

Subdivision

Date: _____ Type: _____

Case # and Name: _____

Town of Ashland



Department of Planning and Community Development
101 Thompson Street
Ashland, Virginia 23005

(804) 798-1073

www.ashlandva.gov

fax: (804) 798-4892

Applicant

Name: _____ Phone: _____

Company: _____ Fax: _____

Address: _____ Email: _____

Engineer/Consultant

Name: _____ Phone: _____

Company: _____ Fax: _____

Address: _____ Email: _____

Property Owner

Name: _____ Phone: _____

Address: _____ Email: _____

Property Owner Signature:

X. _____ Date: _____

If a legal representative signs for a property owner, please attach an executed power of attorney.

Proposal Information

GPIN(s): _____ Deed Book and Page #: _____

Address _____ (or _____ location _____ description): _____

Acreage: _____ Zoning: _____ Number of lots proposed: _____

Extension of public roads (Yes or No)? Public utilities (Yes or No)?

Existing Use: _____

Proposed Use or Improvements: _____

**Attach any zoning conditions or proffers*

COMPLETED BY STAFF ONLY

Fee

- Minor (\$200)
- Major (\$700 + \$50 per lot)
- Lot Line Vacation (\$150)

Amount Paid: _____

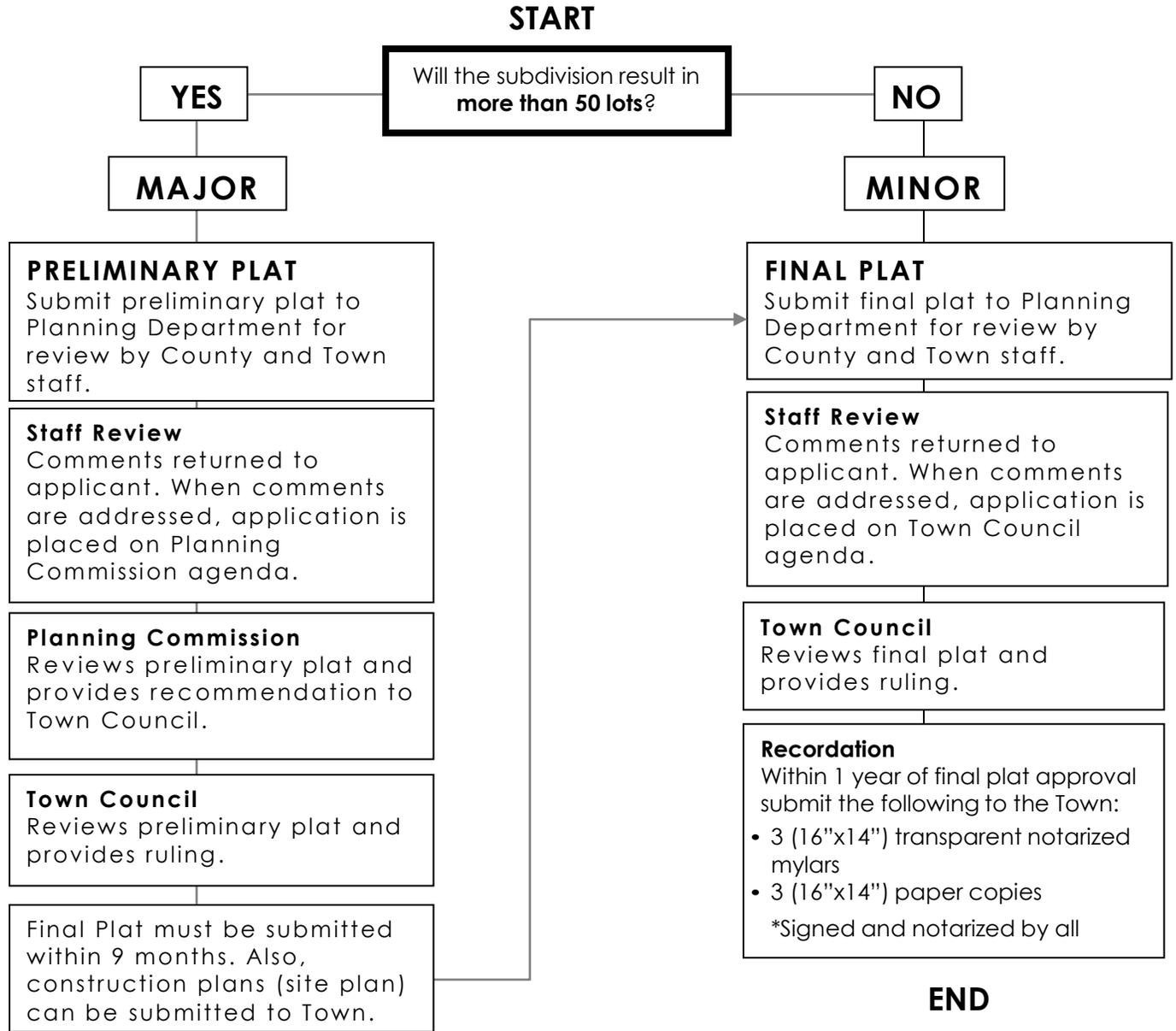
Date: _____

x. _____

Subdivision Process

Prior to submitting any subdivision plans, the applicant is **strongly encouraged** to meet with staff for a **pre-application meeting** by calling **804-798-1073**.

Also, lot line vacations will follow the minor subdivision process described below.



This chart is not comprehensive, as there are special procedures which apply to parcel divisions for family members, as well as other exceptions to the ordinance. Please contact staff at the Town of Ashland Planning Department with any questions.

Preliminary Plat: Major Subdivision Only

Applications and plats will not be accepted for review unless **all of the following items are present at the time of submission:**

- ❑ Eight (8) folded paper copies of the plats, with seal and original signature of the professional who prepared them
- ❑ One 8 ½ x 11 paper copy
- ❑ Plats must be prepared at a scale no smaller than 1:100
- ❑ Application fee
- ❑ Preliminary Plat Checklist completed (see below)
- ❑ **Once staff comments are met, five (5) additional paper copies are required for distribution at Town Council/Planning Commission.**

