



801 Crawford Street, Portsmouth, Virginia 23704

# Subdivision Exception Application Form

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

**Notes:**  
1. A subdivision plat subject to an approved subdivision exception shall include a notation describing the approved exception and shall be included in requirements with the accompanying final plat.

## 1. General Project Information

Project Address:

Tax Parcel Identification Number:

Project/Subdivision Name:

## 2. Written Description of Request – Answer all the questions under this section. Attach additional sheets as needed.

A) Identify what standard(s) or requirement(s) of the subdivision ordinance that is subject to this subdivision exception request.

B) Provide a written description of the subdivision exception request and the grounds for the exception.

C) Provide a written description of all the facts relied upon that demonstrates a need for the exception.

## 3. Submittal Requirement Checklist

*(Submittals should include 13 copies of listed items, unless otherwise stated.)*

<input type="checkbox"/>	Master Development Application Form
<input type="checkbox"/>	Subdivision Exception 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"/>	Locations, square footages, and dimensions of all existing and proposed structures
<input type="checkbox"/>	All minimum and maximum setbacks, including build-to lines
<input type="checkbox"/>	Easement types, locations, and dimensions
<input type="checkbox"/>	Copy of plot plan
<input type="checkbox"/>	An elevation drawing showing proposal and proposed height or other sketches, or plans where applicable
<input type="checkbox"/>	Detailed description of hardship(s) and how the hardship is not self-imposed
<input type="checkbox"/>	Any additional information determined to be necessary by the Planning Department



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# 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: