

PRELIMINARY SUBDIVISION PLAT  
PRELIMINARY SUBDIVISION PLAT AMENDMENT  
APPLICATION



July 1, 2021

715 Princess Anne Street, Room 209  
P O Box 7447  
Fredericksburg, VA 22404

Phone: (540) 372-1179

[www.fredericksburgva.gov](http://www.fredericksburgva.gov)

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

## APPLICATION SUBMITTAL CHECKLIST

- Pre-Application TRC Date \_\_\_\_\_
- 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)
- 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
- Required fee
- Emailed PDF to Development Administrator

<b>FOR OFFICIAL USE:</b>  RECEIVED DATE _____  INITIALS _____	OFFICIALLY SUBMITTED DATE _____  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 \_\_\_\_\_

**OWNERSHIP**

**Source of Title / Instrument #:**

---

---

---

**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:

---

---

---

---

---

**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:

---

---

---

---

---

**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.

---

Signature of Owner/Co-Owner	Printed Name/Title	Date
-----------------------------	--------------------	------

---

Signature of Owner/Co-Owner	Printed Name/Title	Date
-----------------------------	--------------------	------

---

Signature of Owner/Co-Owner	Printed Name/Title	Date
-----------------------------	--------------------	------

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.

---

Signature of Applicant/Agent	Printed Name/Title	Date
------------------------------	--------------------	------

## 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, 2021 (ORD 21-13)**

		Lots	
		Fee	
<b>Preliminary Subdivision Plat</b>	\$1,500 plus \$60 per lot		
			<b>Total Fee Due</b>

**NOTIFICATION LETTER TO ADJOINING PROPERTY OWNERS**

Date: \_\_\_\_\_

Dear Adjoining Property Owner,

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 209, Fredericksburg, VA 22401.

You may review the application in Room 209 or call (540) 372-1179 to obtain more information. Public comment shall be submitted in writing to the Development Administrator within 21 days of the date of this letter. Public comments shall be addressed to the following address:

Development Administrator, Planning Services Division  
Community Planning & Building Department  
PO Box 7447, Fredericksburg, VA 22404  
or by Email: [mesherman@fredericksburgva.gov](mailto:mesherman@fredericksburgva.gov).

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



**NOTIFICATION LETTER TO ADJOINING PROPERTY OWNERS**

Date: \_\_\_\_\_

Re: \_\_\_\_\_ (Address/GPIN #)

Dear Adjoining Property Owner,

This letter is to notify you that a request for **Site Plan Exception** will be submitted for approval to the City of Fredericksburg on \_\_\_\_\_.

You may review the application in Room 209 of City Hall located at 715 Princess Anne Street, Fredericksburg, Virginia, 22401 or call (540) 372-1179 to obtain more information. Public comment will be accepted, in writing, within 21 days from the submission of the application. Public comments should be addressed to the following address:

Development Administrator, Planning Services Division  
Community Planning and Building Department  
P.O. Box 7447, Fredericksburg, Virginia 22404-7447  
By email to: [mesherman@fredericksburgva.gov](mailto:mesherman@fredericksburgva.gov)

The following information is supplied for your convenience:

Name of Project: \_\_\_\_\_

Description of Project: \_\_\_\_\_

*(Include Code Section For Exception Request):* \_\_\_\_\_

Specific Location: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

Telephone # of Applicant: \_\_\_\_\_

Name of Engineer: \_\_\_\_\_

Sincerely,

\_\_\_\_\_  
Signature

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

**CERTIFICATE OF NOTICE TO ADJOINING PROPERTY OWNERS**



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

**PS Form 3800 (Front) (Back)**

In accordance with the policies of the Community Planning and Building Department, attached are the postmarked certified mail receipts that will serve as proof of notification of the adjacent property owners.

