



801 Crawford Street, Portsmouth, Virginia 23704

Minor Subdivision Application Form

www.portsmouthva.gov/planning/

- Notes:**
- Minor subdivisions are subdivisions of land that create fewer than 10 lots with no new public streets, infill subdivisions of 2 or fewer lots, townhouse or condominium subdivisions associated with a multi-family development, and subdivisions that modify existing lot lines or vacates land. All other subdivisions are considered "major subdivisions" and must submit different application forms.
 - Infill subdivisions are limited to two or fewer lots, and are required to maintain a consistent lot width, lot area, required yards, and frontage orientation as other existing platted lots in the surrounding neighborhood.
 - Townhouse and condominium subdivisions deal with the establishment of condominiums or townhouses on their own lots. Such subdivisions are only subject to the relevant subdivision and public infrastructure standards in Chapter 33-1 of the city code.
 - Detailed information about the minor subdivision review procedure and minor subdivision review standards is established in Chapter 33.2 of the City Code of Ordinances.
 - Land may not be sold or transferred from one owner to another before a minor subdivision plat is approved and recorded.
 - A minor 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

(Submittals should include 2 copies of listed items on paper. After staff approves the application, the applicant shall provide 2 mylar copies of the Final Plat that incorporates all changes as approved by staff.)

A. General Information for Minor Subdivisions

<input type="checkbox"/>	Master Development Application Form
<input type="checkbox"/>	Minor 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"/>	A list of the number and type of proposed dwelling units (if residential or mixed-use development)
<input type="checkbox"/>	Closure error, if applicable
<input type="checkbox"/>	Approved Map Amendment case number (if applicable)
<input type="checkbox"/>	Approved Subdivision Exception case number (if applicable)
<input type="checkbox"/>	List any proffers or use permit conditions that affect the property
<input type="checkbox"/>	Notes and details related to an administrative adjustment or alternative form of compliance, if requested (this requires an additional application form)
<input type="checkbox"/>	Standard development notes (See Appendix F of the Portsmouth Development Procedures Manual.)
<input type="checkbox"/>	All additional information determined to be necessary by the Planning Department

2. Submittal Requirement Checklist cont'd

Project Address:

Tax Parcel Identification Number:

B. Additional Zoning Information

- Information on all site zoning, including subdistricts, overlay districts, and/or street frontage types, 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. A Final Plat that includes all of the following:

- 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
- 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)
- Name of development and all individual neighborhoods within subdivision (if applicable)
- Name and address of record owner and subdivider
- 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
- Revision number and all other resubdivision indicators
- 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
- The values of all true bearings and angles dimensioned in degrees and minutes
- Finalized lot lines, square footage, and dimensions to the nearest foot
- Total area, usable area and unusable area in acres of each parcel or lot created
- 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
- Block numbers and lot numbers including street address of each lot (as assigned by the city)
- Minimum and maximum setback or build-to lines; however, building envelopes shall NOT be shown
- Street address numbers of each lot as assigned
- Street lines and centerlines of streets, easements, and other rights-of-ways within the proposed project
- Street classifications, names and right-of-way width and length of each street or other rights-of-way
- Connections to existing and proposed streets (including street classification) located outside the development
- Dimension from nearest existing street intersection centerline to the nearest lot line
- Acres and linear footage totals of new streets
- Angles, radii, tangents, and lengths of all street curves
- Sidewalk and path locations
- 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".
- Street light details, including height, pole color and type, light color, and fixture type
- Stormwater management devices, including existing/proposed water courses, channels, surface/sub-surface conveyance devices, and BMPs
- 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

2. Submittal Requirement Checklist cont'd

Project Address:

Tax Parcel Identification Number:

<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
<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