PRELIMINARY SUBDIVISION PLAN APPLICATION



OCTOBER 2018

Stafford County Department of Planning & Zoning

1300 Courthouse Road P.O. Box 339 Stafford, VA 22555-0339

Phone: (540) 658-8668 Fax: (540) 658-6824

www.staffordcountyva.gov

NOTICE

Stafford County treats all applications and applicants equally. The County does not discriminate against religion, or on the basis of race, sex, age, national origin, or disability, in its planning, permitting, utilities, and land use processes.

Under the laws of the United States and the Commonwealth of Virginia, no government may discriminate against any religion or on the basis of race, sex, age, national origin, or disability, in its planning, permitting, utilities, and land use processes.

Under the Religious Land Use and Institutionalized Persons Act ("RLUIPA"), no government may apply its zoning or land use laws, or its policies and procedures in a manner that unjustifiably imposes a substantial burden on the religious exercise of a person, assembly, or institution.

RLUIPA also provides that no government may apply its zoning or land use laws in a manner that treats a religious assembly or institution on unequal terms with a non-religious institution or assembly.

Finally, RLUIPA provides that no government may impose or implement a land use regulation in a manner that discriminates against a religious assembly or institution.

Stafford County does not discriminate in its planning, permitting, utilities, and land use processes, practices, and policies. Stafford County treats all applications and applicants equally.

Preliminary Subdivision Plan Submittal and Approval Process

- 1. Schedule a preliminary conference with a planner to discuss the plan.
- 2. Submittal deadline is 4:30 PM on the Monday one month prior to the meeting. Refer to the TRC schedule on the website for TRC Meeting Dates and Application Filing Dates at

https://staffordcountyva.gov/940/Technical-Review-Committee

- 3. Once a complete application has been submitted to the CDSC/Permit Center, the application and fees are verified, logged and a project number is assigned.
- 4. The plan is initially reviewed and discussed with the applicant and/or engineer at the semi-monthly Technical Review Committee (TRC) meeting per section 22-61, held on the 2nd and 4th Wednesday of each month (as indicated on TRC schedule). All County departments plan review and comments can be viewed on the Integrated Web Response System (IWR) at http://hello.stafford.va.us.
- 5. The engineer/surveyor makes changes to the plan requested at TRC. The applicant resubmits plans for every outstanding review plus one (1) for the file for a second review with a comment response letter listing and addressing each outstanding comment. Changes to the plans shall be submitted within 120 days of last County comments received per Sec. 22-60.
- 6. The plan preparer has two reviews to address all County comments. If comments are not addressed, a 3rd review fee will be required prior to plat resubmission.
- 7. After plans are reviewed and it is determined by staff that all comments are addressed, submit SIX (6) full sets of the plan for signature, seven (7) full sets for PC mail out with staff report, and one (1) pdf 8.5" X 11" overall emailed to the planner for the staff report. The plan will then be scheduled for the next available Planning Commission Meeting.
- 8. Representatives of the application attend the Planning Commission meeting. The Planning Commission must advise the applicant of its decision to approve or deny the preliminary plan within ninety (90) days per Sec. 22-63.
- 9. Approved copies of the plan shall be picked up by the applicant and remaining copies are distributed by staff to appropriate agencies.
- 10. Refer to Section 22-6, Vesting of rights, of the Subdivision Ordinance, pertaining to the vesting of the approved preliminary subdivision plan.

Application Submittal Checklist

	Completed "Project Information & Primary Contacts" form
	Completed " Detailed Project Description " form with description of project: Example: Description & Location of Project: Final Subd Plat for 31 lots, on a min of 3 acres served by well and septic, located south of Smith St and approx. 1,000 ft east of Jones Dr.
	Completed "Preliminary Subdivision Plan Review Fee Calculation" sheet and appropriate fees payable to "County of Stafford" including 2.75% TECHNOLOGY FEE.
	Signed "Statements of Understanding" from the owner(s) and applicant
	Completed list of "Certification of Notice to Adjoining Property Owners"
	Certified Mail Receipts of Adjacent Property Owners letters per Sec. 22-57 of the Subdivision Ordinance
	Completed "Preliminary Subdivision Checklist", signed by the engineer who prepared the plan
	Twelve (12) 24"x 36" sets of plans (ONLY ON 1 ST SUBMISSION)
	Four (4) 11"x 17" sets of plan (ONLY ON 1 ST SUBMISSION)
	PDF of overall plan
	Two (2) copies of the soils report and drainfield plat prepared by a licensed On-Site Soil Evaluator (OSE) for each lot not being served by public sewer
	All County Projects require a journal entry form at time of plan submission
RECEIVED: OFFICIALLY SUBMITTED:	
DATE:	INITIALS DATE: INITIALS