PRELIMINARY PLAT CHECKLIST		
Sheet # or N/A	Required information	Staff
	Name of subdivision.	
	Name and address of record owner & developer	
	Name, address, and signed seal of engineer or surveyor.	
	A north point shall be provided, and referenced to the true meridian.	
	A textual scale and graphic scale bar.	
	Present zoning, and requested zoning, if there is a pending rezoning case.	
	Total acreage.	
	Number and approximate area of all building sites	
	Names of owners and their property lines within the boundaries of the tract and adjoining such boundaries. Zoning and GPINs of adjacent properties.	
	Existing buildings and other improvements within the tract to be subdivided.	
	Location of proposed subdivision by an insert map at a scale of not less than one (1) inch equal two thousand (2,000) feet indicating thereon adjoining roads and their names subdivisions, and other landmarks.	
	Location of existing and proposed property lines & easements with date book and page number references for all existing easements.	
	A boundary survey or existing survey of record; provided that such survey shows a closure with an accuracy of not less than one in two thousand five hundred (2,500).	
	Location, names and width of existing and proposed streets, highways, easements, pedestrian paths, alleys, parks or other public open spaces.	
	All parcels of land proposed to be dedicated for public use and the conditions of such dedication.	
	Contours at vertical intervals of two (2) feet.	
	Provisions for collecting and discharging surface drainage and preliminary designs of any structures that may be required.	
	Existing and proposed water and sanitary sewer lines, including meter and lateral locations.	

Final Plat: Minor Subdivision or Major after Preliminary Plat

Applications and plats will not be accepted for review unless **all of the following items are present at the time of submission:**

- ❑ Eight (8) folded paper copies of the plats, with seal and original signature of the professional who prepared them
- ❑ One 8 ½ x 11 paper copy
- ❑ Plats must be prepared at a scale no smaller than 1:100
- ❑ Application fee
- ❑ Final Plat Checklist completed (see below)
- ❑ **Once staff comments are met, five (5) additional paper copies are required for distribution at Town Council/Planning Commission.**

