



**County of Powhatan,  
Virginia**

**Subdivision Review:  
Preliminary Plat  
Application and Checklist**

Powhatan County, Virginia  
Department of Community Development  
3834 Old Buckingham Road: Suite F  
Powhatan, VA 23139

For Office Use Only	
Case Number	

Last Revision: October 1, 2018

A preliminary plat must be submitted for review for any subdivision involving greater than 50 lots [Sec. 68-110(a)]. Preliminary plat approval authorizes the subdivider to submit an application for construction plans approval and final plat approval [Sec. 68-109]. The following application and checklist must be completed and submitted for review, along with all other documentation listed as required.

Subdivision Information		Infrastructure	
Subdivision Name		Water	Public (Powhatan County)
Tax Map Number(s)			Private (Central/Community Water System)
Total Area (Acres)			Private (Individual Wells)
Total Number of Lots		Sewer	Public (Powhatan County)
Current Zoning District			Private (Central/Community Sewer System)
Associated Rezoning Case(s) (if applicable)			Private (Individual Septic System)
Comprehensive Plan: Countywide Future Land Use Map		Roads	Public
Magisterial District			Private If roads will be private, has an application for private roads been submitted and approved? Yes (Private Road Case Number: _____ )
Election District			No

Applicant Information	
Owner Name	
Mailing Address	
Phone Number	
Email Address	
Applicant	
Company Name	
Mailing Address	
Phone Number	
Email Address	
Name of Surveyor or Engineer	
Company Name	
Mailing Address	
Phone Number	
Email Address	
Primary Contact	Owner
	Applicant
	Surveyor or Engineer

Owner Consent
<p>If the applicant is not the owner, the applicant must provide written documentation that the current property owner consents to the application (see form entitled <i>Consent of Owner(s) to Preliminary Plat Application</i>).</p> <p>If there are multiple owners, all owners must sign the application or provide other documentation consenting to the application (see</p>

Preparation by Licensed Surveyor or Engineer
<p>The preliminary plat must be prepared by a licensed surveyor or engineer [Sec. 68-233(a)].</p>

Preliminary Plat Review Standards
<p>Per Sec. 68-110(a)(2), an application for preliminary plat approval shall be approved upon a finding the applicant has demonstrated the proposed development:</p> <ul style="list-style-type: none"> <li>• Complies with all applicable standards of this ordinance;</li> <li>• Complies with other applicable county regulations;</li> <li>• Complies with applicable state regulations;</li> <li>• Complies with requirements of utility entities that will maintain proposed public infrastructure improvements; and</li> <li>• Complies with all standards, conditions, and proffers of any prior applicable permits or development approvals.</li> </ul>

Review Fees	
Preliminary Plat: First Submittal	\$500.00 + \$25.00 per lot
Preliminary Plat: Third and Subsequent Submittals	\$250.00

**General Submittal Requirements and Plan Content**

Checklist		Requirement	Code Reference
Applicant	Staff		
		A pre-application conference was held with the Department of Community Development (Date: _____).	Table 68-105
		Hard Copies (10) of Preliminary Plat Prepared and Submitted (Folded to 8½” by 14”)	Dept. Policy
		Digital Files Prepared and Submitted (CADD Files in DWG Format Preferred)	68-231
		Proposed Subdivision Name (Preceded by the words “Preliminary Plat of _____, Powhatan County”)	68-233(b)(1)
		Name and Mailing Address of Property Owner, Developer, and Engineer	68-233(b)(2)
		Date of Preliminary Plat Design	68-233(b)(3)
		North Arrow and Scale	68-233(b)(3)
		Acreage of Each Lot	68-233(b)(7)
		Total Acreage Dedicated to Lots	68-233(b)(4)
		Total Acreage of Roads	68-233(b)(5)
		Total Acreage of Site	68-233(b)(6)
		Tax Map Reference Number	68-233(b)(8)
		Location Sketch (Include Nearby Major Thoroughfares, Public Transportation, Schools, Recreation Areas, Shopping Areas, and Natural Features)	68-233(b)(9)
		Boundary Lines On and Adjacent to Development Tract (Include Locations, Distance, and Bearings of Boundary Lines)	68-233(b)(11)
		Location and Width of Existing Easements	68-233(b)(11)
		Existing Topography (Max. 10’ Contours)	68-233(b)(12)
		Location and Acreage of Nonresidential Sites	68-233(b)(13)
		Location of Perimeter Buffers	Dept. Policy
		Phasing Plan	68-210

**Existing Structures**

Checklist		Requirement	Code Reference
Applicant	Staff		
		Location of Existing Structures	Dept. Policy
		Location of Graves, Objects, or Structures Marking Burial Places	Dept. Policy

**Environmental**

Checklist		Requirement	Code Reference
Applicant	Staff		
		Location of Rivers, Streams, and Other Watercourses	68-233(b)(14) 83-471(a)
		Location of Wetlands (Include Wetland Delineation Map Approved by the U.S. Army Corps of Engineers, If Applicable)	68-233(b)(14)
		Location of Riparian Buffers (Intermittent Streams and Wetlands: 50'; Perennial Streams: 100')	68-170(b) 68-233(b)(14) 83-471(a)
		Location of Floodplains	68-185
		Location of Open Space	68-170(b)