Project Information & Primary Contacts PRELIMINARY SUBDIVISON

PROJECT INFORMAT	<u>ION</u>		PROJECT #	
PROJECT NAME			SI	ECTION
ADDRESS (IF AVAILABLE)			TO	OTAL SITE ACREAGE
TAX MAP /PARCEL(S)	ELECTION DIS	STRICT		ONING DISTRICT
DESCRIPTION AND LOCATION OF	PROJECT:			
APPLICANT/AGENT			Primary Contact	Person
NAME			COMPANY	
ADDRESS		CITY	STATE	ZIP
PHONE NUMBER	FAX NUMBER	EM	IAIL ADDRESS	
OWNER (Provide attachr	ments if multiple owner	ers)	Primary Contact	Person
NAME			COMPANY	
1			COMPLETE	
ADDRESS		СІТҮ	STATE	ZIP
ADDRESS PHONE NUMBER	FAX NUMBER			ZIP
			STATE	
PHONE NUMBER			STATE IAIL ADDRESS	
PHONE NUMBER PROFESSIONAL (Engin			STATE IAIL ADDRESS Primary Contact	

Detailed Project Description

CLEARLY INDICATE ALL INFORMATION THAT APPLIES TO THIS PROJECT:

REQUIRED CALCULATIONS	<u>INFRASTI</u>	INFRASTRUCTURE INFORMATION		
# of Lots # of SWM Facilities	□ Well□ Septic□ Public Str□ Private St	☐ Sewer eets		
Are/were there any CONDITIONS associated Project Application Number	* *			
Conditional Use Permit(s)	□ YES, #			
Resolution(s)	□ YES, #	\qquad \qqquad \qqqqq \qqqqq \qqqqq \qqqqqq \qqqqqqqq		
Rezoning(s)	□ YES, #	\qquad \qqquad \qqqqq \qqqqq \qqqqq \qqqqqq \qqqqqqqq		
Ordinance(s)/Proffers	□ YES, #			
Zoning Appeal(s), Variance(s)	□ YES, #			
Special Exception(s)	□ YES, #			
Waiver(s), Appeal(s), Exception(s)	□ YES, #	□ NO		

PRELIMINARY SUBDIVISION PLAN **Review Fee Calculation**

*** Total application fee includes ONLY the 1st & 2nd Reviews
***Total application fee is for the administrative process and review of this application, and does not constitute an approval of the Preliminary Subdivision Plan.

A.	Base Fee	\$	8,250.00
В.	Lot Fee (Lots) x (\$125/Lot)	\$.00
C.	Lot Fire Fee $1 - 5 \text{ lots}$ (\$75.00) 6 - 30 lots (\$100.00) 31 - 100 lots (\$175.00) 101 - 300 lots (\$275.00) $\geq 301 \text{ lots}$ \$275 + (\$1.50/lot over 301 lots)	\$ \$ \$ \$ \$.00 .00 .00 .00
D.	Stormwater Management / E&S Review Fee	\$	1,200.00
E.	Utilities Review Fee (if water/sewer) (\$550.00)	\$.00
F.	Transportation Review Fee	\$	450.00
	SUBTOTAL	\$.00
	+ 2.75% GRAND TOTAL	\$ Do not rou \$	nd
	All 3^{rd} and subsequent Review Fees are as follows:		
	Planning & Zoning (\$3,200.00) Transportation SWM / E&S (\$600.00) Fire & Rescue Utilities (\$180.00)	(\$160.0 (\$125.0	,

THE ABOVE FEES ARE TO BE MADE PAYABLE TO: COUNTY OF STAFFORD

Statements of Understanding

I, as owner/co-owner of the property subject to this application, do hereby certify that I have read and understood the requirements of this submission of Preliminary Subdivision Plan for review and approval as provided under the Subdivision Ordinance, Chapter 22 of the Stafford County Code, and further, that this submittal is in compliance with the requirements and applicable provisions of the Zoning Ordinance for the zoning districts in which this project is located.

Signature of Owner/Co-Owner	Printed Name	Date
Signature of Owner/Co-Owner	Printed Name	Date
Signature of Owner/Co-Owner	Printed Name	Date
I, as applicant or agent for the owner(s) that I have submitted this application f	1 1 0 11	
provided under the Subdivision Ordinar this submittal is in compliance with Ordinance for the zoning districts in wh	the requirements and applicable	
Signature of Applicant/Agent	Printed Name	Date

Certification of Notice to Adjoining Property Owners

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

ature of Applicant/A	Agent	Printed Name	Date	
red below are the names and addresses of the adjoining property owners notified.				
de additional pages	s if needed.			
TAX MAP / PARCEL	NAME			
ADDRESS				
CITY		STATE	ZIP	
TAX MAP / PARCEL	NAME			
ADDRESS				
CITY		STATE	ZIP	
TAX MAP / PARCEL	NAME			
ADDRESS				
CITY		STATE	ZIP	

