



Plat Application

Version 2023.0522

Planning & Zoning Administration
174 E. King Street, P.O. Box 351
Strasburg, VA 22657
(540) 465-9197 ext. 127

Plat type (select one)		Permit #		
Major Subdivision <input type="checkbox"/>	Minor Subdivision <input type="checkbox"/>			Consolidation <input type="checkbox"/>
Boundary Line Adjustment <input type="checkbox"/>	Easement/ROW <input type="checkbox"/>			
Applicant Information				
Name		Company name		
Address		City/State	Zip Code	
Email		Phone		
Owner Information				
Name		Company name		
Address		City/State	Zip Code	
Email		Phone		
Lot Information				
Address		Tax Map #	Lot Acreage	
Current number of lots		Proposed number of lots		
Project Information				
Plat name				
Related Plans (Rezoning, SUP, previously approved plans, Revisions)				
Applicant Signature		Date		
This area to be completed by staff				
Notes		This box for approval stamp		



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Minor Plat submission

A Minor Plat shall be submitted for any plat;

1. Involving three or fewer lots;
2. Fronting on an existing street;
3. Not involving the creation of any new street;
4. Not involving the extension of municipal utilities;
5. Not involving the creation of public improvements;
6. Not adversely affecting the remainder of the parcel or adjoining the property and;
7. 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.

The following is required with a minor plat submission.

1. Plat Application
2. Application fee per current fee schedule
3. Plat sheet size shall be a minimum of 8.5" x 14"
4. The plat shall include the following applicable information;
 - A. A graphic scale shall be displayed on all plat sheets. Also, all plats shall use only one uniform scale.
 - B. Each sheet shall contain a title block which shall include: subdivision name, or owner's name, in accordance with the instruments of record, name and address of the engineering or surveying firm that prepared the plats, magisterial district name, date of preparation, description of plat's purpose, and the Town of Strasburg project and plan numbers.
 - C. All plats shall contain a north arrow annotated
 - D. Seal and signature of the land surveyor or professional engineer that prepared the plat shall be on each plat sheet. Seals are not required to be signed until approval submission, provided the following note is added: "This plat is for review purposes only and not for recordation."
 - E. A surveyor's certificate containing the following elements:
 - i. The name of the current owner and the recordation reference of the most recent instrument in the chain of title.
 - ii. For subdivisions and consolidations, the recordation reference of the previous plat of subdivision or resubdivision, whichever is the case.
 - iii. A statement that the boundary of this subdivision, or resubdivision, is based on a current field survey (in this case, it is expected and understood that the seal and signature of the land surveyor evidences that the boundary shown complies with the minimum field practices for such surveys in an urban area, as set forth in the rules and regulations of the State Board of Architects, Professional Engineers, Land Surveyors, and Landscape Architects), or that the boundary shown is the result of compilation from deeds and/or plats of record and, if a closed boundary is shown, that the errors of closure ratio is greater than or equal to 1:10,000.
 - F. Owners Signature block, (signature not required for review process.
 - G. Area tabulation indicating (where applicable) the total site area, number of new lots and/or parcels, number of recorded lots and/or parcels, residue of each recorded parcel, resulting from the subdivision, new right-of-way dedications, and vacated rights-of-way.
 - H. 100-year flood area boundary.



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Major Plat submission

A Major Plat shall be submitted for any plat not identified as a Minor Plat.

The following is required with a Major Plat submission.

1. Plat Application
2. Application fee per current fee schedule
3. Plats associated with a site or subdivision plan shall be a minimum of 18" x 24"
4. The plat shall include the following applicable information;
 - A. A graphic scale of not less than 1" = 100' (metric ratio 1:1,000), which shall be displayed on all plat sheets. Also, all plats shall use only one uniform scale.
 - B. Each sheet shall contain a title block which shall include: subdivision name, or owner's name, in accordance with the instruments of record, name and address of the engineering or surveying firm that prepared the plats, magisterial district name, date of preparation, description of plat's purpose, and the Town of Strasburg project and plan numbers.
 - C. All plats shall contain a north arrow annotated
 - D. Seal and signature of the land surveyor or professional engineer that prepared the plat shall be on each plat sheet. Seals are not required to be signed until approval submission, provided the following note is added: "This plat is for review purposes only and not for recordation."
 - E. A surveyor's certificate containing the following elements:
 - i. The name of the current owner and the recordation reference of the most recent instrument in the chain of title.
 - ii. For subdivisions and consolidations, the recordation reference of the previous plat of subdivision or resubdivision, whichever is the case.
 - iii. A statement that the boundary of this subdivision, or resubdivision, is based on a current field survey (in this case, it is expected and understood that the seal and signature of the land surveyor evidences that the boundary shown complies with the minimum field practices for such surveys in an urban area, as set forth in the rules and regulations of the State Board of Architects, Professional Engineers, Land Surveyors, and Landscape Architects), or that the boundary shown is the result of compilation from deeds and/or plats of record and, if a closed boundary is shown, that the errors of closure ratio is greater than or equal to 1:10,000.
 - F. Owners Signature block, (signature not required for review process)
 - G. Area tabulation indicating (where applicable) the total site area, number of new lots and/or parcels, number of recorded lots and/or parcels, residue of each recorded parcel, resulting from the subdivision, new right-of-way dedications, and vacated rights-of-way.
 - H. 100-year flood area boundary.
 - I. Riparian Protection Areas and waterways.
 - J. Existing structures, easements, ROWs

Right to Appeal:

Unified Development Ordinance (UDO) Chapter 1 Section 19.4 A: An appeal to the Board (of Zoning Appeals) may be taken by any person aggrieved or by any officer, department, Board or bureau of the Town affected by any decision of the Zoning Administrator or from any order, requirement, decision or determination made by any other administrative officer in the administration or enforcement of Code of Virginia, 15.2-2280 et seq. or this UDO. The recipient has the right to appeal the notice of a zoning violation or a written order within 30 days in accordance with this section, and that decision shall be final and un-appealable if not appealed within 30 days. The appeal period shall not commence until a written determination is made. The appeal shall be taken within 30 days after the decision appealed from by filing with the Zoning Administrator, and with the Board, a notice of appeal specifying the ground thereof.