



## **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.james-city.va.us/resources/devmgmt/dept\\_devmgmt.html](http://www.james-city.va.us/resources/devmgmt/dept_devmgmt.html)**

### **1. Project Information:**

Project Name: _____
Address: _____ Zoning: _____
Does site receive public water? Yes _____ No _____
If yes, does site receive public water from the City of Newport News? Yes _____ No _____
Is this site served by public sewer? Yes _____ No _____
Tax Map & Parcel ID: _____
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 Case Trak? 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):**

- \_\_\_\_\_ 1. Construction/Development plans for \_\_\_\_\_ lots on \_\_\_\_\_ acres
- \_\_\_\_\_ 2. Final plat of \_\_\_\_\_ lots on \_\_\_\_\_ acres
- \_\_\_\_\_ 3. Property line adjustment or plat of correction to create \_\_\_\_\_ lots on \_\_\_\_\_ acres

\_\_\_\_\_ 4. Lot line extinguishments(s) to create \_\_\_\_\_ lots on \_\_\_\_\_ acres

\_\_\_\_\_ 5. 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: <http://www.virginiadot.org/projects/chapter527/default.asp> for more information, or call [757] 253-4832.)

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 \_\_\_\_\_

	<u>JAMES CITY COUNTY</u>	<u>JCSA (543-0000)</u>
<b>SUBDIVISIONS (0340)</b>		
<u>Major/Minor Subdivision</u>		
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 _____	
<b>SIGN PERMITS (3340)</b>	\$ _____	<b>1% State Levy \$ _____ (002-501-0050)</b>
<b>BOARD OF ZONING APPEALS (3340)</b>	\$500 _____	
<b>ADMINISTRATIVE VARIANCE (3340)</b>	\$250 _____	
Zoning Verification Request	\$100 _____	
<b>HEIGHT LIMITATION WAIVER (3340)</b>	\$200 _____	N/A
<b>AGRICULTURAL &amp; FORESTAL DISTRICT (3340)</b>		
New application	\$100 _____	N/A
Withdrawal	\$ 50 _____	N/A
<b>EROSION &amp; SEDIMENT CONTROL (3375)</b>		
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
<b>DUPLICATION (0214)</b>		
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 _____	
<b>TOTALS</b>	\$ _____	\$ _____

**TOTAL AMOUNT** \_\_\_\_\_ **CHECK NO.** \_\_\_\_\_ **CASH** \_\_\_\_\_  
**PREPARED BY** \_\_\_\_\_