



# Major Subdivision Application Form

801 Crawford Street, Portsmouth, Virginia 23704

[www.portsmouthva.gov/planning/](http://www.portsmouthva.gov/planning/)

- Notes:**
1. A major subdivision is any subdivision of land that does not qualify as a minor subdivision in accordance with the subdivision regulations.
  2. Detailed information about the major subdivision review procedure and major subdivision review standards is established in Chapter 33.1 of the City Code of Ordinances.
  3. A major subdivision is required to gain approval of a preliminary subdivision plan and a final subdivision plat prior to the transfer of title or sale of any lots, or the issuance of a building permit for development.
  4. Performance guarantees for the construction of public infrastructure (e.g., streets, sewers, water lines, drainage, utilities, etc.) are required for applicants seeking approval of a final plat application prior to completion of these infrastructure facilities.
  5. A major subdivision plat shall be prepared by a licensed surveyor, professional engineer, or other individual recognized by Section 54.1 of the Code of Virginia.

## 1. General Project Information

Project Address:			
Tax Parcel Identification Number:			
Proposed or Existing Subdivision Name:			
Number of Lots Created:		New Rights-of-Way?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Average lot size (sq. ft.):		Average lot depth (feet):	
Proposed Density (dwelling units per acre):			
Does the property lie within the 100-year floodplain?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Do wetlands exist on the property?	<input type="checkbox"/> Yes <input type="checkbox"/> No
What is the existing land use?	<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial	<input type="checkbox"/> Industrial <input type="checkbox"/> Mixed-Use <input type="checkbox"/> Vacant
What is the proposed land use?			

## 2. Submittal Requirement Checklist

*(Preliminary subdivision plan submittals should include 30 copies of the listed items. Final plat applications should include two mylar copies of all listed items on a single sheet)*

### Preliminary Subdivision Plan

#### A. General Information

<input type="checkbox"/>	Pre-application conference completed
<input type="checkbox"/>	Master Development Application Form
<input type="checkbox"/>	Major Subdivision Application Form
<input type="checkbox"/>	Copy of an approved Certificate of Appropriateness (COA) if located within the D1 Downtown district or within a historic district
<input type="checkbox"/>	Copy of an approved Certificate of Compliance (D2) if located within the D2 Uptown district
<input type="checkbox"/>	Application fee as established in the Portsmouth Fee Schedule identified in Appendix D of the Portsmouth Development Procedures Manual
<input type="checkbox"/>	Closure error, if applicable
<input type="checkbox"/>	Revision number (if applicable)
<input type="checkbox"/>	Name, address, telephone number, fax number, and seal number of all design professionals participating in the development application
<input type="checkbox"/>	A summary of existing use(s) of the site
<input type="checkbox"/>	A summary of proposed use(s) of the site
<input type="checkbox"/>	Number and type of proposed dwelling units (if residential or mixed-use development)
<input type="checkbox"/>	Approved Map Amendment case number (if applicable)
<input type="checkbox"/>	Approved Subdivision Exception case number (if applicable)

**2. Submittal Requirement Checklist cont'd**

Project Address:

Tax Parcel Identification Number:

- Notes and details related to an administrative adjustment or alternative form of compliance, if requested (this requires an additional application form)
- List any proffers or use permit conditions that affect the property
- Standard development notes (See Appendix F of the procedures manual.)
- For multi-phased developments, master plan showing name, location, dimensions of streets entering property, adjacent to property or terminating at boundary of property, locations of proposed streets and their category, lots, development phases, parks, playgrounds, conceptual layout of water and sewer systems, and other proposed uses of land
- All additional information determined to be necessary by the Planning Department

**B. Additional Zoning Information**

- Site zoning, including subdistrict, overlay, or street frontage type, if applicable
- Maximum building coverage (as % of lot size)
- Floor area ratio (FAR)
- Required front, side, and rear yard width
- Site flood zone designation (list all that apply)
- Chesapeake Bay Preservation Area designation, if applicable

**C. Vicinity Map (scale 1" = 1,000') that includes the following:**

- Date, north arrow, scale, and a legend for all symbols
- Project location
- Corporate limits (if within 500' of site)
- Existing thoroughfares within 500' of site

**D. Physical Features Map (scale 1" = 100') that includes the following:**  
(deviations require prior approval from Planning Department)

- Geologic formations, including: shorelines, rock outcrops, or other significant geologic features
- Watercourses, waterbodies, canals, conveyances, wetlands, and springs (perennial only)
- Bulkhead and pierhead lines, where officially established
- Mean high water line and mean low water line (if site has a shoreline)
- Drainage basin(s) where the site is located and drainage patterns
- Approximate location of existing specimen trees

