

Required contents for a full Subdivision Approval Application:

- A completed application form, attached.
- A completed certificate of owner's representative, if appropriate.
- A signed cover letter outlining the background and clear justification for the proposed development.
- Clear drawings showing the proposed development of the property, including plats.
- Verification that the provisions of Section 18.1-1203 or 1204 (as applicable) have been met.
- Agency certification forms (as appropriate) from:
 - Virginia Department of Transportation (VDOT)
 - Amherst County Health Dept. (VDH)
 - Town of Amherst Department of Public Utilities
 - Amherst County Erosion & Sediment Control Administrator
- Fees as required by Section 18.1-1009 of the Zoning and Subdivision Ordinance.

All documentation should be on reproducible 8½ X 11 paper.



DATE _____

APPLICATION FOR SUBDIVISION APPROVAL

**TOWN OF AMHERST
POST OFFICE BOX 280
AMHERST, VIRGINIA 24521
(804) 946-7885**

OWNER _____	PLAT PREPARER _____
ADDRESS _____	ADDRESS _____
CITY _____	CITY _____
TELEPHONE _____	TELEPHONE NO _____
NO. _____	_____

REPRESENTATIVE _____ ADDRESS _____

CITY _____ TELEPHONE NO. _____

Name of proposed subdivision _____

Location of proposed subdivision _____

Tax map parcels involved _____ Acreage involved _____

Existing Zoning _____ Proposed Zoning _____

Number of lots proposed _____

The lots within the subdivision will be provided with the following services:

Public Water _____	Private Wells _____
Public Sewer _____	Private Drainfields _____
Public Roads _____	Private Roads _____

Applicants are reminded that §18.1-1002 of the Town Code requires signs describing the action requested under this application to be posted on the property.

As (OWNER) (CONTRACT PURCHASER WITH OWNER'S WRITTEN CONSENT, ATTACHED) (OWNER'S AGENT) of the property listed above, I/we hereby petition the Planning Commission to approve the above described property. I do hereby certify that I have read and am familiar with the requirements for the submission of plats as provided for under the Zoning and Subdivision Ordinance of the Code of the Town of Amherst and further that this submittal is in compliance with those requirements.

Signature of Applicant Date

Sec. 18.1-1203. Preparation of preliminary plat.

Sec. 18.1-1203.01 Preliminary plat requirements.

The preliminary plat shall be legibly drawn in accordance with the following requirements:

1. One (1) or more sheets may be used, each to be numbered as "page (number) of (total number of pages)"; if two (2) or more sheets are used, each sheet shall show the name of the subdivision and match lines shall be provided to indicate where sheets join.
2. The scale shall not be less than one (1) inch equals one hundred (100) feet. The zoning administrator may accept a scale which is sufficient to clearly show all required details on the plat.
3. Where the complete plat cannot be shown on one sheet, an index map shall be provided on a separate sheet at a reduced scale.

Sec. 18.1-1203.02 Preliminary plat information.

The preliminary plat shall include the following information:

1. Date of plat and name of surveyor preparing it, shown on each sheet.
2. Scale and north meridian, designated "true" or "magnetic" and oriented to the top of each sheet, where practical.
3. The name and signature of the owner, shown on the first sheet.
4. Sources of data used in preparing the plat, including the deed book and page number of the last instrument in the chain of title.
5. Locations, lengths, and bearings of lines of the proposed subdivision, with names of all adjoining property owners and the location of each of their common boundaries including established streets and waterways; and adjoining streets with their names.
6. All pertinent natural and historical features and landmarks; including existing and finished contour lines as needed for review of drainage and sewer facilities, and including watercourses, marshes, lakes, impoundments, and areas of significant vegetation.
7. All subdivisions, jurisdictions boundary lines, streets, alleys, or other public ways; and other landmarks, if any, within two thousand (2000) feet of the proposed subdivision shown on an insert on the first sheet at a scale no smaller than six hundred (600) feet to one inch.
8. Total acreage of the proposed subdivision and the acreage remaining in the original tract, if any.
9. The location of existing buildings in and within one hundred (100) feet of the subdivision, and the location and description of all existing markers.
10. The proposed locations, widths, and names of all streets and alleys.
11. Proposed lot lines with proposed dimensions, building lines and easements, and the proposed use of each lot and other areas, including significant natural features, and those areas to be used for parking, open space, recreation, commercial purposes, or public or governmental use, and existing and proposed utility installations.