FINAL PLAT CHECKLIST		
Sheet # or N/A	Required information	Staff
	Name of the subdivision.	
	Name and address of record owner and developer.	
	Name, address, and signed seal of engineer or surveyor.	
	Sufficient data to allow for the determination of the location of existing and proposed property lines.	
	Identify all proposed lots with a lot number and acreage information.	
	GPIN and ownership information to be identified within the existing boundaries of the tract and adjoining such boundaries.	
	Permanent reference monuments used to determine location of property lines.	
	Location of existing and proposed property lines, rights of way & easements with date book and page number references for all existing easements.	
	A north point shall be provided, and referenced to the true meridian.	
	Coordinate points, referenced to Virginia State Plane Coordinates, South Zone, NAD 83, shall be provided for at least two property corners.	
	A textual scale and graphic scale bar.	
	Location of proposed subdivision by an insert map at a scale of not less than one (1) inch equal two thousand (2,000) feet indicating thereon adjoining roads and their names subdivisions, and other landmarks.	
	Identify source of title. When the subdivision consists of land acquired from more than one source of title, the outlines of the various tracts shall be indicated by dashes and the identification of the respective tracts shall be placed on the plat.	
	A certificate signed by a surveyor or engineer setting forth the source of title of the owners of the land subdivided and the place of record of the last instrument in the chain of title.	
	A <i>Subdivision Certificate to have the following effect:</i> "The above and foregoing subdivision of [INSERT SUBDIVISION NAME HERE] as appears in this plat is with the free consent and in accordance with the desire of the undersigned owner(s), proprietor(s), and trustee(s), if any", Appropriate signature blanks and notary certificates shall be provided. (It need not be signed until recordation)	

	<p><i>The following text must be included, if applicable, on the final plat:</i></p> <p>All rights-of-way shown are dedicated to the Town of Ashland free and unrestricted.</p> <p>Drainage & BMP Easements shown are dedicated to the Town of Ashland (the Town) for the purpose of constructing, maintaining, and accessing drainage systems, stormwater management improvements and best management practices (BMPs) both above and below ground that are owned, operated or inspected by the Town. The Town shall have the right at any time and from time to time, to construct, maintain, inspect, operate, protect, replace, repair, change the size of, remove, relocate, and improve all such improvements. The Town and its agents shall have full and free use of all easements and shall have the rights and privileges reasonably necessary for the utilization of the easements. These rights and privileges include, but are not limited to, the right of ingress to and egress from any easement including the use of private roads and driveways that may now or hereafter exist on the property being subdivided. The Town shall have the right of ingress and egress over all property adjacent to the easement on the property being subdivided if reasonably necessary, in the Town's sole opinion, for access to any easement. The Town shall have the right to trim, cut and remove any trees, shrubbery, fences, structures, or other obstructions or facilities within any easement deemed by the Town to interfere with the proper and efficient use of the easements for purposes stated. (If other types of easements are dedicated, provide a separate paragraph and description of the rights and privileges associated with the easement)</p> <p>Utility easements shown are dedicated to the County of Hanover (County) for the purpose of constructing, maintaining, and accessing water system improvements and sanitary sewer system improvements both above and below ground that are owned and operated by the County. The County shall have the right at any time and from time to time, to construct, maintain, inspect, operate, protect, replace, repair, change the size of, remove, relocate, and improve all such improvements. The County and its agents shall have full and free use of all easements and shall have the rights and privileges reasonably necessary for the utilization of the easements. These rights and privileges include, but are not limited to, the right of ingress to and egress from any easement including the use of private roads and driveways that may now or hereafter exist on the property being subdivided. The County shall have the right of ingress and egress over all property adjacent to the easement on the property being subdivided if reasonably necessary, in the County's sole opinion, for access to any easement. The County shall have the right to trim, cut and remove any trees, shrubbery, fences, structures, or other obstructions or facilities within any easement deemed by the County to interfere with the proper and efficient use of the easements for purposes stated.</p>	
	<p><i>An approval stamp (3"x5") for Town officials to sign, as shown below:</i></p> <div style="border: 1px solid black; padding: 10px; width: fit-content; margin: 0 auto;"> <p style="text-align: center;">SUBDIVISION</p> <p style="text-align: center;">TOWN OF ASHLAND, VIRGINIA APPROVED BY TOWN COUNCIL_____</p> <p style="text-align: center;">_____ TOWN MANAGER DATE</p> </div>	