

Preliminary Subdivision Application Submittal & Review Procedure

All applications will now have a 5-7 business day processing time to ensure the application is complete before it is placed into review.

Anticipated review time is a minimum of 3 months

Step 1

- All materials labeled & submitted to Planning Department share file. Labeled with: Project name, type of document (application, Title Report, plat, etc.), 1st Submittal.
IF ANY REQUIRED DOCUMENTS ARE MISSING THE APPLICATION WILL NOT BE PROCESSED AND RETURNED TO THE APPLICANT.
- Proof of signatory authority if signing on behalf of owner and/or entity.
- Taxes paid
- Hard copy “ink signed” application submitted to the Planning Department
- Invoice paid & receipt provided

Step 2

- Staff review period is :
 - First review – 40 days
 - First and second resubmittal – 30 days
 - Third resubmittal – 14 days
- If the application is still not ready for approval after the third resubmittal, the application may be denied and will need to be submitted as a new application, subject to new application fees.

Step 3

If plans need to be resubmitted:

- All materials should be uploaded to the Planning Sharefile and labeled as follows:
 - Case number (PSB2023-00025), project name, type of document, and submittal number (2nd, 3rd, etc.)
- If you have not been contacted or received an invoice within 5-7 business days, please reach out to the Planning Department at 757-514-4060 to confirm your documents have been received.
- Repeat steps 2 and 3 until ready for approval.

Final

- Once the project is ready for approval the planner will request hard copies of the plat for final approval.
- When the hard copies are received, they will be signed by the Director and the applicant will be notified when they are ready for pick up.

Please note: You will need to provide the Planning case number PSB2023-000xx) when dropping off or picking up plans and/ or documents.

Applicants Signature: _____ Date: _____

City of Suffolk Department of Planning
APPLICATION FOR PRELIMINARY PLAT



PART 1- OFFICE INFORMATION: To be completed by staff

Application Number:		Date Paid:	
Taxes Paid:	☐ Yes ☐ No	Application Fee Paid:	
Project Name:	Project Address or Tax Map:		
Date of Decision:		Decision:	☐ Approved ☐ Denied

PART 2- GENERAL INFORMATION: To be completed by applicant

Important Notice: Only complete hard copy applications with original signatures are accepted. This application must be used to submit a Preliminary Subdivision Plat for a Major Subdivision containing fifty (50) or more lots. The following application requirements are consistent with the procedures set forth in Section 31-508 "Preliminary Plats" and Appendix B, Section B-8, of the Unified Development Ordinance.

Taxes For All Properties Are Paid Up To Date of Application: Yes ☐ No ☐

Application Fees: Select Application Type:

☐ New Preliminary Plat: \$100.00 per lot with a \$500.00 minimum; Resubmittals: \$350.00

☐ Amendment to previously approved Preliminary Plat; case number _____

Property Address: _____ Tax Map Number: _____

Account Number: _____ Zoning District: _____

Total Site Acreage: _____ Parcels Proposed: _____

Name of Subdivision (if applicable): _____

PART 3- REQUIRED INFORMATION FOR APPLICATION: To be completed by applicant

The applicant must INITIAL next to each requirement and ensure that all of the information listed below is included on the plat.

- GENERAL.** The plat shall be presented in **permanent ink** and shall contain any anticipated changes or additions. Plats shall be prepared by the **Appropriate Authorized Design professional** licensed to practice in Virginia. No person shall prepare or certify design elements of plats which are outside the limits of their professional expertise and license. All revisions dates must be shown. _____
- NUMBER OF COPIES.** Electronic copy with each submittal and two (2) full size copies with final of the Preliminary Plat on black or blue line prints shall be submitted. No plat shall be deemed received until all relevant fees and the applications are submitted. _____

