

**ADDENDUM C
ADMINISTRATIVE APPROVAL
REQUIREMENTS**



TOWN OF ABINGDON, VIRGINIA ADMINISTRATIVE APPROVAL REQUIREMENTS

TYPES OF SUBDIVISIONS

- A. MINOR - Lot line changes only no new lots created.
- B. SIMPLE - Fronting on an existing street where no additional improvements or street construction plans are required (i.e. street is built to current standards).
- C. REGULAR - Some Improvements and/or construction plans are required or may be required

PROCESS

MINOR SUBDIVISION - Only a Final Plat is required.

1. Discuss proposed changes with Director of Public Works and Director of Planning.
2. Submit three (3) paper copies of proposed plat for review along with the minimum filing fee.
Every final plat shall be prepared by a Land Surveyor or Professional Engineer duly licensed by the State of Virginia. The plat shall be prepared according to Appendix A-Subdivisions, Article VIII-Final Plat Requirements, of the Town Code.
3. After the plat is reviewed, one (1) copy, marked to indicate any changes necessary before approval, will be returned to the developer (Owner).
4. After all corrections have been made, submit an "original" Mylar, vellum or acceptable equivalent plat which has been signed by the Licensed Professional and Owner(s) and notarized, to the Town for final review and subsequent approval by the Town Manager.
5. After acceptance, the signed plat will be returned to the Owner.
6. Record the approved plat in the Circuit Court Clerk's office.
7. Submit a copy of the Clerk's receipt to the Town Engineer and advise the Engineer of the plat book, page number, and date on which recorded if not on the receipt.
8. The plat becomes null and void if not recorded within six (6) months.

SIMPLE SUBDIVISION – Both Preliminary Plat and a Final Plat are required but both may be processed simultaneously.

1. Discuss the proposed development with the Director of Public Works and Director of Planning to see if it generally conforms to the Ordinances. If it is determined that the plats must be processed separately, then the regular subdivision procedure must be followed.
2. At least fifteen (15) workdays prior to the next Planning Commission meeting (normally the fourth Monday of each month) submit three (3) copies each of the proposed preliminary plat and final plat for review, along with the filing fee.
3. After the plats are reviewed, one copy of each, marked to indicate any changes necessary before submission to the Planning Commission will be returned to the Developer (Owner).
4. At least four (4) workdays before the Planning Commission meeting, submit four (4) copies of the corrected preliminary plat for final review and one (1) original full-scale Mylar, or equivalent, and ten (10) 11" x 17" copies of the final plat for final review. The final plat shall be signed by the surveyor and all Owner (s) and the Owner's signature (s) shall be notarized.
5. The Planning Commission will consider and take action on the plat. The Director of Planning will notify the Owner of any approval, modification or disapproval if any changes are necessary as a result of the Planning Commission's action. The Planning Commission shall forthwith return one (1) copy of the approved, modified or disapproved preliminary or final plat to the Subdivider. All changes or corrections shall be made prior to presentation to the Town Council.
6. Town staff will transmit the Final Plat to the Town Council at its next meeting (normally the first Monday of each month), notifying the Council of the Planning Commission's recommendation.
7. After approval by the Town Council and execution by the appropriate officials, the "original" will be returned to the Owner for recording in the Office of the Clerk of the Circuit Court of Washington County, Virginia.
8. The Owner shall have the plat recorded and advise the Town of the plat book, page number and date on which recorded.
9. The plat becomes null and void if not recorded within six (6) months after approval, unless such time of recordation is extended by the Town Council. **NO LOT SHALL BE SOLD** in any subdivision before the plat is recorded.

REGULAR SUBDIVISION – Some improvements and/or construction plans are required or may be required. Both PRELIMINARY and FINAL PLATS are required and are processed separately.

1. Review the proposed development with the Director of Public Works and /or Director of Planning to see if it generally conforms to the ordinances and to determine what improvements will potentially be required.

2. At least fifteen (15) workdays prior to the next Planning Commission meeting (usually the fourth Monday of each month), submit four (4) copies of the proposed Preliminary Plat for review along with the filing fee. If the Subdivider wishes to request an exception to any of the requirements of the Subdivision Ordinance (e.g. curb, gutter, sidewalk), the request must be made in writing and must be submitted with the Preliminary Plat. The following Improvements are **REQUIRED** under this ordinance: - Curb and gutter both sides, - Pavement width: 34 feet, local streets, - 40 feet, collector streets, - Sidewalks (minimum width, 5 feet) – Driveway entrances per Virginia Department of Transportation standards. – Public waterlines and fire hydrants per Washington County Service Authority standards. – Public sewer lines per Town of Abingdon regulations, - Storm drains (inlets, manholes, etc.), - Performance Bond to cover all improvements. Right-of-way requirements: - Major thoroughfare, seventy (80) feet wide, - Collector streets, sixty (60) feet wide, - Local service streets including cul-de-sacs, fifty (50) feet wide, - Cul-de-sacs, one hundred (100) foot property line diameter, - Alleys (if permitted), twenty (20) feet wide.
3. After the plat is reviewed, one (1) copy, marked to indicate any changes necessary before submission to the Planning Commission, will be returned to the developer (Owner).
4. Five (5) workdays before the Planning Commission meeting submit four (4) copies of the revised Preliminary Plat. The Preliminary Plat will be reviewed by the Planning Commission. The Director of Planning will notify the Owner if the plat is approved, modified or disapproved and will return one copy to him.
5. After approval of the Preliminary Plat, the Final Plat shall be submitted according to conditions outlined in Sec. 4.6 of the Ordinance.
6. No less than fifteen (15) workdays before the next Planning Commission meeting, submit three (3) copies of the proposed Final Plat and construction plans for all required improvements. The plat and improvement plans will be reviewed and one (1) copy, marked to indicate any required changes, will be returned to the Owner.
7. No less than five (5) work days before the next Planning Commission meeting, submit three (3) copies of the corrected plans along with an original full-scale Mylar, or equivalent, and ten (10) 11" x 17" copies of a final subdivision plat that has been signed by the Land Surveyor and Owner and notarized along with a Performance Bond to cover all required improvements.
8. The Planning Commission has sixty (60) days to act on the plat and to make its recommendation to Town Council. The Director of Planning will notify the Owner of any approval, modification or disapproval as a result of its action. The Planning Commission shall forthwith return one (1) copy of the approved, modified or disapproved final plat to the subdivider. All changes or corrections shall be made prior to presentation to the Town Council.
9. After approval by the Planning Commission, Town staff will transmit the Final Plat with the Commission's recommendation to the Town Council at its next meeting (normally the first Monday of each month).

10. When the construction plans are complete, the Performance Bond has been accepted, and the Final Plat approved by the Town Council and executed by the appropriated officials, the “original” will be returned to the Owner for recording in the Office of the Clerk of the Circuit Court of Washington County, Virginia.
11. The Owner shall have the plat recorded and advise the Town of the plat book, page number and date on which recorded.
12. The plat becomes null and void if not recorded within six (6) months after approval, unless such time of recordation is extended by the Town Council. **NO LOT SHALL BE SOLD** in any subdivision before the plat is recorded.