12. Proposed lot numbers and block letters.
13. If the proposed subdivision consists of land acquired from more than one source of title, the outlines of the several tracts shall be shown and identified on the index map.
14. A map showing the location of the proposed subdivision with respect to any designated flood plain district, including information, but not limited to, the one hundred (100) year flood elevations, boundaries of the flood plain districts, proposed lots and sites, fills, flood or erosion protective facilities, and areas subject to special deed restrictions.
15. Indicate current zoning of the parcel of land to be subdivided as provided herein.

Sec. 18.1-1203.03 Items to accompany preliminary plat.

The following items shall accompany the plat at the time it is submitted to the zoning administrator:

1. A statement by the resident engineer that the subdivider has consulted with him as to the plans and specifications of any streets, water lines and sewer lines and public parking areas that are included in the subdivision and as to any special treatment which will be required in their construction, including the drainage system which will be required.
2. A statement by the health department or the town, where applicable, that the subdivider has consulted with respect to providing water supply and/or sewage disposal facilities and that an adequate proposal for providing each building lot with a safe water supply and an adequate means of sewage disposal has been prepared.
3. A statement by the administrator of the Erosion and Sedimentation Control Ordinance of Amherst County, as designated by the Town Manager, stating that the subdivider has consulted with him as to the requirements of said program.
4. A statement by the subdivider acknowledging that requirements of the health department and applicable approving authorities will be carried out at the expense of the subdivider.
5. A statement by the subdivider acknowledging that requirements of the resident engineer will be carried out at the expense of the subdivider.
6. A statement by the subdivider acknowledging that an Erosion and Sedimentation Control Plan has been prepared and that requirements of the Erosion and Sedimentation program will be carried out at the expense of the subdivider.
7. A statement by the subdivider, in accordance with Section 15.2-2264 of the Code of Virginia, 1950, as amended, to the effect that the subdivision is with free consent and in accordance with the desires of the undersigned owners, proprietors, and trustees, as applicable, and setting forth all restrictive covenants, reservations, and dedications applicable to the proposed subdivision, giving an outline of the terms proposed and acreage involved.

Note: Forms that will assist developers in complying with this subsection are attached.

Note: Design requirements are contained in §18.1-1300 through 1303 of the Town Code.

Sec. 18.1-1204. Preparation of final plat.

Sec. 18.1-1204.01 Final plat requirements.

The final plat shall be legibly drawn and submitted in accordance with the following requirements:

1. Copies shall be permanent copies of original tracings.
2. One or more sheets may be used, each to be numbered as "page (number) of (total number of pages)"; if two or more sheets are used, each sheet shall show the name of the subdivision, and match lines shall be provided to indicate where the several sheets join.
3. The scale shall not be less than one (1) inch equals one hundred (100) feet. The zoning administrator may accept a scale which is sufficient to clearly show all required details on the plat.
4. Where the complete plat cannot be shown on one sheet, an index map shall be provided on a separate sheet at a reduced scale.

Sec. 18.1-1204.02 Information Contained on Final Plat.

The final plat shall include the following information:

1. All the information required of preliminary plats in Section 1203.02
2. Bearings, lengths, widths, centerlines, easements and right-of-ways of every street and alley within the subdivision; data for all curves and angles in streets and alleys; location or iron pipes marking street corners, angles in streets, and the beginning (marked "PC") and end ("PT") of each curve in street.
3. Building setback lines, with distance to street right-of-way and length of the setback line for each lot.
4. Location, bearings, and dimensions of all lot lines with location of markers shown.
5. Land or water areas to be dedicated or reserved for streets, alleys, parking areas, or other public use, or for common use of future property owners in the subdivision.
6. All restricted covenants or reference to where such covenants are filed.
7. An execution of the owners consent to subdivision, in accordance with Section 15.1-477 of the Code of Virginia, 1950, as amended, to the effect that the subdivision is with free consent and in accordance with the desires of the undersigned owners, proprietors, and trustees, as applicable, and setting forth all restrictive covenants, reservations and dedications applicable to the proposed subdivision.
8. A certificate signed by the surveyor setting forth:
 - a. The source of title of the owner of the land subdivided.
 - b. The place of record of the last instrument in the chain of title.
 - c. All markers are shown and described in the plat and are in place as shown.
9. Space for signature of approval of the zoning administrator.

