

# Major Subdivision Application Packet

Revised December 2020



Caroline County Department of Planning and Community Development

233 West Broaddus Avenue

Bowling Green, VA 22427

[www.co.caroline.va.us](http://www.co.caroline.va.us)

Phone: 804-633-4303 Fax: 804-633-1766



## Caroline County Major Subdivision Requirements

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The Department of Planning and Community Development has established this application packet to provide an overview as to the process associated with establishing a major subdivision in Caroline County.

### **Major Subdivision**

A major subdivision is defined in the Caroline County Subdivision Ordinance as *“all subdivisions not classified as minor subdivisions, including but not limited to subdivisions of three (3) or more lots, or any size subdivision requiring a new street or extension of public water and/or sanitary sewer, or any other public improvements. Review and approval of a major subdivision shall be in accordance with Section 3-1 of [the Caroline County Subdivision Ordinance] regulations.”* This shall also include parcels that have been subdivided since 1989 (not including family subdivisions).

### **Initial Consultation**

Call the County Department of Planning and Community Development (DPCD) to discuss your proposal and obtain a major subdivision application. It is highly recommended that the applicant discuss the subdivision with staff prior to having a surveyor/engineer and soils engineer initiate work to discuss subdivision regulations.

### **Health Department Approval**

If public water & sewer are unavailable, Health Department approval will be required. A drain field is required for all lots. An Authorized Onsite Soils Evaluator (AOSE) is required to prepare paperwork that will be delivered to the Health Department. In some cases certification letters may be obtained in lieu of subdivision approval from the Health Department. This determination shall be made by DPCD staff during a pre-application meeting.

## Preparing the Plat

The following statements shall be included on the subdivision plat:

*“NOTICE: This plat shall become null and void and be of no further force and effect if the plat is not recorded in accordance with the subdivision ordinance of Caroline County within six (6) months of the date of approval. Approval and/or recording of this plat does not constitute assurance that public sewer or public water service will be available to serve the land described on this plat at any particular time.”*

*“Any future subdivisions of the parent (residual) or subdivided tract will constitute a major subdivision subject to Planning Commission approval and all applicable standards of Section 5 of the Caroline County Subdivision Ordinance.”*

Provide appropriate notes for properties in the CBPA as follows:

*This property is subject to the requirements of the Caroline County Chesapeake Bay Preservation Area Overlay District. Any future activity may require a site specific RPA determination. Activities within the RPA are subject to the criteria regarding encroachments, modifications, or other allowable activities, as specified by the Caroline County Chesapeake Bay Preservation Act program. Onsite septic systems are subject to the septic pumpout and reserve drainfield requirements of the Caroline County CBPA program.*

Additional/optional note: If RPA is shown on plat, include a note regarding the basis of the RPA:

- *Existing RPA, wetland or other map sources*
- *Site Specific determination (include the approval date)*
- *Designated as RPA on CBPA map*

Note for properties not in the CBPA

*Subsequent action by Caroline County may result in this property being designated as being subject to the Caroline County Chesapeake Bay Preservation Area Overlay District.*

## Additional Information

Lots are not separate or buildable until a final plat for the subdivision is approved and recorded in the Caroline County Clerk’s Office. No building permits will be issued on lots that are not properly subdivided and recorded.

## Submission

Below are general descriptions of each type of submission:

**Concept Plan:** A concept plan is an early sketch of a proposed subdivision that can be presented to the Planning Commission for their review without detailed engineering. It presents the proposed lot layout, road connections, driveways and any other information pertinent to the project.

**Preliminary Plat:** A preliminary plat is a fully engineered plat conforming with all of the requirements of the Subdivision Ordinance (as laid out in this packet). It details the roads, lots, water & sewer, etc.

**Final Plat:** A final plat is the plat of recordation. It is approved after final construction plans for the project are approved and appropriate bonds are posted. The final plat must also conform with the Subdivision Ordinance requirements and must fully mirror the approved construction plans.

