the use for which dedicated or reserved, and the conditions, if any, of such dedication or reservation
☐	Block numbers and lot numbers including street address of each lot (as assigned by the city)
☐	Minimum and maximum setback or build-to lines; however, building envelopes shall NOT be shown
☐	Street address numbers of each lot as assigned
☐	Street lines and centerlines of streets, easements, and other rights-of-ways within the proposed project
☐	Street classifications, names and right-of-way width and length of each street or other rights-of-way
☐	Connections to existing and proposed streets (including street classification) located outside the development
☐	Dimension from nearest existing street intersection centerline to the nearest lot line
☐	Acres and linear footage totals of new streets
☐	Angles, radii, tangents, and lengths of all street curves
☐	Sidewalk and path locations
☐	Proposed street light location and metering points (including seal and signature of electrical engineer) and note indicating "All street light locations and quantities are approximate. Final positioning and quantity shall be at the direction of MTEMC".
☐	Street light details, including height, pole color and type, light color, and fixture type
☐	Stormwater management devices, including existing/proposed water courses, channels, surface/sub-surface conveyance devices, and BMPs
☐	Locations and specifications for utility easements and utility features, including: water lines, fire hydrants, sanitary sewer, lift/pump stations, storm sewers, culverts, outfalls, ground-based utility vaults larger than 10 square feet, or water towers

2. Submittal Requirement Checklist cont'd	
Project Address:	
Tax Parcel Identification Number:	
☐	Statement indicating "Within new developments and for off-site lines constructed as a result of, or to provide service to, the new development, all utilities (including cable television, electrical, natural gas, sewer, telephone, and water lines) shall be placed underground"
☐	Common open space lots and tree protection zones for specimen trees
☐	References must be provided to known parameter monuments and location and description of new monuments provided
☐	All easements, including dimensions and type (e.g., drainage, access, public utility, etc.)
☐	Provide reference to common or shared easements conveyed to public service corporations furnishing cable television, gas, telephone and electrical service to the subdivision
☐	When subdivision consists of land acquired from more than one source of title, the outlines of these tracts shall be indicated by dashed lines, and the identification of the respective tracts shall be shown on the plat
☐	In the case of resubdivision of existing recorded lots, existing lot lines shall be shown by dotted lines and the resubdivision by full lines, unless the requirement for dotted lines is waived
☐	Natural or noteworthy features to be preserved, tidal wetlands and Chesapeake Bay Preservation Areas; and FEMA Flood Map information, including proposed minimum finished floor elevations for any lot which contains or is adjacent to a flood hazard district
☐	Certification of each owner's consent duly acknowledged before a licensed notary public as outlined in the subdivision ordinance

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Master Development Application Form

www.portsmouthva.gov/planning/

Notes:

1. All applications require the submission of this Master Development Application Form and the submission of a Specific Procedure Review Form for the proposed activity. Only one Master Development Application Form is required for each project, regardless of the number of actions, permits, or reviews required.
2. No action will take place, nor will the request be placed on any agenda, if staff determines that the application is not complete.
3. No application will be processed while violations exist on the property or if there are outstanding fines, taxes, liens, or other fees are owed to the City of Portsmouth.
4. A Certificate of Appropriateness is required prior to any activity in the D1 Downtown District or any Historic District (i.e., Olde Towne, Port Norfolk, Park View, Cradock, or Truxtun). See staff prior to application. A Certificate of Compliance (D2) is required prior to any activity in the D2 Uptown District (Form-Based Code).

1. General Project Information

Project Address:	
Tax Parcel Identification Number:	
Lot Area (in square feet):	
Zoning District:	

2. Proposed Activity – Please check all that apply

(PC) = A preapplication conference must be completed prior to submission of the Master Development Application Form.

Proposed Use:	

Check all permits or reviews that apply:

☐ *Zoning Verification Request*	☐ *Use Permit (PC)*	☐ *Variance Permit (PC)*
☐ *Building Permit*	☐ *Zoning Compliance Permit*	☐ *Zoning Compliance Permit (Signs)*
☐ *Temporary Use Permit*	☐ *Certificate of Occupancy*	☐ *Zoning Map Amendment (PC)*
☐ *Certificate of Appropriateness*	☐ *Type I Development Plan*	☐ *Minor Subdivision*
☐ *Certificate of Compliance (D2)*	☐ *Type II Development Plan (PC)*	☐ *Major Subdivision (PC)*
☐ *Wetland Permit*	☐ *Interpretation Request*	☐ *Subdivision Exception*
☐ *Flood Plain Certificate*	☐ *Land Disturbance Permit*	☐ *Encroachment*
☐ *Street Closure*	☐ *Chesapeake Bay Exception*	
☐ *Appeals*	☐ *Administrative Adjustment or Alternative Form of Compliance*	

3. Primary Point of Contact Information

Please circle the preferred method of contact (mail, telephone, fax, or e-mail)

Primary Point of Contact Name:			
Mailing Address:			
Phone No.:		Fax No.:	
Email:			

4. Property Owner Information *(if different from the primary point of contact)* *The property owner must sign a property owner consent box (See item number 5 on the following page.).*			
Property Owner Contact Name:			
Mailing Address:			
Phone No.:		Fax No.:	
Email:			

5. Property Owner(s) Consent	
Project Address:	
Tax Parcel Identification Number:	
The names, addresses, telephone numbers, and signatures of all owners of the property are required. Please attach additional sheets as needed. If a legal representative signs for a property owner, please attach an executed power of attorney. Faxed or photocopied signatures will not be accepted. By signing this application below, I, as the owner of the property under review, give my endorsement of this application.	
Property Owner or Authorized Signature:	Date Signed:
If a business entity owns the property, the following is the name and title of the individual authorized to sign, as the property owner above, for such business entity.	
Name of Person Authorized to Sign:	
Title of Person Authorized to Sign:	
Mailing Address:	
Phone No.:	

6. Applicant's Signature	
By signing this application below, I hereby attest to the truth and accuracy of all facts and information presented with this application.	
Applicant's Signature:	Date Signed:

OFFICE USE ONLY	Project Number (Tidemark):
Received By:	Received Date:
Accepted as Complete By:	Accepted Date: