



**Surry County, Virginia**  
**Planning & Community Development**

P.O Box 357  
Surry, VA 23883

Phone: 757-294-5210  
Fax: 757-294-5297

**Application for  
Preliminary Plat  
Approval**

**Date Submitted:**

**Name of Applicant:**  **Address:**  **Phone:**

**Name of Agent:**  **Address:**  **Phone:**

**Owner of Record:**  **Address:**  **Phone:**

**Engineer:**  **Address:**  **Phone:**

**Land Surveyor:**  **Address:**  **Phone:**

**Attorney:**  **Address:**  **Phone:**

**Subdivision Location:** On the  (cardinal direction) side of  (road name)

**Total Acreage:**  **Zoning District:**  **Number of Lots:**

**Tax Map Designation:** Section  Lots

**Has the Board of Zoning Appeals granted a variance or special exception for this property?**

**If yes:** Case Number  Name

**Date of sketch plat approval:**

**Date of preliminary plat approval:**

**Have any changes been made to the plat since it was last before the Director of Planning or Planning Commission?**

**Applicant Signature:**  **Date:**

**Reviewed by:**  **Date:**

**Questions? Contact Planning & Community Development: 757-294-5210**



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## Checklist for Preliminary Subdivision Plat

All Preliminary Submittal Packages shall contain the following items, as they apply to your project, or they will be considered incomplete and not accepted for processing.

Name of Subdivision:

Completed and Signed Preliminary Plat Subdivision Application:

Exempted from review by Commission? (Article V, Sec. 6.2)

Minor Subdivision (<5 Lots)

Boundary Adjustment

Parcel Split

Agricultural Division

Family Subdivision

Fee:

1-5 - \$150.00 + \$25.00 per lot

6 Lots or more - \$300.00 + \$25.00 per lot

Deed:

4 Copies of plat with seal & signature of certified surveyor:

Proof real-estate taxes are currently paid:

Family Transfer Recipients:

List full name of each recipient below:

Recipient 1:

Relationship:

Recipient 2:

Relationship:

Recipient 3:

Relationship:

Recipient 4:

Relationship:

Recipient 5:

Relationship:

Restrictive Covenant Agreement:

### Office Use Only

Application Number:

Date Submitted:

VDOT Transmittal Letter:

VDH Transmittal Letter:

Questions? Contact Planning & Community Development: 757-294-5210



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## Preliminary Subdivision Plat Review Checklist

### Preliminary Subdivision Plat Requirements (Surry Code, Appendix B, Article V, Sec. 5.2.2)

Preliminary subdivision plat shall show the following, please initial next to each requirement when complete. The final package shall include all certificates required in 5.2.2 C including the owner, designer, conformance, approval statements and space for signature.

- |   |                          |   |                          |
|---|--------------------------|---|--------------------------|
| 1. Proposed name of the subdivision.  | <input type="checkbox"/> | 13. The approximate location and sizes of sanitary and storm sewers, water mains, culverts, and other underground structures, existing and planned, in or near the project.   | <input type="checkbox"/> |
| 2. Name, address and telephone numbers of the owner/developer of the property.  | <input type="checkbox"/> | 14. The general location and character of construction of proposed streets, alleys, driveways, curb cuts, entrances and exits, loading areas (including numbers of parking and loading spaces), outdoor lighting systems, solid waste disposal areas, storm drainage and sanitary facilities.   | <input type="checkbox"/> |
| 3. Name, address of adjoining property owners.  | <input type="checkbox"/> | 15. The general location of proposed lots, setback lines, and easements and proposed reservations for parks, parkways, playgrounds, school sites, and open spaces.  | <input type="checkbox"/> |
| 4. Name, address and telephone number of the professional engineer, architect, or planner who prepared the plans.   | <input type="checkbox"/> | 16. General location, character, size, and orientation of proposed signs.   | <input type="checkbox"/> |
| 5. Name, address and telephone number of the designated 24-hour contact person for the project.   | <input type="checkbox"/> | 17. If located in a Chesapeake Bay Preservation Area (CBPA), the delineation of an Resource Management Area (RMA), Resource Protection Area (RPA) and RPA buffer area, an Environmental Site Assessment (ESA), and a Water Quality Impact Assessment (WQIA); the delineation of a primary and reserve sewage disposal site, if applicable; as well as the information specified in section 3-1404 B. of the Surry County Zoning Ordinance. In addition, plats shall include notations of the following specific state requirements: | <input type="checkbox"/> |
| 6. North arrow, date, and graphic scale on all appropriate sheets.  | <input type="checkbox"/> | a. To retain an undisturbed and vegetated 100-foot wide buffer area, as specified in subdivision 3 of 9VAC25-830-140;   | <input type="checkbox"/> |
| 7. Name and address of adjoining or adjacent property owners.   | <input type="checkbox"/> | b. The permissibility of only water dependent facilities or redevelopment in RPAs including the 100-foot wide buffer area;  | <input type="checkbox"/> |
| 8. Name of adjoining or adjacent subdivisions that border the tract to be subdivided.   | <input type="checkbox"/> | 18. If located in a CBPA, and the use of onsite sewage treatment systems are planned, a notation shall be placed on the face of the plat stating that any onsite sewage treatment system installed on any lot is required to be pumped out every five years or to otherwise meet the maintenance requirements of the Chesapeake Bay Preservation Act.   | <input type="checkbox"/> |
| 9. Location of the project by an insert vicinity map at a scale of not less than one inch equals 2,000 feet, indicating the scale, the north arrow, and such information as the names and numbers of adjoining roads, streams and bodies of water, railroads, schools, parks and playgrounds, subdivisions, towns, and other landmarks sufficient to clearly identify the location of the property. | <input type="checkbox"/> | 19. If located in a CBPA, the delineation of the buildable areas that are allowed on each lot, based on the performance criteria specified in Part IV, 9VAC25-830-120 et seq.   | <input type="checkbox"/> |
| 10. Existing zoning and zoning district boundaries and proposed changes in zoning if any.   | <input type="checkbox"/> |   |                          |
| 11. The boundaries of the property involved, county or municipal boundaries, the general location of all existing easements and property lines, existing streets, buildings, or waterways, and other existing physical features in or adjoining the project.  | <input type="checkbox"/> |   |                          |
| 12. Topography of the project area with contour intervals of two feet or less, unless waived by the Administrator as clearly unnecessary to review the project or proposal.   | <input type="checkbox"/> |   |                          |