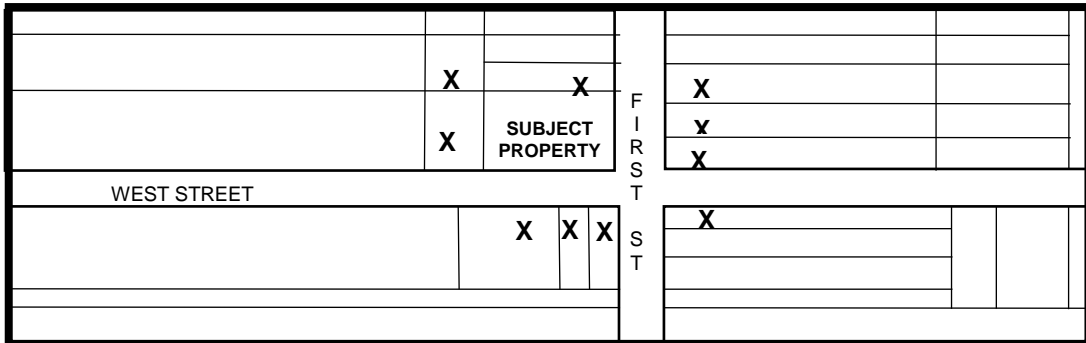
Signature of Applicant/Agent

Printed Name

Date

**EXAMPLE DIAGRAM OF ADJOINING PROPERTY OWNERS**

**X = Property owners to be notified**



Adjoining property owner names and addresses can be obtained by visiting the City website at [www.fredericksburgva.gov](http://www.fredericksburgva.gov) and following the link to GIS, or by visiting the Office of Real Estate at City Hall, 715 Princess Anne Street, Room 107.

**SUBJECT ADDRESS**

**GPIN #**

**Adjoining Property Owner's Name and Mailing Address:**

<b>Property Address</b>		
<b>Owner Name</b>		<hr/> <b>GPIN NUMBER</b>
<b>Mailing Address</b>		
<b>City, State, Zip</b>		

<b>Property Address</b>		
<b>Owner Name</b>		<hr/> <b>GPIN NUMBER</b>
<b>Mailing Address</b>		
<b>City, State, Zip</b>		

<b>Property Address</b>		
<b>Owner Name</b>		<hr/> <b>GPIN NUMBER</b>
<b>Mailing Address</b>		
<b>City, State, Zip</b>		

<b>Property Address</b>		
<b>Owner Name</b>		<hr/> <b>GPIN NUMBER</b>
<b>Mailing Address</b>		
<b>City, State, Zip</b>		

<b>Property Address</b>		<hr/> <b>GPIN NUMBER</b>
<b>Owner Name</b>		
<b>Mailing Address</b>		
<b>City, State, Zip</b>		

<b>Property Address</b>		<hr/> <b>GPIN NUMBER</b>
<b>Owner Name</b>		
<b>Mailing Address</b>		
<b>City, State, Zip</b>		

<b>Property Address</b>		<hr/> <b>GPIN NUMBER</b>
<b>Owner Name</b>		
<b>Mailing Address</b>		
<b>City, State, Zip</b>		

<b>Property Address</b>		<hr/> <b>GPIN NUMBER</b>
<b>Owner Name</b>		
<b>Mailing Address</b>		
<b>City, State, Zip</b>		

**ATTACH ADDITIONAL SHEETS IF NECESSARY**

**CHECKLIST FOR PRELIMINARY SUBDIVISION PLAT / PRELIMINARY SUBDIVISION PLAT AMENDMENT**

<b>A. General Information</b>		
1	Application, certified mail 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.	
5	Date of drawing (including the revision dates);	
6	Number of sheets;	
7	Match-line key plan, if multiple of sheets;	
8	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;	
9	North arrow shown, and where practical, oriented to the top of the page;	
10	Graphic scale;	
11	Approval Block containing:  This Preliminary Subdivision Plat was approved by City Council on <i>(Month, Date, Year)</i> by Resolution <i>(RXX-XX)</i> .	
12	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 streets, City corporate limits, neighboring subdivisions, and other landmarks;	
13	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;	
14	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;	
15	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;	
16	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;	
17	<b>Lots:</b> 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.	
18	Amenities. Private amenities to be located within the subdivision shall be identified by graphic descriptions and narratives within identified sections of the subdivision.	

19	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	
20	Identify proposed building types by building use codes as defined in the Virginia Uniform Statewide Building Code.	
<b>B. Zoning, Land Uses and Adjacent Properties</b>		
1	The zoning classification, land use, and GPIN for the area being subdivided and for adjacent properties;	
2	Names, zoning, and GPIN numbers of adjacent 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.	
<b>C. Streets and Utilities</b>		
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	<b>Utilities:</b> Preliminary locations and sizes of all utilities, including water supply and sewage disposal.	
4	<b>Bridges and Culverts:</b> Preliminary locations and sizes of any proposed bridges or culverts.	
<b>D. Environmental</b>		
1	<b>Stormwater Management:</b> Descriptions and general locations of structures and facilities required from stormwater management as regulated by Article 72-5 of the UDO.	
2	Provide the following notes: <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>	

3	Location(s) of threatened or endangered species and/or habitats per the Virginia Department of Conservation and Recreation Natural Heritage Program database shall be indicated.	
4	<b>Cemeteries:</b> Any grave, object or structure marking a place of burial shall be identified.	
5	<b>Historic/Archaeological:</b> All known historic and archaeological sites and resources, as identified by the Virginia Department of Historic Resources or Fredericksburg Planning Department, shall be delineated.	
6	The 100-year HUD floodplain limits shall be delineated, where applicable.	

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