Sec. 18.1-1204.03 Items to Accompany Final Plat.

The following items shall accompany the final plat at the time of submission to the zoning administrator:

1. An unexecuted copy of the proposed deed of dedication, accompanied by a certificate signed by the subdivider and duly acknowledged before an officer authorized to accept acknowledgements of deeds, certifying that the copy is a true copy of the proposed deed of dedication which will be presented for recording. Said deed shall contain language such that when the deed is recorded it shall operate to transfer in fee simple to the county such portion of the platted premises as is set apart on the final plat for streets, alleys, easements, or other public use, and shall create a public right of passage over same; and shall contain a complete description of the land subdivided any restrictive covenants and reservations applicable to the subdivision.
2. A statement signed by the administrator of the Soil and Sedimentation Control Program of the county certifying approval of the Soil Erosion and Sedimentation Control Plan submitted by the subdivider, as provided for in the Soil Erosion and Sedimentation Control Ordinance.
3. A certificate signed by the health department or the Town, where applicable, stating that the water and sewer systems proposed are acceptable and in conformity with current requirements, and that each lot will have an adequate and safe water supply and an adequate means of sewage disposal, if applicable.
4. A certificate signed by the resident engineer stating that the plans for all streets, street signs, and drainage systems are acceptable and in conformity with applicable requirements, and certifying approval of any installation of such improvements already undertaken.
5. A performance bond in accordance with Section 18.1-1010 herein.

STATEMENT OF CONSULTATION:
Virginia Department of Transportation (VDOT)

Subdivision _____
Location _____
Tax Parcels Involved _____

Instructions for subdivider: Please write your name and sign below. The Town of Amherst will transmit the signed form to the agency for review and comment.

I, _____, understand that the agency's requirements will be carried out at my expense.

Signature of Subdivider

Date

Instructions for agency official: Please write your name and sign below.

The subdivider above has consulted with me as to the plans and specifications of public streets within the subdivision and improvements within the public right-of-way and as to any special treatment which is required in their construction, including any drainage improvements that will be required. My comments are attached.

Signature of VDOT Resident Engineer or Designee

Date

STATEMENT OF CONSULTATION:
Virginia Department of Health (VDH)

Subdivision _____
Location _____
Tax Parcels Involved _____

Instructions for subdivider: Please write your name and sign below. The Town of Amherst will transmit the signed form to the agency for review and comment.

I, _____, understand that the agency's requirements will be carried out at my expense.

Signature of Subdivider

Date

Instructions for agency official: Please write your name and sign below.

The subdivider above has consulted with me with respect to providing each building lot with an adequate means of sewage disposal. My comments are attached.

Signature of VDH Official

Date

STATEMENT OF CONSULTATION:
Town of Amherst Department of Public Utilities

Subdivision _____
Location _____
Tax Parcels Involved _____

Instructions for subdivider: Please write your name and sign below. The Town of Amherst will transmit the signed form to the agency for review and comment.

I, _____, understand that the agency's requirements will be carried out at my expense.

Signature of Subdivider

Date

Instructions for agency official: Please write your name and sign below.

The subdivider above has consulted with me with respect to providing each building lot with municipal water and sanitary sewage service. My comments are attached.

Signature of Director of Public Utilities

Date

**STATEMENT OF CONSULTATION:
Erosion & Sediment Control (ESC) Administrator**

Subdivision _____
Location _____
Tax Parcels Involved _____

Instructions for subdivider: Please write your name and sign below. The Town of Amherst will transmit the signed form to the agency for review and comment.

I, _____, understand that the agency's requirements will be carried out at my expense.

Signature of Subdivider

Date

Instructions for agency official: Please write your name and sign below.

The subdivider above has consulted with me as to the requirements of the Erosion and Sediment Control Ordinance of Amherst County. My comments are attached.

Signature of ESC Official

Date