**Preliminary/Final Plat:** A preliminary/final plat is typically one that has been reviewed by the Planning Commission previously and is not associated with any public improvements (i.e. VDOT road construction).

\*Preliminary Plats must be submitted with construction plans for the project. Construction plans must be approved prior to Final Plat approval by the Planning Commission.

\*The final plat may be submitted to the Planning Commission for review and approval.

**\*Note: Approval by the Commission of the preliminary plat does not constitute a guarantee of approval of the final plat.**



## Project Information Data Sheet

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- Owner's Name and Address:

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Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

- Engineer/Surveyor's Name and Address:

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Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

- Developer's Name and Address:

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Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

- Additional Names and Address:

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Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_



# Major Subdivision Checklist

## Applicant Checklist

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Please complete the following checklist and return with the items listed below.

- Payment (Checks payable to Treasurer of Caroline County)
  - Concept Plan - \$250
  - Subdivision Plat (with public improvements) - \$1,250 + \$50/lot
  - Subdivision Plat (without public improvements) \$500 + \$50/lot
- Completed Land Development Application
- Bond for all estimated construction costs within the subdivision (roads, Erosion and Sediment Control, etc. prior to permitting or final approval)
- One (1) copy of the Certification Letter or Construction Permit for Sewage Disposal from the Virginia Department of Health for all subdivided lots and the residual portion (prior to final approval), if applicable as determined by DPCD or paper work from AOSE locating all drain field locations for VDH approval
- Ten (10) original **PRELIMINARY** plats from the surveyor/engineer FOLDED (if submitting for preliminary plat approval) and a digital copy.
- Ten (10) paper copies (folded) of the **FINAL** plat from the surveyor/engineer and a digital copy (**only if submitting for final plat approval**)
- Completed Surveyor Checklist (either preliminary or final)

For Office Use Only

Date: \_\_\_\_\_

Checked for Completion by: \_\_\_\_\_



# Plat Checklist

\*Plats should be labeled as either Preliminary or Final\*

To be completed by the surveyor and returned with the application package.

Yes No

1) The scale of the plat shall be as follows:

- a) For projects containing 50 acres or more – not more than 200':1"  
  b) For projects containing less than 50 acres – not more than 100':1"

2) Proposed name of the subdivision

3) Name and address of owner and applicant/developer

4) Name, signature, license number, seal and address of engineer/surveyor

5) Information block denoting the type of plat, tax map number, FIRM number, street location and date

6) A vicinity map no greater than 1"=2000'

7) A revision block with all applicable dates

8) Signature block for Director of Planning, Director of Public Utilities (if applicable) Virginia Department of Transportation and Virginia Department of Health

9) Boundary survey showing bearings and distances

10) Total acreage/square footage of the lot being subdivided

11) Location of any required or proposed improvements

12) Size and location of any existing structures

Yes No

- |                          |                          |     |  |
|--------------------------|--------------------------|-----|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 13) | Lot layout – including lot numbers and setback lines   |
| <input type="checkbox"/> | <input type="checkbox"/> | 14) | Lot dimensions (width, depth and area in square feet and acres), and location and dimensions of all parks, playgrounds and other proposed uses of the land   |
| <input type="checkbox"/> | <input type="checkbox"/> | 15) | Table of setback requirements  |
| <input type="checkbox"/> | <input type="checkbox"/> | 16) | Conceptual phasing of plan of development, if applicable   |
| <input type="checkbox"/> | <input type="checkbox"/> | 17) | Topographic information with a minimum two (2) foot contours   |
| <input type="checkbox"/> | <input type="checkbox"/> | 18) | Water bodies and USGS perennial and intermittent streams   |
| <input type="checkbox"/> | <input type="checkbox"/> | 19) | Watershed boundaries   |
| <input type="checkbox"/> | <input type="checkbox"/> | 20) | Wetland boundaries based on a field delineation  |
| <input type="checkbox"/> | <input type="checkbox"/> | 21) | Historic landmarks, historic district boundaries, Virginia natural heritage sites, and known historic features (including without limitations: Civil War resources such as earthworks, trace roads, stonewalls and fences) |
| <input type="checkbox"/> | <input type="checkbox"/> | 22) | Cemeteries, graves, objects or structures marking a place of burial shall be delineated clearly within a conservation easement and a minimum of a ten (10) foot access easement  |
| <input type="checkbox"/> | <input type="checkbox"/> | 23) | One hundred year floodplain boundaries as shown on FEMA maps   |
| <input type="checkbox"/> | <input type="checkbox"/> | 24) | Location and description of wooded areas, hedgerows and tree lines, including individual trees greater than fifteen (15) inches DBH  |
| <input type="checkbox"/> | <input type="checkbox"/> | 25) | Location and area of any buffer area required under the County's Chesapeake Bay Act Ordinance (including RPA designations on each lot)   |
| <input type="checkbox"/> | <input type="checkbox"/> | 26) | Existing and proposed street layout (including dimensions)   |



