



City of Bristol Virginia - Planning Department
 300 Lee Street
 Bristol, VA 24201
 Phone: 276-645-7470
 Fax: 276-821-6099

Subdivision Application

Application fee is based on the number of lots being platted. For 3 lots or less, the application fee is \$50 plus \$3.00 per lot and for subdivisions with 4 or more lots, the fee is \$150 plus \$3.00 per lot. This fee applies also to re-subdivisions. The fee is due upon submittal of this application.

Title of Subdivision _____
 Approximate Street Location _____
 Tax Map No. of Property (Please list all, if multiple) _____
 Existing Land Use: Vacant/Unoccupied Active Farmland Developed, describe _____
 Proposed Land Use: Residential Commercial Industrial Other, describe _____
 New Subdivision: Number of Proposed Lots _____
 Re-subdivision: Number of Existing Lots _____ Number of Resulting Lots _____
 Total Acreage to be Subdivided _____ acres
 Name of Surveyor _____ Surveyor Phone _____
 Surveyor Email: _____ VA License # _____

Notice to Property Owner / Applicant

- The applicant must submit a preliminary plat which should include all elements listed in Bristol City Code Section 50-318 (Attached). The preliminary plat will be reviewed by City staff and must be approved by the Planning Commission. The Planning Commission meets every third Monday of the month and applications should be submitted 45 days prior to the Commission meeting to allow sufficient time for plat review.
- Following approval of the preliminary plat, the applicant must submit a final plat that also will be reviewed by City staff and approved by the Planning Commission. The final plat must contain all items specified in Section 50-338. (Attached). The final plat also must be certified by City Council before recording.
- The City allows a subdivision to be reviewed administratively (without Planning Commission review) if no new lots are created and all resulting lots front a minimum of 50 feet on a public street. (Sec. 50-267 Definition of subdivision).
- I hereby submit this application for review and attest that all information is correct to the best of my knowledge.

 Name of Property Owner:

 Name of Applicant (if different than owner):

 Address of Property Owner:

 Address of Applicant:

 Phone:

 Phone:

 Email:

 Email:

 Signature of Owner: _____ Date _____

 Signature of Applicant: _____ Date _____

FOR DEPARTMENT USE ONLY

Plat File Number _____ Received By _____ Date _____
 Fee Paid \$ _____ Date Paid _____ Administrative Exception _____ (Check for Yes)
 PC Approval Dates: Preliminary Plat _____ Final Plat _____ City Council Certification Date _____

Bristol Virginia City Code

Sec. 50-318. Contents.

The preliminary plat should include:

- (1) The proposed subdivision's name and location, the name and address of the owner, the name of the surveyor of the property, the surveyor's registration number and the designated zone to be used. All the aforementioned items are to be within a title block.
- (2) Date, magnetic north point and graphic scale.
- (3) The location of existing and platted property lines, streets, buildings, watercourses, railroads, sewers, bridges, culverts, drain pipes, water mains, gas lines and any public utility easements, the present zoning classification of the adjoining property, the names of adjoining property owners or subdivisions.
- (4) Plans of all proposed utility layouts, including, but not limited to, sewers, water, gas lines and electricity, showing feasible connections to the existing or any proposed utility system. When such connections are not practicable, a certified copy of an approved agreement for providing the necessary utilities must be submitted.
- (5) The names, locations, widths and other dimensions of proposed streets, alleys, easements, parks and other open spaces, reservations, lot lines, building lines and utilities. A statement from the subdivider shall be submitted with the preliminary plat, which will describe the method by which storm sewers, sanitary sewers and water facilities will be provided. If septic tanks or individual waste disposal systems are approved to be used in a subdivision, the percolation tests shall be made in accordance with the city health department requirements, and the results of such tests together with a contour map showing the site of each test hole shall accompany the plat.
- (6) Deed description and map of survey of the tract boundary made; a certified copy of all private covenants or deed restrictions, if any, pertaining to land within the subdivision and placed on the land by the subdivider.
- (7) Provisions for collecting and discharging surface drainage; preliminary design for any bridges or culverts which may be required.
- (8) The plat shall show existing contour lines by a dashed line and proposed contour lines by a solid line and both shall be shown at two- or five-foot intervals depending upon existing topography. Accuracy shall be within one-half contour intervals.
- (9) Location map showing relationship of subdivision site to area.
- (10) Actual closure computations for the boundary traverses. Such boundary traverses shall close to an accuracy of at least one part in 5,000.
- (11) If any portion of the land being subdivided is below the elevation of flood as defined in section 50-359(5), the limit of such flood shall be shown.
- (12) The plat shall show all lot and block identifications and building setback lines.
- (13) Future tract plan. The subdivider shall submit to the planning commission a reasonably accurate plat in sketch form of the entire tract which will show the tentative future street system for the entire tract.

(Code 1966, app. tit. II, § 6-3)

Sec. 50-338. Specific contents.

The final plat shall show:

- (1) The lines of all streets and roads, alley lines, lot lines, building setback lines, lots numbered in numerical order, reservations, easements and any areas to be dedicated to public use or sites for other than residential use, with notes stating their purpose and any limitations.
- (2) Sufficient data to determine readily and reproduce on the ground the location, bearing, and length of every street line, lot line, boundary line, block line and building line, whether curved or straight. This shall include the radius, central angle and tangent distance for the centerline of curved streets and curved property lines that are not the boundary of curved streets.
- (3) A note endorsed by the licensed surveyor or civil engineer setting forth the source of title of the owner of the land subdivided and the place of record and deed book and page numbers of the last instrument in the chain of title. When the plat is of land acquired from more than one source of title, the outlines of the several tracts shall be indicated upon the plat.
- (4) All dimensions to the nearest 100th of a foot and angles to the nearest minute.
- (5) Location and description of monuments.
- (6) The names and locations of adjoining subdivisions and streets and the location and ownership of adjoining unsubdivided property.
- (7) Date, title, name and location of subdivision, graphic scale and true north point.
- (8) Location map to scale, showing site in relation to area.
- (9) All boundary traverses including lot and block traverses shall close to an accuracy of at least one part in 5,000.
- (10) If any portion of the land being subdivided is below the elevation of flood, as defined in section 50-359(5), the limit of such floods shall be shown.
- (11) All permanent reference monuments shall be shown by the standards symbols given on the data sheet. Monuments of a type approved by the city engineer shall be set at all corners and angle points of the boundaries of the original tract to be subdivided and at all street intersections, lot corners and other points, as shall be required by the city engineer.

(Code 1966, app. tit. II, § 7-3)