



## **City of Hopewell Department of Development Subdivision & Administrative Re- Subdivision Review Process & Checklist**

This document provides information regarding the requirements to submit an administrative re-subdivision within the City of Hopewell, Virginia. It outlines when an administrative re-subdivision plat is required and the review process utilized by the City. All plats must be submitted to the Department of Development located in Suite 321 of the Hopewell Municipal Building, 300 North Main Street, Hopewell, VA 23860.

FEE: Administrative Re-subdivision/Boundary Line Adjustment \$50.00

If property is located within three of the City's Enterprise Zone areas, the fee may be waived. To determine if your property is located within the EZ Area contact the Department of Development.

### **When do you need to have an administrative Re-subdivision drawn?**

1. Reducing the number of lots,
2. The consolidation of lots or
3. Changes of lot lines.

There are no exceptions or waivers to the Administrative Re-subdivision requirements.

### **Subdivision Application Submittal Requirements:**

1. Every subdivision plat, intended for recording, shall be prepared by a surveyor or engineer duly licensed by the Commonwealth of Virginia, who shall endorse each plat with a certificate signed by him/her setting forth the source of the title of the land subdivided, and the place of record 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 such plats, within an inset block, or by means of a dotted line upon the plat.
2. Every subdivision plat, intended for recording, or the deed of dedication to which the plat is attached, shall contain, in addition to the surveyor's or engineer's certificate, the following statement "the platting or dedication of the following described land (here insert correct description of the land subdivided) as appears in the plat is with the free consent and in accordance with the desire of the undersigned owners, proprietors, and trustees," if any, which shall be signed by the owners, proprietors, and trustees, if any, and shall be duly acknowledged before some officer authorized to take acknowledgements of deeds, and when thus executed and approved as herein specified shall be filed and recorded in the office of the Clerk of the Circuit Court of the City of Hopewell and indexed under the names of landowners signing such statement and under the name of the subdivision.

3. Payment of Real Estate Taxes: Prior to the initiation of an application for a special use permit, conditional use permit, variance, rezoning or *other land use permits*, including building permits, land disturbance permits, and erosion and sediment control permits, or prior to the issuance of final approval, the applicant shall produce satisfactory evidence that any delinquent real estate taxes owed to the City of Hopewell, which have been properly assessed against the subject property, have been paid. Delinquent taxes shall be interpreted to include such things as interest and penalty charges. An Administrative-Resubdivision is considered a land use transaction and requires a land use permit.
4. Preliminary Sketch: Prior to the preparation of the preliminary plats the subdivider may submit two (2) copies of the preliminary sketch to the Department of Development. The purpose of the sketch is to permit the City to advise the subdivider whether his/her plans are generally in accordance with the requirements of this ordinance. The Planning Commission may study the preliminary sketch and advise the subdivider on any necessary changes. The City may mark the preliminary sketch indicating necessary changes and any such marked sketch shall be returned to the subdivider.
  - a. The preliminary sketch shall be drawn on white paper, or on a print of a topographic map of the property. It shall be drawn to a scale of one hundred (100) feet to the inch. It shall show the name, location, and dimensions of all streets entering the property, adjacent to the property, or terminating at the boundary of the property to be subdivided. It shall show the location of all proposed streets, lots, parks, playgrounds and other proposed uses of the land to be subdivided and shall include the approximate dimensions. The sketch can be provided electronically to the Department of Development.
  - b. After City Departments have reviewed the preliminary sketch and have answered questions from the applicant, a preliminary plat can be provided to the City.
5. Preliminary Plat: The subdivider shall present six (6) preliminary plats at a scale of one hundred (100) feet to the inch. Whenever part of a tract is proposed for platting and it is intended that additional parts will be subdivided in the future, a sketch plan for the entire tract shall be submitted with the preliminary plat. This sketch is merely for informational purposes and is not binding on the subdivider or the local government. The preliminary plat shall include the following information.
  - a. Name of subdivision, owner, subdivider, person preparing drawing, date of drawing, number of sheets, north point and scale. If true north is used, method of determination must be shown.
  - b. Location of proposed subdivision by an inset map at a scale of not less than two (2) inches equal one (1) mile showing adjoining roads, their names and numbers, subdivisions and other landmarks.
  - c. The boundary survey or existing survey of record showing total acreage, acreage of subdivided area, number and approximate area and frontage of all building sites, existing buildings within the boundaries of the tract, names of owners and their property lines within the boundaries of the tract and adjoining such boundaries.
  - d. All existing, platted and proposed streets, their names, numbers and widths,