Notification Letter to Adjoining Property Owners

Date	
Dear	
This is to notify you that a Preliminary Subdivision to the Stafford County Department of Planning and Administration Center, 1300 Courthouse Road, Stafford Courthouse Road,	Zoning located at the Stafford County
You may review the application at the above-mention	oned address or call (540) 658-8668.
The following information is supplied for your conv	venience:
Name of Project:	
Name of Applicant:	
Address of Applicant:	
Telephone #:	
Name of Engineer:	
Type of Use:	
Specific Location:	
Additional Information:	
·	
Sin	ncerely,
Sig	gnature
Pr	inted Name

Preliminary Subdivision Checklist

This checklist is to be completed, signed and certified by the engineer / plan preparer and shall be submitted as part of the application. Refer to the appropriate sections of the County Code of Ordinances and the DCSL.

N/A	COMPLETE	Filing
		22-57.B CERT OF PLAN PREPARER
		22.57.B SCALE 1"=100"
		22-57.B KEY PLAN & MATCH LINES
		22-57.D NOTICE OF ADJACNT PROPERTY
		22.57.D CERTIFIED MAIL RECEIPTS
N/A	COMPLETE	Content
		22-58.1 SUBDIVISION NAME/SECTION
		22-58.1 MAGISTERIAL DISTRICT/COUNTY/STATE
		22-58.1 NAME/ADDRESS OF OWNER
		22-58.1 NAME/ADDRESS OF SUBDIVIDER
		22-58.1 NAME/EASEMENT HOLDERS
		22-58.1 NAME/ADDRESS PLAN PREP
		22-58.1 DATE INCL REVISIONS
		22-58.1 NUMBER OF SHEETS
		22.58.1 MATCH-LINE KEY PLAN
		22-58.1 OVERALL PLAN/INFO LEGEND
		22-58.1 NORTH ARROW AND GRAPHIC SCALE
		22-58.1 SIGN LINE FOR PC CHRMN
		22-58.2 VICINITY MAP/1"=2,640 OR LARGER
		22-58.2 VICINITY MAP DETAILS
		22-58.3 TOPOGRAPHIC MAP
		22-58.3 TOPO ≤ 10' INTERVALS
		22-58.3 FLOODPLAIN /FLOODWAY LIMITS
		22-58.4.A EXIST STREET DIMENSIONS
		22-58.4.A EXISTING OR PLATTED STRS W/ LR# & NAMES
		22-58.4.A EXISTING PUBLIC WATER & SEWER W/LR# & DIMENSIONS
		22-58.4.A EXISTING ESMTS W/LR# & DIMENSIONS
		22-58.4.A EXISTING ROW W/LR# & DIMENSIONS
		22-58.4.A EXISTING LOT LINES W/ BEARINGS/DIMENSIONS
		28-58.4.A LOC OF CEMETERIES
		28-58.4.A LOC EXISTING ITEMS
		22-58.4.B PROPOSED STREET LOC/DIM/NAME
		22-58.4.B PROPOSED LOTS/DIMENSIONS/BEARINGS/LOCATION
		22-58.4.B BOUNDARY SURVEY
		22-58.4.B TOTAL ACRES OF SITE
		22-58.4.B DRIVEWAY/STREET ACCESS PTS IF > 5 LOTS ON EXIST RD
		22-58.4.B SIGHT DISTANCE IF > 5 LOTS ON EXIST RD
		22-58.4.C BOUNDARIES/SEC NUMBER
		22-58.4.D NUMBER OF LOTS PROPOSED
		22-58.4.D AREA OF EACH LOT
		22-58.4.D LOTS # CONSECUTIVELY
		22-58.5.A LAND PUBLIC/CMN USE/COVENANTS
		22-58.5.B SITES IN COMP PLAN
		22-58.5.C CLUSTER ALTERNATIVE/PROPOSED COVENANTS
		22-58.6.A WATER/SEWER ESTIMATIONS
		22-58.6.B WATER/SEWER CONCEPT PLAN
		22-58.7 SOURCE OF TITLE

