



Town of Orange
Department of Community Development

235 Warren Street, Orange, VA 22960 – 1401

Phone: (540) 672-6917

Email – townplanner@townoforangeva.gov

Subdivision Plat Application

Date: _____

PERMIT # _____

Property location and Identification

Tax Map Identification #: _____

Name of Subdivision Development: _____

Physical Address of Proposed Site: _____

Name of Property Owner: _____

Mailing Address of Owner: _____

Telephone: _____ Fax: _____ Email: _____

Agent Name: _____

Agent Phone Number: _____ Agent Fax Number: _____

Agent Mailing Address: _____

Present Zoning Classification (Check one):

- ☐ Rural Residential (**RR**) ☐ Traditional Residential Low (**TRL**) ☐ Traditional Residential High (**TRH**)
☐ Traditional Town Center (**TTC**) ☐ Town Activity Center (**TAC**) ☐ Rural Commercial (**RC**) ☐ Traditional Industrial (**TI**)
☐ Traditional Neighborhood Development (**TND**)

Type of Division (Check one):

- ☐ Minor ☐ Major ☐ Boundary Line Adjustment ☐ Other _____

Land Area

Total land area of property in acres _____

Land area to be developed in acres _____

Utilities and Land Use

Number of proposed residential housing units _____ Type: ☐ Single ☐ Duplex ☐ Townhouse ☐ Apt/Condominium

Number of proposed commercial buildings/structures _____

Is public water available? ☐ YES ☐ NO Is public sewer available? ☐ YES ☐ NO

Application Fee:

Please include your non-refundable application fee. Please make checks payable to: **Town of Orange**

- **Minor subdivision plat 3 lots or less - \$500.00 plus \$100.00 for each new lot**
- **Major subdivision plat 4 or more lots - \$1,000.00 plus \$100.00 per each new lot**
- **Boundary Line Adjustment - \$50.00**

Signature of Property Owner

Date

Town of Orange Subdivision Plan Review Check List

Tax map parcel #: _____

SUB-Plan #: _____

Name of Development: _____

Property Owner: _____

Owners Mailing Address: _____

Agent Name: _____

Agent phone number: _____ **Agent fax number:** _____

Agent mailing address: _____

Pre-submission Meeting held? ☐ yes ☐ no **Date:** _____

Plat Checklist

- ☐ Name of Subdivision [4-5(d)(1)]
- ☐ Magisterial district [4-5(d)(1)]
- ☐ County [4-5(d)(1)]
- ☐ State [4-5(d)(1)]
- ☐ Owner [4-5(d)(1)]
- ☐ True north direction [4-5(d)(1)]
- ☐ Scale of drawing [4-5(d)(1)]
- ☐ Number of Sheets [4-5(d)(1)]
- ☐ Space designated for Subdivision Agent Approval [4-6(c)(1)]
- ☐ Vicinity map at a scale not less than one inch to two thousand feet showing the relationship of the proposed subdivision to adjoining property and area within one mile [4-5(d)(2)]
- ☐ Boundary survey with an accuracy of not less than one in two thousand five hundred related to true meridian showing all monuments and roads [4-5(d)(5)]
- ☐ Owners statement with consent and dedication [4-7(c)(5)]
- ☐ The accurate location and dimension by bearing and distances with all curve data on all lots [4-7(c)(2)]
- ☐ Name, number and width of existing and proposed streets and easements on and adjacent to site [4-5(d)(7)]
- ☐ Boundaries of all proposed or existing easements [4-5(d)(10)]
- ☐ Parks [4-6(c)(2)]
- ☐ School site or other public areas [4-6(c)(2)]
- ☐ Graves, objects or structures marking a place of burial [4-6(c)(2)]
- ☐ The number and area of all building sites [4-5(d)(5)]
- ☐ Existing utilities and those to be provided such as sanitary sewer, storm drains, water lines, manholes and underground conduits including their size and type [4-6(c)(2)]
- ☐ Water courses, wetlands and their names [4-6(c)(2)]
- ☐ Names of owners and their property lines both within the boundary of the subdivision and adjoining said boundaries [4-6(c)(2)]
- ☐ Building setback lines
- ☐ Water and Sewer connection fee calculation: Water \$ _____ Sewer \$ _____
- ☐ Copy of approved plan submitted to Orange County for online GIS

Subdivision Application Review fee paid: _____ **Date:** _____