PART 3 CONTINUED- REQUIRED INFORMATION FOR APPLICATION

3. **MULTIPLE SHEETS.** Multiple sheets plans may be used; they must be numbered and referenced to an **index map**, and all required certificates shall appear on a single sheet (along with the index and vicinity maps.) _____
4. **OWNERSHIP.** The applicant shall submit the citations of last instrument conveying title to the property giving grantor, grantee, date, and land records reference including existing or proposed private deed restrictions, if any. _____
5. **PRELIMINARY PLAT.** Plats shall be prepared in accordance with the standards set forth in Appendix B, Table B-2, as it pertains to preliminary plats. _____
6. **PLAT SIZE.** Final plats shall be prepared to an **engineer's scale** appropriate to the lot size and intensity of use, and acceptable to the Planning Director. Site plan sheet size shall be twenty-four by thirty-six inches ("24x36"). _____
7. **TRAFFIC IMPACT STUDY.** * In accordance with Appendix B, B-21, Unified Development Ordinance – Copies (5). _____
8. **MAJOR WATER QUALITY IMPACT ASSESSMENT.** * (If located within the Chesapeake Bay Preservation Overlay District) In accordance with Appendix B, B-13, of the Unified Development Ordinance – Copies (4). _____
9. **PUBLIC FACILITIES REPORT.** * In accordance with Appendix B, B-19, of the unified Development Ordinance – Copies (3). _____
10. **An ENVIRONMENT SITE ASSESSMENT** – Required for residential, assembly, day care, group home, recreation, library or similar use. In accordance with Section 31-616 of the Unified Development Ordinance and Appendix B, Submittal Requirements – Copies (2). _____
11. **REAL ESTATE TAXES.** All real estate taxes must be paid and current at the time of the submittal; otherwise, the submittal will be refused at the counter. _____

If you would like to request a waiver from certain submittal requirements, the attached Waiver Request Form must be completed and signed by the applicant and approved by the Director of Planning and Community Development.

PART 4- CONTACT INFORMATION: To be completed by applicant, owners, and other contacts

This application must be signed by the property owner(s) or must have attached to it written evidence of the owner's consent, which may be in the form of a binding contract of sale or a letter signed by the owner(s) authorizing the applicant to act as his or her agent. Signing this application shall constitute the granting of authority of the City to enter onto the property for the purpose of conducting site analyses.

Applicant Information/Person or Company to be Invoiced:

Name: _____ Company: _____
Address: _____ City, State, Zip: _____
Email: _____ Phone Number: _____
Applicant Signature: _____ Date: _____

Property Owner(s) Information (Complete if different from applicant):

Name: _____ Company: _____
Address: _____ City, State, Zip: _____
Email: _____ Phone Number: _____
Owner Signature 1: _____ Date: _____
Name: _____ Company: _____
Address: _____ City, State, Zip: _____
Email: _____ Phone Number: _____
Owner Signature 2: _____ Date: _____

Other Contacts (Such as engineers, surveyors, architects, agents, attorneys, owners, etc.):

Name: _____ Company: _____
Address: _____ City, State, Zip: _____
Email: _____ Phone Number: _____
Specify type of contact/relationship: _____
Signature: _____ Date: _____
Name: _____ Company: _____
Address: _____ City, State, Zip: _____
Email: _____ Phone Number: _____
Specify type of contact/relationship: _____
Signature: _____ Date: _____

WAIVER REQUEST FORM

This form shall be submitted to the Director of Planning and Community Development.

In accordance with Appendix B, Section B-8 of the Unified Development Ordinance, the following reports shall be submitted for a Preliminary Subdivision Plat application. If you would like to request a waiver from one or more of the following requirements please check the appropriate boxes, provide a statement as to why the requirement(s) should be waived, and sign below.

- ☐ Public Facilities Report, Appendix B, § B-19
- ☐ Traffic Impact Study, Appendix B, § B-21
- ☐ Major Water Quality Impact Assessment (if located within the Chesapeake Bay Preservation Overlay District), Appendix B, § B-13
- ☐ Environmental Site Assessment, Appendix B, § B-4 (e)(6)

Reasons as to why the above stated requirement(s) should be waived for this application:

Applicant Signature: _____

Date: _____

To be completed by Planning Division Staff:

Application Number: _____

Director signature for approval: _____

Date: _____