N/A	COMPLETE	
		22-58.7 PARENT PARCEL LINES/TAX MAP
		22-58.8 ZONING/USE PROPOSED SUBD
		22-58.8 ABUTTING SUBDIVISIONS/SEC/LR#
		22-58.8 ADJ ZONING/USE/TAX MAP/LR#/OWNER NAME
		22-58.10 SOIL CHARACTERISTICS
		22-58.11 PROFFERS/IMPLEMT PLAN
		22-58.11 AMENITIES/GRAPHIC/NARRATIVES
		22-58.12.A PROPOSED WELL/DISPOSAL SYSTEM
		22-58.12.TWO COPIES SOIL REPORTS
		22-58.12.B LICENSED OSE STATEMENT/SIGN LINE
		22-58.12.C HEALTH DEPT APP LETTER
		28-118 WATER/SEWER/DRAINFIELD REQMNT
N/A	COMPLETE	Block and Lot
		22-141 PRE-EXISTING LOTS
	П	22-142 LOT SIZE
		22-143 5:1 SHAPE RATIO & ELONGATION
		22-144 LOT FRONTAGE
		22-144.B FRNTG CUL-DE-SAC LOTS
		22-144.B LOT FRNTG 80% OF WIDTH
		22-145 CORNER LOT (ZONING 28-38)
		22-146 SIDE LOT LINES
		22-147 NO OUT PARCEL LOTS
		22-148 SEPARATE OWNERSHIP
		22-149 DOUBLE FRONTAGE
		22-151 REVERSE FRONTAGE & SHARED DRWY
		22-152.A SWM REQ IN OPEN SPACE
		22-152.B FACILITY REQ STORM DRAIN ESMT
		22-152.C SWM ACCESS/ESMT
		22-153 REQ BUFFER/OPEN SPACE
		22-156 MAX BLOCK LENGTH
		22-157 BLOCK WIDTH
		22-158 BLOCK ORIENTATION
N/A	COMPLETE	Comprehensive Plan, Public Dedication
		22-167 MINIMUM STREET ROW DEDICATION
		22-168_PRO-RATA SHARE REQ
		22-169 TRANSPORTATION IMPACT FEES
N/A	COMPLETE	Street Standards
		22-177 TOWNHOUSE ACCESS
		28-108 GUARD HOUSE IF PRIV STR
		22-186 VDOT STANDARDS WHERE SERVING 3 OR MORE SFD
		22-187 STREET CONTINUATION
		22-188 STREET ANGLE
		22-189 STREET HALF
		22-190 STREET ACCESS CONNECTIONS
		22-191.A # OF LOTS/LENGTH CUL-DE-SAC
		22-191.B TEMP CUL-DE-SAC
N/A	COMPLETE	Minimum Street Improvements
		22-201 STREET CLASSIFICATION
		22-211 VDOT STREET STANDARDS
		22-212 MIN WIDTH ROW

N/A	COMPLETE	Minimum Street Improvements
		22-201 STREET CLASSIFICATION
		22-211 VDOT STREET STANDARDS
		22-212 MIN WIDTH ROW
		22-213 STREET NAMES
		22-214 STREET SIGNAGE
		22-215 STREET LIGHTS
		22-216 STREET EXTENSION NOTIFICATION
		22-217 SHARED DRIVEWAYS
		22-221.1 CURB GUTTER LOTS <30,000
		22-221.2 SIDEWALKS LOTS < 15,000
		22-222 SIDEWALKS VDOT STANDARDS
		22-223 PEDESTRIAN WAY
N/A	COMPLETE	Table of Uses and Standards
		28-35 TABLE 3.1 DISTRICT USES & STANDARDS (all bulk requirements)
		28-35 HERITAGE INTERPRETATION
		28-53 PLANNED DEVELOPMENT REGULATIONS
		ARTICLE IX CLUSTER SUBDIVISIONS
N/A	COMPLETE	Overlay Districts
		28-57 FLOOD HAZARD
		28-58 HISTORIC RESOURCE
		28-59 HIGHWAY CORRIDOR
		28-63 MILITARY FACILITY IMPACT
	П	28-64 AIRPORT IMPACT
		28-65 HISTORIC GATEWAY CORRIDOR
N/A	COMPLETE	Landscaping Standards
		22-153 OPEN SPACE REQ FOR BUFFERS
		22-153 NOTE: PROVIDED IN ACCORD WITH DCSL
N/A	COMPLETE	Special Regulations
		28-39.C MANUFACTURED HOMES
		28-39.I RBC DISTRICT
		28-39.J CONGREGATE/RETIREMENT HOUSING
N/A	COMPLETE	CRPA
		27B CHESPEAKE BAY PRESERVATION AREA
	CHECKLIST F	OR SWM AND EROSION & SEDIMENT CONTROL FOR PRELIMINARY SUBDIVISION PLAN
Chapte	ers 11& 21.5 of the Cou	anty Code, Stormwater Management Design Manual & VA Erosion & Sediment Control Handbook.
N/A	COMPLETE	
		eliminary Plans - Stafford County Stormwater Management Design Manual, Chapter 5
ENGI	NEER'S CERTIFI	CATION OF PLAN COMPLETION:
I,		duly licensed/certified in the Commonwealth Of Virginia, do hereby
		tted with these checklists conforms to the requirements of the Stafford County Code. I further clists are both complete and accurate.
J		•

Signature Certification