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## Final Subdivision Plat Review Checklist

### Final Subdivision Plat Requirements (Surry Code, Appendix B, Article V Sec. 5.4.2)

The final plat shall show the following, please initial next to each requirement when complete. The final package shall include all certificates required in 5.2.2 C including the owner, designer, conformance, approval statements and space for signature.

1. All of the features required on the preliminary plat with sufficiently accurate dimensions and construction specifications.

2. All existing and proposed water and sanitary sewer facilities indicating all pipe sizes, types, and grades and where the connection is to be made to the county or other utility system.

3. Provisions for the adequate disposition of natural and stormwater in accordance with the duly adopted design criteria and standards of the county indicating the location sizes, types, and grades of ditches, catch basins and pipes and connections to existing drainage system. Provision for the adequate control of erosion and sedimentation, indicating the proposed temporary and permanent control practices and measures which will be implemented during all phases of clearing, grading, and construction.

4. Existing topography with two-foot contour interval or such intervals as approved by the agent. Where existing ground is on a slope of less than two percent, either one-foot contours or spot elevations where necessary but not more than 50 feet apart in both directions.

5. Proposed finished grading by contours supplemented where necessary by spot elevations.

6. All horizontal dimensions shown on the site plan shall be in feet and decimals of a foot to the nearest one-hundredth of a foot; and all bearings in degrees, minutes, and seconds to the nearest ten seconds.

7. The delineation of an RMA, RPA, and RPA buffer area as well as a primary and reserve sewage disposal site, if applicable. In addition, plats shall include notations of the following specific state requirements.

a. To retain an undisturbed and vegetated 100 foot wide buffer area, as specified in subdivision 3 of 9VAC25-830-140.

b. The permissibility of only water dependent facilities or redevelopment in resource protection areas, including the 100-foot wide buffer area;

8. If located in a Chesapeake Bay Preservation Area, and the use of onsite sewage treatment systems are planned, a notation shall be placed on the face of the plat stating that any onsite sewage treatment system installed on any lot is required to be pumped out every five years or to otherwise meet the maintenance requirements of the Chesapeake Bay Preservation Act.

9. If located in a Chesapeake Bay Preservation Area, the delineation of the buildable areas that are allowed on each lot, based on the performance criteria specified in Part IV, 9VAC25-830-120 et seq.

#### *Addenda with Final Plat:*

1. A profile showing the proposed grades for the streets and drainage facilities, including elevations of existing and proposed ground surfaces at all street intersections and at points of major grade change along the center line of streets, together with the proposed gradelines connecting therewith.

2. Cross-section drawings showing the proposed street construction of all streets which are required by this appendix to be built to standards of the Virginia Department of Transportation or to standards specified in Appendix B, Subdivision Ordinance, for private streets.

3. Certification from the Virginia Department of Transportation that specifications for streets which may be taken into its secondary road system and specifications for entrances onto such streets and onto public streets meet the standards of the Virginia Department of Transportation.

4. An erosion and sediment control plan as outlined in the Surry County Zoning Ordinance.

5. A soil report if required.

6. Specifications for any gas, water, sewer, electric light or power works, pipes, wires, fixtures, or systems to be constructed in, on or under any streets or alleys in a subdivision.

7. A report filed by the agent listing all authorized exceptions to the enforcement of the provisions of Appendix B, Subdivision Ordinance, with detailed reasons for each exception.

Approval of the final plat shall be void unless the approved plat is presented for recordation in the clerk's Office for the Circuit Court of Surry County within six months after approval. No subdivision plat shall be recorded by the Clerk of the Circuit Court for Surry County until it has been submitted to and approved by the agent or the planning commission.