- existing utility or other easements, public areas and parking spaces, culverts, drains and water courses, their names, flood profile and other pertinent data.
- e. A preliminary storm drainage layout, including pipe sizes, types, drainage easements and means of transporting the drainage to a well-defined open stream which is considered natural drainage, or to another approved drainage control facility.
  - f. Proposed connections with existing sanitary sewers and existing water supply. The location, type, profile, percentage of slope, pipe size and location of manholes for all sewers shall be shown. (The distance between manholes shall not exceed three hundred-fifty (350) feet). **NOT REQUIRED FOR ADMINISTRATIVE RE-SUBDIVISION.**
  - g. The location, type and sizes of all water lines shall be shown as well as the location of necessary control valves and fire hydrants. **NOT REQUIRED FOR ADMINISTRATIVE RE-SUBDIVISION.**
  - h. A cross section showing the proposed street construction, depth and type of base, type of surface, etc. **NOT REQUIRED FOR ADMINISTRATIVE RE-SUBDIVISION.**
  - i. A contour map showing the contours at two (2) foot intervals, the proposed grades for the streets and drainage facilities, including the elevations of existing and proposed ground surface at all street intersections, and at points of major grade change along the center of streets together with proposed connecting grade lines.
  - j. All parcels of land to be dedicated for public use and the condition of dedication.
  - k. A map showing the location of the proposed subdivision and/or land and development with respect to any designated flood plain district, including information on, but not limited to, the one hundred (100) year flood elevation, boundaries of the flood plain districts, proposed lots and sites, fills, flood or erosion protective facilities, and areas subject to special deed restrictions.
  - l. Site-specific determination of RPA and RMA boundaries (to be conducted in accord with the requirements of the CBPA-O District.)
  - m. Any applicable Resource Protection Areas (RPA) notations as may be related to: (1) retention of an undisturbed, vegetated 100' RPA, and (2) land development within the RPA is to be limited to water dependent facilities or redevelopment.

### **Approval of the Preliminary Plat**

The Director of Development or his/her designee shall refer the preliminary plat to the Fire Chief, the Engineering Department, the Real Estate Assessor, the Building Official, and any other department that he/she sees fit. These entities have two (2) weeks to review the plat and ask questions regarding the layout.

Revisions provided by the reviewers are forwarded to the plat preparer for correction.

### **Final Plat Submission**

The administrative re-subdivision plats submitted for final approval and subsequent recording shall be clearly and legibly drawn in ink upon stable and reproducible paper at a scale of not less than

one hundred (100) feet to the inch on sheets having a size of seventeen (17) inches by twenty-two (22) inches. The final plat shall include the following:

- a. A blank space three (3) inches by five (5) inches shall be reserved for the use of the approving authority.
- b. Certificates signed by a surveyor or engineer setting forth the source of title of the owners of the land subdivided and the place of record of the last instrument in the chain of title.
- c. A statement to the effect that the subdivision as it appears on this plat is with the free consent and in accordance with the desires of the owners, proprietors and trustees, if any, and shall be duly acknowledged before the officer authorized to take acknowledgments of deeds.
- d. When the subdivision consists of land acquired from more than one source of title, the outlines of the various tracts shall be placed on the plat.
- e. The accurate location and dimensions by bearings and distances with all curve data on all lots and streets, boundaries of all proposed or existing easements, parks, school sites, all existing public and private streets, their names, numbers and widths, water courses and their names, and names of owners and their property lines, both within the boundary of the subdivision and adjoining said boundaries.
- f. Location of the proposed subdivision by an inset map at a scale of not less than one (1) inch equals six hundred (600) feet, showing adjoining roads, their names and numbers, subdivision and other landmarks.
- g. The data of all curves along the street frontage shall be shown in detail in the curve data table containing the following: delta, radius, arc, tangent, chord and chord bearings.
- h. A map showing the exact location and elevation of all proposed buildings, structures, roads and public utilities to be constructed within any designated flood plain district. All such maps shall show and identify accurately the boundaries of the flood prone areas.
- i. A preliminary storm drainage layout, including pipe sizes, types, drainage easements and means of transporting the drainage to a well-defined open stream which is considered natural drainage, or to another approved drainage control facility.
- j. Proposed connections with existing sanitary sewers and existing water supply. The location, type, profile, percentage of slope, pipe size and location of manholes for all sewers shall be shown. (The distance between manholes shall not exceed three hundred-fifty (350) feet).
- k. The location, type and sizes of all water lines shall be shown as well as the location of necessary control valves and fire hydrants.
- l. A cross section showing the proposed street construction, depth and type of base, type of surface, etc.
- m. A contour map showing the contours at two (2) foot intervals, the proposed grades for the streets and drainage facilities, including the elevations of existing and proposed ground surface at all street intersections, and at points of major grade change along the center of streets together with proposed connecting grade lines.
- n. All parcels of land to be dedicated for public use and the condition of dedication.
- o. A map showing the location of the proposed subdivision and/or land and development with respect to any designated flood plain district, including information on, but not limited to, the one hundred (100) year flood elevation, boundaries of the flood plain districts, proposed lots and sites, fills, flood or erosion protective facilities, and areas subject to special deed

restrictions.

- p. Site-specific determination of RPA and RMA boundaries (to be conducted in accord with the requirements of the CBPA-O District.)
- q. Any applicable Resource Protection Areas (RPA) notations as may be related to: (1) retention of an undisturbed, vegetated 100' RPA, and (2) land development within the RPA is to be limited to water dependent facilities or redevelopment.

### **Final Plat Approval**

1. The final plat shall not be approved until the subdivider has complied with the general requirements and minimum standards of design in accordance with the Hopewell Subdivision Ordinance.
2. The final plat shall be submitted to the Director of Development who shall compare the final plat with the preliminary plat.
3. After corrections are received, the revised plats are provided to the departments that requested revisions. If the revisions have been properly made, the final plats are signed and notarized by the owner(s) first, and then approved, with signature, by the Director of Development.
4. If the revised plats are not correct, they are returned to the applicant to make corrections, and then resubmitted.
5. The property owner must record the plat in the Clerk's Office, City of Hopewell, Virginia within six (6) months after receiving approval of the final plat by the Council. Failure to do so shall make the approval null and void.
6. A recordation receipt must be provided to the Department of Development before a building permit application will be processed.