



**Town of Strasburg**  
**Planning and Zoning Department**  
 174 E. King Street  
 Strasburg VA, 22657  
 (540) 465-9197 Fax (540) 465-3252

# Major Subdivision Application

Revised 01/18/2016

**This is only a brief summary of the Subdivision regulations. For a full description, reference the Unified Development Ordinance. This Application is for Major Subdivisions only. If you qualify for a Minor Subdivision please fill out the application titled Minor Subdivisions. Minor Subdivisions also include Lot Splits, Lot Consolidations, and Boundary Line Adjustments. See Section 2.21 Subdivision Applications, Generally**

<b>Minor Subdivision</b>	Any subdivision: <ul style="list-style-type: none"> <li>▪ Involving three or fewer lots;</li> <li>▪ Fronting on an existing street;</li> <li>▪ Not involving the creation of any new street;</li> <li>▪ Not involving the extension of municipal utilities;</li> <li>▪ Not involving the creation of public improvements;</li> <li>▪ Not adversely affecting the remainder of the parcel or adjoining the property; and</li> <li>▪ Not in conflict with the comprehensive plan, official map, or zoning regulations. A series of related minor subdivisions or contiguous land cumulatively totaling five or more lots shall be construed to create a major subdivision.</li> </ul>
<b>Major Subdivision</b>	Any subdivision not exempted by the UDO or state law, other than a minor subdivision.

### 2.21.12 Submission and Review Procedures: F. Application Process

1. For each stage of plat approval, two copies of the subdivision complete application shall be submitted with the proposed subdivision plat to the Zoning Administrator. Application forms may be secured from the Zoning Administrator.
2. A plat of all subdivisions within the force and effect of these regulations shall be drawn and submitted to the Planning Commission and Town Council for their approval or disapproval as provided herein.
3. Each plat submitted for sketch, preliminary, or final approval shall be placed on the agenda of the Planning Commission, through the Zoning Administrator, upon submission of the appropriate application in accordance with the requirements of these regulations. The approval of the sketch or Preliminary Plat shall not be deemed final acceptance of, but rather an expression of approval of the layout as submitted on the sketch or Preliminary Plat; such approval shall be noted on the sketch or Preliminary Plat.
4. No plat or description of land subdivision shall be filed in the office of the Clerk of the Court for Shenandoah County, until same shall have final review by the Planning Commission and final approval by the Town Council as required by law.
5. The plat filing fees shall be paid to the Clerk of the Court for Shenandoah County upon submission of the appropriate plat for Town review and consideration for approval. Filing fees are non-refundable.
6. Where only a portion of an approved Preliminary Plat is submitted for final approval, a Final Plat of the remaining area may be submitted at any time within two years of the Preliminary Plat without payment of any additional plat filing fee by the Applicant, providing the Final Plat for the additional area conforms substantially with the approved Preliminary Plat. The Applicant shall still be required to pay the appropriate fee for the construction and final engineering inspections.



**Town of Strasburg**  
**Planning and Zoning Department**  
 174 E. King Street  
 Strasburg VA, 22657  
 (540) 465-9197 Fax (540) 465-3252

# Major Subdivision Application

Revised 01/18/2016

Permit Number : \_\_\_\_\_

Permit Fee: \_\_\_\_\_

### Applicant Information

Name: \_\_\_\_\_ Organization/Business: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

\_\_\_\_\_ Fax Number: \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

### Engineer Information

Name: \_\_\_\_\_ Organization/Business: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

\_\_\_\_\_ Fax Number: \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

### Surveyor Information

Name: \_\_\_\_\_ Organization/Business: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

\_\_\_\_\_ Fax Number: \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

### Property Information

Owner: \_\_\_\_\_ Subdivision Name: \_\_\_\_\_

Address or Location: \_\_\_\_\_ Tax ID: \_\_\_\_\_

\_\_\_\_\_ Existing Land Use: \_\_\_\_\_

\_\_\_\_\_ Proposed Land Use: \_\_\_\_\_

Existing Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_

Additional Owner: \_\_\_\_\_ Address or Location: \_\_\_\_\_

Additional Owner: \_\_\_\_\_ Address or Location: \_\_\_\_\_

Additional Owner: \_\_\_\_\_ Address or Location: \_\_\_\_\_

Additional Owner: \_\_\_\_\_ Address or Location: \_\_\_\_\_

Is this part of a phased development? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, attach description.		Is there common ownership on adjacent land? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, attach description.	
Available Water: <input type="checkbox"/> YES <input type="checkbox"/> NO	Available Utilities: <input type="checkbox"/> YES <input type="checkbox"/> NO	Available Sewer: <input type="checkbox"/> YES <input type="checkbox"/> NO	Acreage:

<b>Road Access:</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	<b>Public Streets:</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	<b>Private Streets:</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	<b>HOA:</b> <input type="checkbox"/> YES <input type="checkbox"/> NO
<b>Are off-site infrastructure improvements necessary?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, attach description.		<b>Is Performance Surety proposed?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, attach description.	
<b>Dedication of land for other than ROW?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, attach description.		<b>Are Proffers proposed?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, attach description.	
<b>Is a Development Agreement proposed?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, attach description.		<b>Application for Conditional Zoning and Proffers submitted?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, attach.	

**Property Owner/Authorized Agent Consent:**

By signing below, I certify that the information provided on this application is true and that I am the current property owner of record or an authorized agent. As an authorized agent, I have express permission from the property owner of record to act on their behalf. I hereby acknowledge that the Town of Strasburg shall have the authority to impose such conditions as deemed necessary to request additional information as deemed necessary to serve the public safety, health, interest and welfare. I do also hereby authorize Town of Strasburg staff of official business to enter onto the subject property as necessary to process the application.

\_\_\_\_\_ **Property Owner/Authorized Agent Signature**

\_\_\_\_\_ **Date**

**Right to Appeal:**

In accordance with Code of Virginia, § 15.2-2306 (A) {3}, decisions made by the own Council on any application submitted in accordance with the UDO may be appealed to the Circuit Court. Such an appeal shall be filed by the affected Applicant within 30 days after the final decision is rendered by the Town Council.

<b>Submission and Dates</b>	<b>Decisions and Dates</b>
<b>Sketch Plat</b>	Planning Commission Decision and Date: _____
<b>Preliminary Plat</b>	Planning Commission Decision and Date: _____
<b>Final Plat</b>	Planning Commission Decision and Date: _____ Town Council Decision and Date: _____
<b>Plat Amendments</b>	Revisions and Dates: _____
<b>Additional Review and Recommendations:</b> _____	
<b>Complete Application:</b> _____	<i>Stamp Final Approval</i>
<b>Conditions of Approval:</b> _____	