**E. Existing Conditions Map (scale 1" = 100') that includes the following:**  
(deviations require prior approval from Planning Department)

- All base and overlay zoning district classifications adjacent to the site
- Parcel boundaries of all parcels adjacent to the site
- Names of all subdivisions and land owners owning lots adjacent to the site
- Existing streets (public and private) adjacent to the site, with names, centerline, curb cut locations, curb and gutter elevations and slopes, height, width, and thickness of paving rights-of-way
- Planned road network (including street names if available) within 500' of site (if different from existing streets)
- Existing land uses on the site and adjacent parcels (including across any streets)
- Railroad infrastructure and rights-of-way
- All easements (including drainage) with dimensions and designation as to type
- Location and description of all existing man-made structures and site features (including utilities, monuments, etc.) both above and below ground

## 2. Submittal Requirement Checklist cont'd

Project Address:

Tax Parcel Identification Number:

### F. Preliminary Subdivision Plan that includes the following:

<input type="checkbox"/>	Survey, sealed by a professional engineer or land surveyor that includes all boundaries, angles, bearings, and calls
<input type="checkbox"/>	Preliminary lot lines, square footage, and dimensions to the nearest foot
<input type="checkbox"/>	Written legal description of the site, commencing at a point on a public right-of-way, and referencing the appropriate tax map and parcel number(s)
<input type="checkbox"/>	Preliminary lot numbers
<input type="checkbox"/>	Minimum and maximum setback or build-to lines; however, building envelopes shall NOT be shown
<input type="checkbox"/>	If the subdivision includes residential lots, the total number, type, and density per type of dwelling units
<input type="checkbox"/>	Total proposed gross and net density
<input type="checkbox"/>	Parcels of land to be dedicated or reserved for public use, and the conditions, if any, of such dedication
<input type="checkbox"/>	Location, width, and classification of all proposed streets in the development, including depth and type of base surfaces
<input type="checkbox"/>	Locations of all proposed external street connections (including street stubs)
<input type="checkbox"/>	Location, width, and materials of all proposed sidewalks, trails, and paths (including connections to the public sidewalk system and adjacent developments)
<input type="checkbox"/>	Typical pavement sections (if new paving is proposed)
<input type="checkbox"/>	Detail of curb and street pavement design (if new curbing or streets are proposed)
<input type="checkbox"/>	Existing and proposed block lengths and widths (if the proposal includes more than one block)
<input type="checkbox"/>	Proposed street and alley rights-of-way widths and classification (with names where available) in the proposed project
<input type="checkbox"/>	Dimension from nearest existing street intersection centerline to the nearest lot line
<input type="checkbox"/>	Existing and proposed locations, types, and sizes of all water, sanitary sewer, storm sewer, gas, telephone, power and other utility lines and meters, easements and any other utilities affected by the site (includes above ground utilities and grades and computations where appropriate)
<input type="checkbox"/>	Notation that all new utilities (including cable television, electrical, natural gas, sewer, telephone, and water lines) shall be placed underground
<input type="checkbox"/>	Locations where existing overhead utilities will be relocated underground (if applicable)
<input type="checkbox"/>	Construction drawing showing location and design factors of water mains and sewer lines
<input type="checkbox"/>	Static and residual pressures at nearest fire hydrant
<input type="checkbox"/>	Verification of water system and sanitary sewer system hydraulic analysis performed to verify existing system can provide for new demands
<input type="checkbox"/>	Copy of City of Portsmouth Sanitary Sewer and Public Water Systems spreadsheet
<input type="checkbox"/>	All proposed utility easements
<input type="checkbox"/>	Drainage and erosion control plan showing stormwater management devices, including existing/proposed water courses, channels, surface/sub-surface conveyance devices, BMPs, and drainage calculations
<input type="checkbox"/>	Proposed street light location and metering points (including seal and signature of electrical engineer)
<input type="checkbox"/>	Street light details, including height, pole color and type, light color, and fixture type
<input type="checkbox"/>	Statement that appropriate erosion and sediment control methods shall be utilized prior to any clearing, grading, or construction
<input type="checkbox"/>	Topographic plan and soil map with proposed elevations and slopes for grading
<input type="checkbox"/>	Transportation analysis, if required

## 2. Submittal Requirement Checklist cont'd

Project Address:

Tax Parcel Identification Number:

### A Final Plat that includes the following:

(Submittals should include 2 mylar copies of the listed items on a single sheet)

<input type="checkbox"/>	Certifications including: Certificate of Subdivision and Street Name Approval, Certificate of Ownership, Certificate of Survey, Certificate of Approval for Water and Sewer, Certificate of Approval for Streets and Drainage, Certificate of Approval for Recording
<input type="checkbox"/>	Survey, sealed by a professional engineer or land surveyor, that includes all boundaries, angles, bearings, and calls (size of the record plat sheet shall not be smaller than 11" x 17" or larger than 18" x 24" with sheets numbered in sequence and an index provided)
<input type="checkbox"/>	Name of development and all individual neighborhoods within subdivision (if applicable)
<input type="checkbox"/>	Name and address of record owner and subdivider
<input type="checkbox"/>	Names of record owners of adjoining unplatted land; reference to recorded subdivision plats of adjoining platted land by record name, date and map book reference
<input type="checkbox"/>	Revision number and all other resubdivision indicators
<input type="checkbox"/>	A vicinity map featuring date, true north point, scale, and a location of map with a minimum scale of 1,000 feet to the inch
<input type="checkbox"/>	The values of all true bearings and angles dimensioned in degrees and minutes
<input type="checkbox"/>	Finalized lot lines, square footage, and dimensions to the nearest foot
<input type="checkbox"/>	Total area, usable area and unusable area in acres of each parcel or lot created
<input type="checkbox"/>	Zoning designation of all lots, including, but not limited to residential, commercial, or industrial areas, community facilities, recreational areas and useable open space; all parcels of land dedicated or reserved for public use, the use for which dedicated or reserved, and the conditions, if any, of such dedication or reservation
<input type="checkbox"/>	Block numbers and lot numbers including street address of each lot (as assigned by the city)
<input type="checkbox"/>	Minimum and maximum setback or build-to lines; however, building envelopes shall NOT be shown
<input type="checkbox"/>	Street address numbers of each lot as assigned
<input type="checkbox"/>	Street lines and centerlines of streets, easements, and other rights-of-ways within the proposed project
<input type="checkbox"/>	Street classifications, names and right-of-way width and length of each street or other rights-of-way
<input type="checkbox"/>	Connections to existing and proposed streets (including street classification) located outside the development
<input type="checkbox"/>	Dimension from nearest existing street intersection centerline to the nearest lot line
<input type="checkbox"/>	Acres and linear footage totals of new streets
<input type="checkbox"/>	Angles, radii, tangents, and lengths of all street curves
<input type="checkbox"/>	Sidewalk and path locations
<input type="checkbox"/>	Proposed street light location and metering points (including seal and signature of electrical engineer) and note indicating "All street light locations and quantities are approximate. Final positioning and quantity shall be at the direction of MTEMC".
<input type="checkbox"/>	Street light details, including height, pole color and type, light color, and fixture type
<input type="checkbox"/>	Stormwater management devices, including existing/proposed water courses, channels, surface/sub-surface conveyance devices, and BMPs
<input type="checkbox"/>	Locations and specifications for utility easements and utility features, including: water lines, fire hydrants, sanitary sewer, lift/pump stations, storm sewers, culverts, outfalls, ground-based utility vaults larger than 10 square feet, or water towers
<input type="checkbox"/>	Statement indicating "Within new developments and for off-site lines constructed as a result of, or to provide service to, the new development, all utilities (including cable television, electrical, natural gas, sewer, telephone, and water lines) shall be placed underground"
<input type="checkbox"/>	Common open space lots and tree protection zones for specimen trees
<input type="checkbox"/>	References must be provided to known parameter monuments and location and description of new monuments provided

## 2. Submittal Requirement Checklist cont'd

Project Address:

Tax Parcel Identification Number:

<input type="checkbox"/>	All easements, including dimensions and type (e.g., drainage, access, public utility, etc.)
<input type="checkbox"/>	Provide reference to common or shared easements conveyed to public service corporations furnishing cable television, gas, telephone and electrical service to the subdivision
<input type="checkbox"/>	When subdivision consists of land acquired from more than one source of title, the outlines of these tracts shall be indicated by dashed lines, and the identification of the respective tracts shall be shown on the plat
<input type="checkbox"/>	In the case of resubdivision of existing recorded lots, existing lot lines shall be shown by dotted lines and the resubdivision by full lines, unless the requirement for dotted lines is waived
<input type="checkbox"/>	Natural or noteworthy features to be preserved, tidal wetlands and Chesapeake Bay Preservation Areas; and FEMA Flood Map information, including proposed minimum finished floor elevations for any lot which contains or is adjacent to a flood hazard district
<input type="checkbox"/>	Certification of each owner's consent duly acknowledged before a licensed notary public as outlined in the subdivision ordinance



