



Date

Subdivision Site Plan / Plat No.

ALL INFORMATION MUST BE COMPLETED FOR THIS APPLICATION TO BE ACCEPTED ...

To be completed by staff ...

Application For Subdivision Site Plan / Plat Review

Minor Subdivision --->	<input type="radio"/> Division of 1 lot into 2 lots	<input type="radio"/> Lot line vacation creating 1 or 2 lots	<input type="radio"/> Line relocation w/ no new lots	Fee => \$150.00
Major Subdivision --->	<input type="radio"/> Division of 1 lot into 3 or more lots	<input type="radio"/> Lot line vacation creating 3 or more lots	Fee => Varies based on # of lots and land disturbance	
Other --->	<input type="radio"/> ROW / Easement Dedication w/o a subdivision of land -> Requires a full subdivision plat with a fee of \$00.00			

Please Note:

Subdivision Ordinance Section 31.1-300(d) - "Each lot created shall have public water and public sewer extended to its property line." Public water/sewer will need to be extended to the new property line, or bond posted for such, prior to plat approval.

Subdivision Ordinance Section B-3(a)(3) - "The corners of any new lots created as a result of a subdivision plat shall be established by field survey. The corners of the parent parcel may be established by a field survey or from existing records of survey."

Applicant Information:

Firm Name <input type="text"/>	Contact Person Name <input type="text"/>
Firm Address <input type="text"/>	City <input type="text"/> State <input type="text"/> Zip Code <input type="text"/>
Firm Phone Number <input type="text"/>	Contact Person Email - REQUIRED <input type="text"/>
Relationship to Property Owner <input type="radio"/> Owner <input type="radio"/> Contactor <input type="radio"/> Engineer	

Owner Information: Same as applicant

Owner Name <input type="text"/>	Contact Person Name <input type="text"/>
Owner Address <input type="text"/>	City <input type="text"/> State <input type="text"/> Zip Code <input type="text"/>
Phone Number <input type="text"/>	Contact Person Email - REQUIRED <input type="text"/>

Engineer Information: Same as applicant

Engineer Firm <input type="text"/>	Contact Person Name <input type="text"/>
Engineer Address <input type="text"/>	City <input type="text"/> State <input type="text"/> Zip Code <input type="text"/>
Phone Number <input type="text"/>	Contact Person Email - REQUIRED <input type="text"/>

Project Information:

Tax Parcel #

Project Name <input type="text"/>	# of New Lots Created <input type="text"/>
Project Address <input type="text"/>	Current Zoning <input type="text"/>
Project Description <input type="text"/>	Proffered Conditions <input type="radio"/> Yes <input type="radio"/> No Ordinance No: <input type="text"/>
Project Zoning <input type="text"/>	
Developed (Project) Area in Acres <input type="text"/> Ac	Graded (Disturbed) Area in Acres <input type="text"/> Ac

If Graded area is equal to, or greater than 0.2296 Ac (10,000 SF), enter the square foot of impervious surface here -->

Impervious Area (SQUARE FEET) **SF**

Fee Schedule:

Minor Subdivision Plat Review (One parcel into two; lot line relocation - no new lot; vacation of lot lines - creating no more than 2 lots) \$150	\$	<input type="text"/>
Major Subdivision Plat Review (All which are NOT "Minor" - Also requires Subdivision Site Plan Review fee) \$220 + \$50 per lot	\$	<input type="text"/>
Subdivision Site Plan Review	\$500 + \$75 per acre (DEVELOPED) - (round up to next acre)	
* If Subdivision Site Plan disturbs 2,500 sq ft or more; include Grading and Erosion /Sediment Control Plan Review fee (below)	\$	<input type="text"/>
** If Subdivision Site Plan disturbs 10,000 sq ft or more; include Stormwater Management Review fee (below)		
* Grading and Erosion/Sediment Control Plan Review Fee	\$100 + \$50 per acre (DISTURBED) - (round up to the next acre)	\$ <input type="text"/>
** Stormwater Management Plan Review Fee	\$100 + \$3.00 per 100 sq ft (POST DEVELOPMENT IMPERVIOUS AREA) - (round up to whole number, up to a max. fee of \$1000.00)	\$ <input type="text"/>
Total \$		<input type="text"/>

I understand that that if there are any delinquent real estate taxes owed on these properties, that this application will not be processed until the taxes are paid (City Council Ord. No. 36036-081902.)

The applicant requests review and approval of a subdivision site plan/plat as set forth in the City of Roanoke Zoning Ordinance. It is understood that submission of inaccurate or incomplete information may delay final approval of the subdivision site plan/plat.

I hereby certify that I understand the provisions of the Erosion and Sediment Control Ordinance and the Stormwater Management Ordinance, and their respective programs, as they apply to the approved-referenced project. I further grant right of entry to the property described above to designated personnel for the purpose of inspecting and monitoring compliance with the aforesaid ordinances.

Acknowledge with initials here -->

Effective October 2016, the City adopted a fully digital plan review and approval process. All comprehensive development plans and revisions are to be submitted in digital format. Paper copies are no longer accepted.

Professional seals on plans should be shown with a "preliminary" mark until the plan status is "In Compliance".

On initial submission, complete this form and print it to PDF format and include with digital plans and the appropriate fees.