Yes No

- |                          |                          |     |   |
|--------------------------|--------------------------|-----|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 27) | Existing and proposed street names  |
| <input type="checkbox"/> | <input type="checkbox"/> | 28) | General description and location of water supply system (individual, community, or public)  |
| <input type="checkbox"/> | <input type="checkbox"/> | 29) | General description and location of proposed sewer system (individual, community, or public)  |
| <input type="checkbox"/> | <input type="checkbox"/> | 30) | Existing and proposed points of connection with public water and sewer  |
| <input type="checkbox"/> | <input type="checkbox"/> | 31) | Existing and proposed easements, alleys, rights-of-way or land reserved for or dedicated to public use and/or areas to be held in common ownership; Location of cluster mailboxes |
| <input type="checkbox"/> | <input type="checkbox"/> | 32) | Areas with slopes exceeding fifteen (15) percent based on existing topographic data   |
| <input type="checkbox"/> | <input type="checkbox"/> | 33) | Applicable zoning districts and requirements (lot area, width, depth, setbacks, building coverage, open space, parking, etc)  |
| <input type="checkbox"/> | <input type="checkbox"/> | 34) | Tax map numbers, property owner names, lot lines, zoning and principal uses of all adjacent lots or parcels   |
| <input type="checkbox"/> | <input type="checkbox"/> | 35) | Soils data indicating, at a minimum, the existence of any highly erodible or highly permeable , moderate and/or high shrink/swell or hydric soils                                 |
| <input type="checkbox"/> | <input type="checkbox"/> | 36) | All required notices per Section 6 of the Caroline County Subdivision Ordinance   |
| <input type="checkbox"/> | <input type="checkbox"/> | 37) | Required VDOT language  |
| <input type="checkbox"/> | <input type="checkbox"/> | 38) | A current boundary survey showing overall subject property  |
| <input type="checkbox"/> | <input type="checkbox"/> | 39) | Location, size & dimensions of all lots, common area, easements and other improvements  |
| <input type="checkbox"/> | <input type="checkbox"/> | 40) | A certification signed by the engineer / surveyor responsible for the preparation of the plat   |
| <input type="checkbox"/> | <input type="checkbox"/> | 41) | A completed owner's consent and dedication certificate  |
| <input type="checkbox"/> | <input type="checkbox"/> | 42) | When the plat is of land from more than one ( 1 ) parcel, the outline and area of each original parcel shall be indicated upon the plat or within an information block            |

Surveyor Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Additional Final Plat Requirements Checklist

## Applicant Checklist

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- Executed covenants and restrictions for community and all common areas, if applicable
- The articles of incorporation or other organizational documentation for the homeowners' association
- The by-laws of the homeowners' association, if applicable
- A fiscal program for a minimum of ten (10) years, including adequate reserve funds for the maintenance and care of all lands, streets, facilities, and uses under the purview of the homeowners' association
- A recommended time schedule for the maintenance of major facilities, including streets, street signs, pools, sidewalks, parking areas and buildings
- A copy of the proposed notice that will be given to prospective buyers regarding the organization, assessments and fiscal program
- A copy of the deed of conveyance and title certificate or, at the discretion of the Director of Planning, a commitment for a policy of title insurance issued by an insurance company authorized to do business in the Commonwealth of Virginia showing that the owner/developer has right and ownership over all associated lands.
- An executed deed of dedication and easement conveying land in fee simple to the county and easements for public/county purposes which are depicted on the record plat
- An executed subdivision agreement and improvement guarantees

