

Town of Front Royal
Department of Planning and Zoning
102 East Main Street
PO Box 1560
Front Royal, VA 22630

Main: 540-635-4236
Fax: 540-631-2727
planning@frontroyalva.com

Permit: # _____
Fee Amt: _____
Date Paid: _____
Date Received: _____

SUBDIVISION FINAL PLAT (MINOR)

(To be used for lot line adjustments, lot consolidations, lot line vacations, or minor subdivisions.)*

Application is hereby made for approval of a Final Plat of a Minor Subdivision as shown on the accompanying documents.

1. Applicant(s) Name: _____ Phone: _____
Address: _____ City: _____ State: _____
Email Address: _____
2. Proposed Subdivision Name: _____
3. Present Owner(s) (If other than the Applicant): _____
4. Location of Subdivision: _____
5. Tax Map Number: _____
6. Total Acreage: _____ Zoning Classification: _____
Number of Existing Lots: _____
Number of lots proposed for final approval: _____
7. Acreage of adjoining land in same ownership (if any): _____
8. Attach the following:
 - a. One (1) copy of signed application and the Final Subdivision Plat Detail Checklist (Town Code §148-1035)
 - b. Submit three (3) copies of the Final Plat.
 - c. Submit one (1) digital copy of the Final Plat.

The information submitted in this application is correct and the proposed subdivision will conform with the regulations of the Town of Front Royal Subdivision and Land Development Ordinance (Town Code §148).

Date

Signature of Applicant(s)

Date

Signature of Owner(s) if Different from the Applicant(s)

***SUBDIVISION, MINOR** - A subdivision that does not involve any of the following: the creation of more than a total of eight (8) lots, the creation of any new public streets, the extension of a public water or sewer system, or the installation of drainage improvements through one (1) or more lots to serve one (1) or more other lots.

Designated contact for the applicant (if applicable): _____

Phone: _____ Email Address: _____

Address: _____ City: _____ State: _____

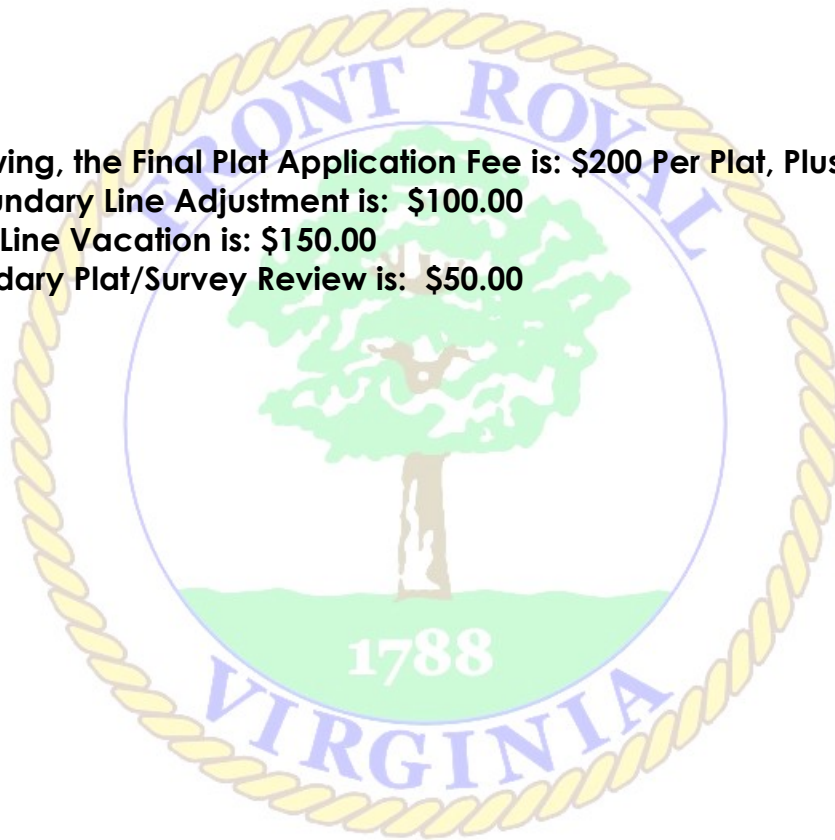
By submitting this application, the applicant grants permission to Town officials and employees to enter upon the property, which is the subject of this application, during reasonable hours and for purposes related to the application process.

Except for the following, the Final Plat Application Fee is: \$200 Per Plat, Plus \$100.00 per lot.

Fee for a Boundary Line Adjustment is: \$100.00

Fee for a Lot Line Vacation is: \$150.00

Fee for Boundary Plat/Survey Review is: \$50.00



Revised 11/7/2025

Application Number: _____

148-1035 FINAL SUBDIVISION PLAT DETAIL CHECKLIST

The final subdivision plat shall be prepared by a land surveyor or professional engineer licensed by the Commonwealth of Virginia and shall conform to the Standards for Plats of the Virginia State Library Board (17VAC15-60-10, et seq). The final plat shall be prepared at a scale of no greater than one (1) inch equals one hundred (100) feet and shall be drawn in ink on sheets no larger than eighteen by twenty-four (18 x 24) inches and no smaller than eight and one-half by eleven (8.5 x 11) inches. Unless otherwise approved by the Director, the Final Plat shall include the following:

