



The City of Hopewell, Virginia

300 N. Main Street · Department of Development
(804) 541-2220 · Fax: (804) 541-2318

SUBDIVISION / ADMINISTRATIVE RESUBDIVISION

APPLICATION

A. PLEASE CHOOSE THE TYPE OF LAND USE DIVISION YOU ARE REQUESTING.

SUBDIVISION _____
APPLICATION FEE: \$250

ADMIN. RESUB. _____
APPLICATION FEE: \$50

B. PROPERTY INFORMATION

SUBDIVISION / ADMIN. RESUB. TITLE:

PROPERTY ADDRESS / LOCATION:

PARCEL #: _____ - _____ SQUARE FEET: _____ ZONING DISTRICT: _____

NUMBER OF EXISTING / PROPOSED LOTS: _____ / _____

____ NEW PUBLIC STREET ____ EXISTING PUBLIC RIGHT-OF-WAY

C. APPLICANT INFORMATION

APPLICANT: _____

ADDRESS: _____

PHONE #: _____ FAX #: _____

EMAIL ADDRESS: _____

INTEREST IN PROPERTY: _____ OWNER OR _____ AGENT

IF YOU ARE NOT THE OWNER OF THE PROPERTY, PLEASE PROVIDE DOCUMENTATION THAT GIVES YOU PERMISSION TO APPLY FOR THIS APPLICATION.

D. OWNER INFORMATION

OWNER: _____

ADDRESS: _____

PHONE #: _____ FAX #: _____

EMAIL ADDRESS: _____

E. ENGINEER/SURVEOR INFORMATION:

ENGINEER/SURVEYOR: _____

ADDRESS: _____

PHONE #: _____ FAX #: _____

EMAIL ADDRESS: _____

SUBMISSION REQUIREMENTS

*SIX (6) COPIES OF A PLAT OF THE SUBDIVISION / ADMINISTRATIVE RESUBDIVISION
MUST ACCOMPANY THIS APPLICATION*

- FOR A SUBDIVISION, THE SUBDIVISION PLATS MUST BE ON 18" x 24" SHEETS AND FOLLOW THE GUIDELINES SET FORTH IN ARTICLE 6-13 OF THE SUBDIVISION ORDINANCE.
- FOR AN ADMIN. RESUB., THE "BOUNDARY LINE ADJUSTMENT" (BLA) PLATS MUST FOLLOW THE GUIDELINES SET FORTH IN ARTICLES 6-15 AND 6-16 OF THE SUBDIVISION ORDINANCE.

AS OWNER OF THIS PROPERTY OR THE AUTHORIZED AGENT THEREFOR, I HEREBY CERTIFY THAT THIS APPLICATION AND ALL ACCOMPANYING DOCUMENTS ARE COMPLETE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

APPLICANT SIGNATURE

DATE

APPLICANT PRINTED NAME

DATE

OFFICE USE ONLY

DATE RECEIVED _____

DATE OF ACTION _____

_____ APPROVED

_____ DENIED