**Road Access and Internal Circulation**

Checklist		Requirement	Code Reference
Applicant	Staff		
		Location, Type, Size, and Spacing of All Entrances/Access Points (Review Table 68-175(E)(5)(d)(ii): Driveway Intersection Standards and Sec. 68-170(b)(7) for Minimum Number of Required Access Points)	68-175
		Auxiliary Lane Warrant Analysis Submitted	68-175(e)(5)(c)
		Provision of Acceleration/Deceleration Turn Lane and Taper at Site Entrance(s)	68-175(e)(5)(c)
		Location of Any Right-of-Way Dedication along Adjacent Roads	68-170(b)(8)
		Location and Right-of-Way Width of Internal Streets	68-175(e)(8)
		Proposed Internal Traffic Circulation	68-175(e)(1)
		Provision of Public Street Connections to Adjacent Properties	68-175(e)(6)(b)
		Completed Transportation Review Worksheet	Dept. Policy

Notes	
Expiration	<p>Preliminary plat approval shall expire if an application for final plat approval for the subdivision or an approved phase of the subdivision is not submitted within three years after the date of preliminary plat approval, or an extension of this time period granted [Sec. 68-110(a)(3)(a)].</p> <p>Preliminary plat approval shall expire where a final plat for a phase of the subdivision is recorded and infrastructure improvements serving the phase are constructed and accepted or performance and maintenance guarantees ensuring such construction have been provided, but applications for approval of the remaining phases of the subdivision are not submitted within five years after recordation of the final plat for the first phase, or an extension of this time period granted [Sec. 68-110(a)(3)(b)].</p>
Deviations from Approved Preliminary Plat	<p>Per Sec. 68-110(a)(4), subsequent applications for construction plans approval or final plat approval for development subject to a preliminary plat approval may include minor deviations from the approved plans and conditions, without the need to amend the preliminary plat approval, provided such deviations are limited to changes that the director determines would not:</p> <ol style="list-style-type: none"> <li>Increase the number of lots by more than five percent, up to the maximum number of lots allowed in the zoning district;</li> <li>Decrease the amount of open space or substantially change its location/dimensions;</li> <li>Materially alter the drainage, streets, or other engineering design;</li> <li>Adversely impact the management of stormwater quality or quantity;</li> <li>Substantially change any approved phasing plan;</li> <li>Substantially affect the terms of the original approval; or</li> <li>Result in significant adverse impacts on the surrounding properties, or the county at large.</li> </ol>

**Statement of Validity of Information**

Every applicant shall sign the following document to substantiate the validity of submitted information.

I, being duly sworn, depose and say that I am the Lessee/Owner of the property involved in the application. If I am not the Lessee/Owner, I will provide written certification from the owner granting me the right to submit this application.

I declare that I have familiarized myself with the rules and regulations pertaining to preparing and filing this application. I further declare that the foregoing statements and answers provided throughout the various sections of this application are in all respects true and correct to the best of my knowledge and belief.

<b>Signature of Applicant</b>	
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<b>Name of Applicant (Printed)</b>	
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Commonwealth of Virginia  
County of \_\_\_\_\_, to wit:  
Sworn and subscribed to before me a Notary Public in and for the jurisdiction aforesaid by \_\_\_\_\_, whose name is signed to the above, on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

<b>Notary Public</b>		<b>Seal</b>
<b>Commission Expires</b>		
<b>Notary Number</b>		

**Ownership Disclosure**

List below the names and addresses of all owners or parties in interest of the land subject to this request.  
 If this request is in the name of a corporation, artificial person, joint venture, trust, or other form of ownership, all officers, directors, and any stock holders owning ten percent or more of such stock must be listed.

Name	Address

I, \_\_\_\_\_, do hereby swear and affirm to the best of my knowledge and belief, the above information is true and that I am the applicant requesting preliminary plat approval. If the information listed above changes while this request is being considered, I will provide Powhatan County with an updated list of owners.

<b>Signature of Applicant</b>	
<b>Name of Applicant (Printed)</b>	

Commonwealth of Virginia  
 County of \_\_\_\_\_, to wit:  
 Sworn and subscribed to before me a Notary Public in and for the jurisdiction aforesaid by \_\_\_\_\_, whose name is signed to the above, on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

<b>Notary Public</b>		<b>Seal</b>
<b>Commission Expires</b>		
<b>Notary Number</b>		

**Consent of Owner(s) to Preliminary Plat Application**

If the applicant is not the owner, the applicant must provide written documentation that the current property owner consents to the preliminary plat application.

I, \_\_\_\_\_, am the owner of the property involved in the preliminary plat application (Tax Map \_\_\_\_\_) and consent to the preliminary plat application submitted by \_\_\_\_\_ for that

<b>Signature of Owner</b>	
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<b>Name of Owner (Printed)</b>	
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Commonwealth of Virginia  
 County of \_\_\_\_\_, to wit:  
 Sworn and subscribed to before me a Notary Public in and for the jurisdiction aforesaid by \_\_\_\_\_, whose name is signed to the above, on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

<b>Notary Public</b>		<b>Seal</b>
<b>Commission Expires</b>		
<b>Notary Number</b>		

**Permission for Inspection of Property**

I, \_\_\_\_\_, hereby grant access to the Director of Community Development, Zoning Administrator, or assigns thereof, to enter my property during reasonable hours without prior notice to make inspections as deemed necessary for the evaluation of my application.

<b>Signature of Applicant</b>	
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<b>Name of Applicant (Printed)</b>	
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Commonwealth of Virginia  
 County of \_\_\_\_\_, to wit:  
 Sworn and subscribed to before me a Notary Public in and for the jurisdiction aforesaid by \_\_\_\_\_, whose name is signed to the above, on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

<b>Notary Public</b>		<b>Seal</b>
<b>Commission Expires</b>		
<b>Notary Number</b>		