**REQUIRED VDOT LANGUAGE:**

**OWNERS CONSENT AND DEDICATION (NAME OF SUBDIVISION)**

THE PLATTING OF THE FOLLOWING DESCRIBED LAND \_\_\_\_\_ IS WITH THE FREE CONSENT AND IN ACCORDANCE WITH THE DESIRE OF THE UNDERSIGNED OWNERS, PROPRIETORS AND TRUSTEES, IF ANY. THE STREETS, STORM DRAINAGE EASEMENTS, SLOPE, GRADING & DRAINAGE EASEMENTS, SIGHT DISTANCE EASEMENTS, STORMWATER MANAGEMENT FACILITY ACCESS EASEMENT, TEMPORARY TURNAROUND EASEMENT AND CONTROL MONUMENT ACCESS EASEMENTS ARE HEREBY DEDICATED TO PUBLIC USE.

**ADDITIONAL INFORMATION:**

- ✘ Lot shape: Lots cannot be more than four times longer than they are wide
- ✘ Lot lines: Lot lines shall be perpendicular to the street or radial to a cul-de-sac
- ✘ Street Names: Street names cannot be the same as any other streets within the County (irregardless of Street, Drive, Cove, etc)
- ✘ Cul-de-sacs: Cul-de-sac length may not exceed 400 feet without a waiver from the Planning Commission
- ✘ If any of the previous requirements cannot be met, an exception will be required and must accompany the plats. Exceptions require a detailed explanation of the request, any drawings, etc that may be necessary to illustrate the request, an application and \$100 per request. The exception and the plat will be reviewed by the Planning Commission at the same meeting.
- ✘ No applications will be forwarded to the Planning Commission until all requirements of the Subdivision Ordinance are met and the application is complete.



# PLANNING & DEVELOPMENT APPLICATION

DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT

233 WEST BROADDUS AVENUE

BOWLING GREEN, VA 22427

(804) 633-4303

WWW.CO.CAROLINE.VA.US

DATE SUBMITTED: \_\_\_\_\_

CASE NUMBER: \_\_\_\_\_

\*NOTE: AN APPLICATION SHALL NOT BE DEEMED OFFICIALLY FILED UNTIL ALL REQUIRED PLANS, PLATS, FEES AND SUPPORTING DOCUMENTATION ARE SUBMITTED TO THIS DEPARTMENT.

## 1. TYPE OF REQUEST

REZONING: FROM \_\_\_\_\_ TO \_\_\_\_\_

PROFFER AMENDMENT \_\_\_\_\_  
(REZONING CASE #)

SPECIAL EXCEPTION: \_\_\_\_\_  
(ORDINANCE SECTION)

SITE PLAN: \_\_\_\_\_ MAJOR \_\_\_\_\_ MINOR

VARIANCE: \_\_\_\_\_

ADMINISTRATIVE APPEAL \_\_\_\_\_

COMP. PLAN AMENDMENT \_\_\_\_\_

OTHER \_\_\_\_\_

SUBDIVISION (MAJOR)

\_\_\_\_\_ PRELIMINARY \_\_\_\_\_ FINAL

\_\_\_\_\_ CONCEPT

SUBDIVISION (OTHER)

\_\_\_\_\_ MINOR \_\_\_\_\_ BLA/VACATION

\_\_\_\_\_ FAMILY

## 2. PROPERTY INFORMATION

TAX MAP NUMBER \_\_\_\_\_

CURRENT ZONING \_\_\_\_\_

ACREAGE OF REQUEST \_\_\_\_\_

TOTAL ACREAGE \_\_\_\_\_

PHYSICAL ADDRESS/LOCATION \_\_\_\_\_

VOTING DISTRICT \_\_\_\_\_

UTILITIES: \_\_\_\_\_ PUBLIC \_\_\_\_\_ PRIVATE \_\_\_\_\_ EXISTING \_\_\_\_\_ NEW

### 3. APPLICANT / OWNER INFORMATION

**OWNER OF RECORD:**

---

NAME

---

MAILING ADDRESS

---

MAILING ADDRESS

---

PHONE NUMBER

---

E-MAIL

**APPLICANT:**

---

NAME

---

MAILING ADDRESS

---

MAILING ADDRESS

---

PHONE NUMBER

---

E-MAIL

**AGENT/DEVELOPER/ENGINEER:**

---

NAME

---

MAILING ADDRESS

---

MAILING ADDRESS

---

PHONE NUMBER

---

E-MAIL

**MAIN POINT OF CONTACT:**

---

NAME

---

MAILING ADDRESS

---

MAILING ADDRESS

---

PHONE NUMBER

---

E-MAIL

**4. I/WE READ THIS COMPLETED APPLICATION, UNDERSTAND ITS INTENT AND FREELY CONSENT TO ITS FILING. THE INFORMATION PROVIDED IS ACCURATE TO THE BEST OF MY/OUR KNOWLEDGE. I UNDERSTAND THAT THE COUNTY MAY APPROVE, CONDITIONALLY APPROVE, OR DENY THE REQUEST FOR WHICH I AM APPLYING. FURTHERMORE, I GRANT PERMISSION TO THE DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT AND OTHER AUTHORIZED GOVERNMENT AGENTS TO ENTER THE PROPERTY AND MAKE SUCH INVESTIGATIONS AS THEY DEEM NECESSARY TO EVALUATE THE REQUEST.**

\_\_\_\_\_ OR \_\_\_\_\_  
 OWNER SIGNATURE AGENT/APPLICANT SIGNATURE

\_\_\_\_\_ \_\_\_\_\_  
 OWNER'S NAME AGENT/APPLICANT NAME

\_\_\_\_\_ \_\_\_\_\_  
 DATE DATE

**5. FEE SCHEDULE**

REZONING	_____	+	( _____ X <u>\$50</u> ) = _____	
	BASE FEE		ACREAGE \$/ACRE	TOTAL
PROFFER AMENDMENT	_____	+	( _____ X <u>\$100</u> ) = _____	
	BASE FEE		NO. OF REQUESTS \$/REQUEST	TOTAL
SPECIAL EXCEPTION	_____	+	( _____ X <u>\$50</u> ) = _____	
	BASE FEE		ACREAGE \$/ACRE	TOTAL
SITE PLAN: MAJOR	_____	+	( _____ X <u>\$50</u> ) = _____	
	BASE FEE		ACREAGE \$/ACRE	TOTAL
SITE PLAN: MINOR	<u>\$400</u>	X	_____	= _____
	BASE FEE		NUMBER OF REQUESTS	TOTAL
COMP PLAN AMENDMENT	_____	X	_____	= _____
	BASE FEE		NUMBER OF REQUESTS	TOTAL
VARIANCE/ADM. APPEAL	<u>\$600</u>	X	_____	= _____
	BASE FEE		NUMBER OF REQUESTS	TOTAL
SUBDIVISION: MINOR			<u>\$250 - MINOR</u> <u>\$200 - BLA</u> <u>\$100 - VACATION</u> = _____	
TYPE: _____			<u>\$200 + \$50 PER NEW LOT - FAMILY</u>	TOTAL
SUBDIVISION: MAJOR	_____	+	( _____ X <u>\$50</u> ) = _____	
	BASE FEE		NUMBER OF LOTS \$/LOT	TOTAL
CONCEPT PLAN	<u>\$250</u>	X	_____	= _____
	BASE FEE		NUMBER OF REQUESTS	TOTAL
OTHER	_____	X	_____	= _____
				TOTAL

CHECK # \_\_\_\_\_     CASH     CHARGE    RECEIPT # \_\_\_\_\_

**REVIEW BY / COMMENTS:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_