801 Crawford Street, Portsmouth, Virginia 23704

# Master Development Application Form

[www.portsmouthva.gov/planning/](http://www.portsmouthva.gov/planning/)

- Notes:**
- All applications require the submission of this Master Development Application Form and the submission of a Specific Procedure Review Form for the proposed activity. Only one Master Development Application Form is required for each project, regardless of the number of actions, permits, or reviews required.
  - No action will take place, nor will the request be placed on any agenda, if staff determines that the application is not complete.
  - No application will be processed while violations exist on the property or if there are outstanding fines, taxes, liens, or other fees owed to the City of Portsmouth.
  - A Certificate of Appropriateness is required prior to any activity in the D1 Downtown District or any Historic District (i.e., Olde Towne, Port Norfolk, Park View, Cradock, or Truxtun). See staff prior to application. A Certificate of Compliance (D2) is required prior to any activity in the D2 Uptown District (Form-Based Code).

## 1. General Project Information

Project Address:	
Tax Parcel Identification Number:	
Lot Area (in square feet):	
Zoning District:	

## 2. Proposed Activity – Please check all that apply

**(PC)** = A preapplication conference must be completed prior to submission of the Master Development Application Form.

Proposed Use:	
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### Check all permits or reviews that apply:

<input type="checkbox"/> Zoning Verification Request	<input type="checkbox"/> Use Permit <b>(PC)</b>	<input type="checkbox"/> Variance Permit <b>(PC)</b>
<input type="checkbox"/> Building Permit	<input type="checkbox"/> Zoning Compliance Permit	<input type="checkbox"/> Zoning Compliance Permit (Signs)
<input type="checkbox"/> Temporary Use Permit	<input type="checkbox"/> Certificate of Occupancy	<input type="checkbox"/> Zoning Map Amendment <b>(PC)</b>
<input type="checkbox"/> Certificate of Appropriateness	<input type="checkbox"/> Type I Development Plan	<input type="checkbox"/> Minor Subdivision
<input type="checkbox"/> Certificate of Compliance (D2)	<input type="checkbox"/> Type II Development Plan <b>(PC)</b>	<input type="checkbox"/> Major Subdivision <b>(PC)</b>
<input type="checkbox"/> Wetland Permit	<input type="checkbox"/> Interpretation Request	<input type="checkbox"/> Subdivision Exception
<input type="checkbox"/> Flood Plain Certificate	<input type="checkbox"/> Land Disturbance Permit	<input type="checkbox"/> Encroachment
<input type="checkbox"/> Street Closure	<input type="checkbox"/> Chesapeake Bay Exception	
<input type="checkbox"/> Appeals	<input type="checkbox"/> Administrative Adjustment or Alternative Form of Compliance	

## 3. Primary Point of Contact Information

Please circle the preferred method of contact (mail, telephone, fax, or e-mail)

Primary Point of Contact Name:	
Mailing Address:	
Phone No.:	Fax No.:
Email:	

**4. Property Owner Information** (if different from the primary point of contact)  
*The property owner must sign a property owner consent box (See item number 5 on the following page.).*

Property Owner Contact Name:			
Mailing Address:			
Phone No.:		Fax No.:	
Email:			

**5. Property Owner(s) Consent**

Project Address:			
Tax Parcel Identification Number:			

The names, addresses, telephone numbers, and signatures of all owners of the property are required. Please attach additional sheets as needed. If a legal representative signs for a property owner, please attach an executed power of attorney. Faxed or photocopied signatures will not be accepted.

By signing this application below, I, as the owner of the property under review, give my endorsement of this application.

Property Owner or Authorized Signature:	Date Signed:
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If a business entity owns the property, the following is the name and title of the individual authorized to sign, as the property owner above, for such business entity.

Name of Person Authorized to Sign:			
Title of Person Authorized to Sign:			
Mailing Address:			
Phone No.:			

**6. Applicant's Signature**

By signing this application below, I hereby attest to the truth and accuracy of all facts and information presented with this application.

Applicant's Signature:	Date Signed:
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<b>OFFICE USE ONLY</b>	Project Number (Tidemark):
Received By:	Received Date:
Accepted as Complete By:	Accepted Date: