

APPLICATION

SUBDIVISION OF PROPERTY

_____ **Filing Fee**

_____ **Filing Deadline**

_____ **Planning Commission Hearing**

REQUIREMENTS FOR MAILING NOTICES:

Applicants must send written notice of public hearings by certified or registered mail to all abutting property owners at least 10 days prior and not more than 30 days prior to the hearing. See detailed instructions on "Notice Requirements".

Mail certified or registered notice of hearing between _____ and _____.

Return notice materials to Department of Planning and Zoning by _____.

WAIVER REQUIRED FOR EARLY SUBMISSIONS: For any subdivision application submitted 45 days or more prior to the hearing date, the applicant must sign a "Waiver of Right to Automatic Approval" or wait to file the application after the 45 day time limit.

APPLICATION for SUBDIVISION

SUB # _____

[must use black ink or type]

PROPERTY LOCATION: _____

TAX MAP REFERENCE: _____ ZONE: _____

APPLICANT'S NAME: _____

ADDRESS: _____

PROPERTY OWNER NAME: _____

ADDRESS: _____

SUBDIVISION DESCRIPTION: _____

THE UNDERSIGNED hereby applies for a Subdivision in accordance with the provisions of Section 11-1700 of the Zoning Ordinance of the City of Alexandria, Virginia.

THE UNDERSIGNED, having obtained permission from the property owner, hereby grants permission to the City of Alexandria to post placard notice on the property for which this application is requested, pursuant to Article XI, Section 11-301 (B) of the 1992 Zoning Ordinance of the City of Alexandria, Virginia.

THE UNDERSIGNED also attests that all of the information herein provided and specifically including all surveys, drawings, etc., required of the applicant are true, correct and accurate to the best of their knowledge and belief.

Print Name of Applicant or Agent

Signature

Mailing/Street Address

Telephone #

Fax #

City and State

Zip Code

Date

===== **DO NOT WRITE BELOW THIS LINE - OFFICE USE ONLY** =====

Application Received: _____ Date & Fee Paid: _____ \$ _____

ACTION - PLANNING COMMISSION: _____

Subdivision # _____

All applicants must complete this form.

1. The applicant is the (check one):

Owner Contract Purchaser

Lessee Other: _____

State the name, address and percent of ownership of any person or entity owning an interest in the applicant, unless the entity is a corporation or partnership in which case identify each owner of more than ten percent.

If property owner or applicant is being represented by an authorized agent such as an attorney, realtor, or other person for which there is some form of compensation, does this agent or the business in which the agent is employed have a business license to operate in the City of Alexandria, Virginia?

Yes. Provide proof of current City business license

No. The agent shall obtain a business license prior to filing application, if required by the City Code.

Subdivision # _____

WAIVER OF RIGHT TO AUTOMATIC APPROVAL

*SUBMITTED TO
THE DEPARTMENT OF PLANNING AND ZONING
CITY OF ALEXANDRIA, VIRGINIA*

SUBDIVISION # _____

Project Name: _____

Project Address: _____

Description of Request: _____

The undersigned hereby waives the right to the 45 day automatic approval provision of Section 11-1708 (B)(2) of the Zoning Ordinance of the City of Alexandria, Virginia, for the application stated above.

Date: _____

Applicant

Agent

Signature: _____

Printed Name: _____

Subdivision # _____

Instructions for Subdivision Applications

1. **FILING DEADLINE:** Subdivision applications must be submitted to the Department of Planning and Zoning at least 49 calendar days prior to the hearing date. Failure to submit all required information and plans by the filing deadline will result in the application being deferred to a later hearing date.
2. **APPLICATION FORMS:** Complete all parts of the application form using black ink or type. Sign the form, and include a daytime telephone number.
3. **PLATS:** Applicants must submit 20 copies of the proposed subdivision plat with the subdivision application. Plats which do not comply with the minimum requirements of Section 11-1706 of the Zoning Ordinance will not be processed. (See attached Checklist). Plats must be individually folded to a maximum size of 9" x 14" and in such manner that the lower right corner of the plat is on top with the plan title in view. Rolled plans will not be accepted.
4. **FILING FEE:** See current fee scheduled available in the Planning and Zoning office.
5. **PROPERTY OWNER NOTIFICATION:** Applicants must send written notice to all abutting property owners; notices must be sent by certified or registered mail at least 10 days and not more than 30 days prior to the Planning Commission hearing. Applicants may use the notice form supplied with the application forms. In the event the application is deferred, notification must be given again.

The following must be submitted to the Planning Department no later than five calendar days prior to the public hearing:

- (a) a copy of the notice letter sent,
- (b) a copy of the list of the names and addresses of those persons to whom notice was sent,
- (c) a copy of the post office receipts for the certified or registered mail,
- (d) a certification of notice statement that notice was sent by certified or registered mail to those to whom notice is required to be given.

Failure to send accurate or correct notices will result in deferral of the application to a later hearing date. Property ownership information is to be obtained from the City Real Estate Assessment Office, Room 2600, City Hall, 301 King Street.

6. **STAFF REPORT:** A staff report and recommendation will be prepared and made available in the Department of Planning and Zoning office. The report is typically available 11 days prior to the Planning Commission hearing.

FOR ASSISTANCE WITH ANY OF THESE PROCEDURES
CALL THE DEPARTMENT OF PLANNING & ZONING
AT (703) 838-4666

SUBDIVISION APPLICATION MATERIALS CHECKLIST

(See Section 11-1700 of the Alexandria Zoning Ordinance For Additional Information)

The following materials are required for a preliminary subdivision submission:

_____ **COMPLETED SUBDIVISION APPLICATION FORM**

_____ **FILING FEE OF \$500.00 plus \$30.00/lot for each lot including outlots if total lots <10 or; \$1,500 plus \$30.00/lot for each lot including outlots if 10 or more total lots.**

_____ **PRELIMINARY PLAT**

FORMAT:

- _____ 1. Plat size shall not exceed 24" x 36"
- _____ 2. 20 folded copies of the plat
- _____ 3. Scale no less than 100' to 1"

REQUIRED CONTENTS:

- _____ 1. Subdivision name
- _____ 2. Name, address of owner of record and the applicant
- _____ 3. Name, address, certificate number and seal of the surveyor or engineer
- _____ 4. Gross area in acres and total number of buildings, lots or sites involved
- _____ 5. Date, scale and north point with reference to source of meridian
- _____ 6. Zoning of the property
- _____ 7. A form or space, not less than two and one-quarter by three and one-half inches, on which approval by the commission may be shown
- _____ 8. Lot lines with the dimensions of the length and width of the lots
- _____ 9. In the case of resubdivisions, all lot lines or lot numbers that are proposed to go out of existence by reason of the resubdivision shall be shown by dotted lines and numbers
- _____ 10. Location of the property immediately adjoining the proposed subdivision and the names and addresses of all its owners
- _____ 11. Location and width of all proposed streets, alleys and public areas and their dimensions
- _____ 12. Points of connection with the city sewer system
- _____ 13. Location of all easements, reservations, and highway setbacks, as established by section 7-1006 of the zoning ordinance
- _____ 14. The width and name of adjacent existing streets, alleys, easements and public utilities, including without limitation, liens for water, gas, electric, telephone, storm and sanitary sewer, and railroads shown graphically
- _____ 15. Limits of floodplains and resource protection areas
- _____ 16. Location of any grave or object or structure marking a place of burial

SUBDIVISION APPLICATION MATERIALS CHECKLIST (cont'd)

- ___ 17. In the following cases the preliminary plat shall be superimposed on a topographic map, at a scale of not greater than 100 feet to the inch, showing contours at intervals not greater than two feet or greater intervals when permitted by the director, and correlated to the U.S. Coast and Geodetic Survey datum, for the purpose of showing the character and drainage of the land:
 - a. Whenever any land within the parcel subdivided is to be dedicated to public use; or
 - b. For all subdivisions containing lots or parcels of less than one-half acre.
- ___ 18. Proposed street grade data and the method of storm water disposal
- ___ 19. General location, dimension, size, height, and species of major trees and shrubs
- ___ 20. Existing buildings with dimensions from the buildings to the nearest lot lines
- ___ 21. When known, areas that can reasonably be expected to or which do contain soils or materials contaminated with, but not limited to heavy metals, petroleum products, PCB's, pesticides, flyash, or other toxic or hazardous materials
- ___ 22. When known, underground storage tanks
- ___ 23. When known, areas located within 1,000 feet of a former sanitary landfill, dump, or disposal area
- ___ 24. When known, areas with the potential of generating combustible gases

___ **FINAL PLAT (Mylar)**

REQUIRED CONTENTS:

- ___ 1. All of the information required of a preliminary plat under Section 11-1706(D), except for items 16-24
- ___ 2. The location of all metals monuments of not less than one inch in diameter and 24 inches in length shown this: O, and located in the ground at each intersection of streets and alleys with plat boundary lines, and at all points on a street, alley and boundary lines where there is a corner, change in direction, or curvature
- ___ 3. A surveyor's or engineer's seal and certificate of survey in the following form, which may be modified to accommodate title information (see Section 11-1709 B (3) for language)
- ___ 4. A curve table containing the following for all curvilinear boundaries and street centerlines; delta, radius, arc, tangent, chord and chord bearing. All distances shall be shown to the nearest one-hundredth of a foot; angles or bearings to the nearest ten seconds.

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