



Subdivision Application

Date: _____ S: _____ Receipt No.: _____

Please complete all sections of the application. Call 757-253-6685 if you have any questions, or go online to www.jamescitycountyva.gov/planning/procedures.html

1. Project Information

Project Name: _____

Address: _____ Zoning: _____

Does site receive public water and sewer? Yes _____ No _____

If yes, does site receive public water from the City of Newport News? Yes _____ No _____

Tax Map and Parcel ID: _____

Is the property in a FEMA Flood Zone? Yes _____ No _____

Does plan propose a cluster development? Yes _____ No _____

Does plan propose affordable housing units? Yes _____ No _____

2. Applicant/Contact Information

Name: _____

Company: _____ Phone: _____

Address: _____ Fax: _____

Does applicant want to receive updates via CaseTrak? Yes _____ No _____

If yes, please provide an email address: _____

3. Property Owner Information

Name: _____

Company: _____ Phone: _____

Address: _____ Fax: _____

E-mail: _____

4. Please indicate which of the following your application proposes (check all that apply):

- _____ A. Construction/Development plans for _____ lots on _____ acres
- _____ B. Final plat of _____ lots on _____ acres
- _____ C. Property line adjustment or plat of correction to create _____ lots on acres _____
- _____ D. Lot line extinguishment(s) to create _____ lots on _____ acres
- _____ E. Other: _____

5. Does this plan propose any well or pump stations to be dedicated to the JCSA?

Yes _____ No _____

6. Are there any special use permit or proffer conditions? Yes _____ No _____
If yes, please list the case number: _____

7. Does this application propose any waivers? If so, please give reasons for each request:

- A. _____

- B. _____

- C. _____

8. Does project require a VDOT 527 Traffic Study? Yes _____ No _____

Please see: virginiadot.org/projects/chapter527/default.asp for more information, or call: 757-925-2500, VDOT, Hampton Roads District Office.

If yes, did you include a separate check for the fee? Yes _____ No _____

9. *I do hereby certify that I have read and am familiar with the requirements for the submission of plats as provided for under the Subdivision Ordinance and further that this submittal is in compliance with those requirements, or exceptions have been properly requested in accordance with Section 19-18 of the Subdivision Ordinance or the Planning Commission has granted the exceptions on _____ (date) as stated above.*

Signature of Applicant: _____ Date: _____

FEE SCHEDULE
JAMES CITY COUNTY - JAMES CITY SERVICE AUTHORITY
101A Mounts Bay Road - P. O. Box 8784, Williamsburg, Virginia 23187-8784

DATE _____

RECEIPT NO. _____

RECEIVED FROM _____

PROJECT NAME _____

JAMES CITY COUNTY

JCSA (543-0000)

SUBDIVISIONS (3340)

Major/Minor Subdivision

No public improvements required	\$200 per plan plus \$70 per lot for each lot over 2 \$ _____	\$25 _____
Public improvements required	\$250 per plan plus \$70 per lot for each lot over 2 \$ _____	\$150 per plan plus \$25 per lot for each lot over 2 \$ _____
Townhouse or condominium subdivisions that have undergone site plan review	\$ 50 _____	N/A
Facility Review	N/A	\$1,500 per Wastewater or Well Facility \$ _____
Additional review fee after second resubmittal	\$250 _____	

SIGN PERMITS (3340) \$ _____ **1% State Levy \$ _____**
(002-501-0050)

BOARD OF ZONING APPEALS (3340) \$500 _____

ADMINISTRATIVE VARIANCE (3340) \$250 _____

Zoning Verification Request \$100 _____

HEIGHT LIMITATION WAIVER (3340) \$200 _____ N/A

AGRICULTURAL & FORESTAL DISTRICT (3340)

New application	\$100 _____	N/A
Withdrawal	\$ 50 _____	N/A

EROSION & SEDIMENT CONTROL (3375)

Residential subdivisions	\$70 per lot \$ _____	N/A
All other land disturbing activities (residential site plan)	\$840 per acre for first 15 acres plus \$560 for each additional acre over 15 acres \$ _____	N/A
All other land disturbing activities (non-residential site plan)	\$600 per acre for first 15 acres plus \$400 for each additional acre over 15 acres \$ _____	N/A

DUPLICATION (0214)

Miscellaneous	\$ _____ plus tax _____
Zoning Ordinance	\$ _____ plus tax _____
Zoning Ordinance Amendment Subscription	\$ _____ plus tax _____
Subdivision Ordinance	\$ _____ plus tax _____
Comprehensive Plan	\$ _____ plus tax _____
Land Use Map	\$ _____ plus tax _____

TOTALS \$ _____ \$ _____ \$ _____

TOTAL AMOUNT _____ **CHECK NO.** _____ **CASH** _____

PREPARED BY _____