



RESIDENTIAL DEVELOPMENT *SUBDIVISION PLAT*

The Subdivision Plat process can be used under the following conditions:

- You are creating 4 or fewer lots;
- You have no extensions of public utilities; and
- You are not building or upgrading roads.

approval letter from the Planning Department, which will include recordation information.

At this point, the applicant may convey lots and apply for building permits, as necessary.

The Process

If you are creating 4 or fewer residential lots, then submit the [Subdivision Plat](#) Approval application materials to the Planning Department. The owner of the property or his designee may submit a construction plan application.

Representatives of the Development Review Departments will review the application at the time of submittal for completeness. If complete, a case number will be assigned to the application and it will be routed to the appropriate review agencies (typically, Public Works, Public Utilities, Virginia Department of Transportation, Health Department and Fire Department) for their review and comment. Comments are typically issued within three weeks but in no case later than 60 days after the date of submission.

If a [Performance Agreement and Bond](#) is required as part of the recordation of the subdivision, a bond amount along with instructions will be provided with the comments issued by the Planning Department.

Revised plats may be submitted at any time. The applicant will submit the recordation package to include mylar sets of plats, paper print of plats, Performance Agreement (if required), Performance Bond (if required), and any other supplementary recordation materials. The staff will review the plats and additional materials and either issue further comments or notify the applicant that the plat is ready to record. At this time the applicant may submit the appropriate recordation fees.

The staff will record the plat and any other necessary materials in the Clerk of the Circuit Court's office. The applicant will receive an