- ☐Y ☐N ☐N/A 1. Cover Sheet (or first sheet) requirements:
- a. Revision block. Show date and nature of all revisions.
 - b. Index of sheets and match lines.
 - c. Name, address and phone number of owner and developer.
 - d. Name, address and phone number of plan preparer.
 - e. Zoning designation(s) with minimum lot size requirements.
 - f. Front, side and rear yard setback dimensions.
 - g. FEMA Flood Zone designations, if applicable.
 - h. Vicinity map (1'=1000'), with sheet index for multiple sheets.
 - i. Area Tabulation showing total area and number of lots, streets, open space and residue. The number of units by type when mixed uses are proposed.
 - j. Tax map number and/or parcel identification.
 - k. Legend of symbols, abbreviations and line types used.
 - l. Approval Block:

All Town Real Estate Taxes Have Been Paid in Full

Director of Finance

Date

Reviewed and Approved by the Town of Front Royal

Town Council*

Date

Director of Planning & Zoning

Date

*Use Town Manager for Minor Subdivision.

Application Number: _____

- ☐Y ☐N ☐N/A 2. Title Block requirements, on each sheet.
- a. Plat type.
 - b. Owner's name.
 - c. Lot, block, and subdivision name.
 - d. Town and County designation.
 - e. Sheet number.
 - f. Plan date.
- ☐Y ☐N ☐N/A 3. Scale of drawing, written and graphic, on each sheet.
- ☐Y ☐N ☐N/A 4. North arrow with meridian reference on each sheet.
- ☐Y ☐N ☐N/A 5. Preparer's seal, signature, and date on each sheet. (Original signature on first sheet)
- ☐Y ☐N ☐N/A 6. A statement that the final plat is substantially in accordance with the approved preliminary plan, if applicable. The final plat may include all or any part of the area covered by the preliminary plan, in accord with phasing designations shown on the preliminary plan.
- ☐Y ☐N ☐N/A 7. A statement or certificate signed by the preparer certifying to the correctness of the survey, the drawn plat, the placement of lot corner and street monuments and stating the source of title to the land subdivided and the place of record of the last instrument in the chain of title. When the property is of land acquired from more than one source of title, the outlines of the several tracts shall be indicated by means of a dotted line or within an inset block.
- ☐Y ☐N ☐N/A 8. A statement or certificate that "The subdivision and dedication of the land shown hereon is with the free consent and in accordance with the desire of the undersigned owner(s), proprietor(s) and trustee(s)". The statement shall be signed by such persons and duly acknowledged before an officer authorized to make such acknowledgements.

Application Number: _____

- ☐Y ☐N ☐N/A 9. The boundary lines of the land being subdivided shall be determined from a field survey meeting the requirements of the 'Minimum Standards and Procedures for Land Boundary Surveying Practice' (18 VAC 10-20-370) of the regulations promulgated by the Virginia State Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects. The survey shall be referenced to the Virginia Coordinate System of 1983 and the plat shall show the coordinate values of at least two corners of the subdivision.
- ☐Y ☐N ☐N/A 10. The location, number and area (square feet or acres) of proposed lots and parcels (both residential and non-residential).
- ☐Y ☐N ☐N/A 11. All dimensions, angular and linear, for locating boundary lines, lots, parcels, streets, street centerlines, alleys, and easements (public and private). Angular measurements shall be expressed in bearings shown in degrees, minutes, and seconds. Linear dimensions shall be expressed in feet to the nearest one hundredth of a foot. All curves shall be defined by their radius, arc length, central angle, tangent length, chord bearing and chord distance. A line and/or curve table may be used provided the data being tabulated and numbered corresponds with the respective information shown throughout the plat.
- ☐Y ☐N ☐N/A 12. A statement regarding the use and dedication of all non-residential parcels and lots.
- ☐Y ☐N ☐N/A 13. Proposed easements or rights-of-way, their widths and use, and any limitation on such easements or rights-of-way. Easements must be located in cooperation with the appropriate public utility provider.
- ☐Y ☐N ☐N/A 14. Existing easements or other encumbrances of record known to the professional. Indicate if a title report was furnished.
- ☐Y ☐N ☐N/A 15. Lot numbers in numerical order and block identification in accordance with the approved preliminary plan.

Application Number: _____

- ☐Y ☐N ☐N/A 16. Proposed streets and widths. Use street name(s) per approved preliminary plan with statement regarding dedication and use.
- ☐Y ☐N ☐N/A 17. Names and/or route numbers of existing roads or highways adjoining the property. Indicate if access is limited.
- ☐Y ☐N ☐N/A 18. Distance to nearest road intersection where applicable.
- ☐Y ☐N ☐N/A 19. A bearing and distance tie to the exterior boundary for parcels or sections located entirely within the perimeter boundary lines.
- ☐Y ☐N ☐N/A 20. The location of any easement, right-of-way, or street to be vacated, if any.
- ☐Y ☐N ☐N/A 21. The location and type of all boundary line and permanent reference monuments.
- ☐Y ☐N ☐N/A 22. Adjoining property owner information, including name, deed reference and/or subdivision lot designation.
- ☐Y ☐N ☐N/A 23. Building restriction setback lines with dimensions.

Reviewed By: _____ Date: _____

