



# RESIDENTIAL DEVELOPMENT PUBLIC IMPROVEMENT SUBDIVISION

The Public Improvement Subdivision process is to be used when the following conditions are present:

- You are creating 32 or more lots served by the same road;
- The lots being created are to be served by a public road;
- Public Utility construction is required; or
- Public Drainage improvements are required

## The Process

### Preliminary Plat

Submit an application for [Public Improvement Preliminary Plat](#) review to the Planning Department by the prescribed [deadline](#). The Development Review Staff will accept the application, route it to the appropriate review agencies, and set a tentative date for Planning Commission consideration of the application. Comments from affected departments will be included in the staff report to the Planning Commission. The Planning Commission will review the application during its Administrative agenda and may impose conditions of approval on the subdivision. After Planning Commission approval, the applicant must submit revised a Preliminary Plat which demonstrates compliance with the Commission's actions. Once this plat has been stamped "approved", you may proceed to construction plan review

### Construction Plan

Submit your [Public Improvement Construction Plan application](#) materials to the Planning Department by the prescribed [deadline](#). Representatives from the Development Review Departments will review the application at the time of submittal for completeness. If complete, the application will be routed to the appropriate review agencies (typically, Public Works, Public Utilities, Virginia Department of Transportation, and Fire Department) for their review and comment. At this time a Construction Plan meeting is scheduled to discuss any comments issued by affected agencies. The meeting is intended to be an opportunity for the applicant and engineer to ask questions of the staff regarding the issued comments and to resolve any conflicts. The applicant and engineer are encouraged to set up meeting with individual

departments, when necessary, to discuss issues in detail. The Construction Plan meeting may be waived at the applicant's request.

Revised plans may be submitted with a [Construction Plan Resubmittal Form](#) at any time. The staff reviews the revised plans and either issues further comments or recommends approval of the plan.

Should the staff issue further comments, a mandatory meeting with the applicant and engineer will be set, prior to the 3<sup>rd</sup> submission, so that all parties can ensure the outstanding issues can be resolved. Following the meeting, revised plans may then be submitted with a [Construction Plan Resubmittal Form](#) (3<sup>rd</sup> submittal) and appropriate [resubmittal](#) fee.

When construction plan approval is granted, you may proceed with applying for final plat approval.

### Final Plat

Submit your [Public Improvement Final Plat application](#) materials at any time *following* the approval of construction plans. The Development Review Staff will route the application to the appropriate review agencies and comments will be issued by the affected departments. During this review a Performance Bond amount, if applicable, will be set. The [Performance Bond](#) must be posted prior to recordation of the subdivision plat.

Revised plats (including paper copies and mylars) shall be submitted to the Planning Department for review. If the plats are approved, the Director of Planning will sign the plats for recordation. The applicant will be contacted at this time to submit the appropriate [recordation fees](#). A member of the Development Review Staff will record the subdivision plat upon receipt of the recordation fee.

Once the subdivision plat has been recorded, lots may be conveyed by deed and building permits for new construction issued.