



TOWN OF WEST POINT
 COMMUNITY DEVELOPMENT DEPARTMENT
 P.O. BOX 152
 329 6th STREET
 WEST POINT, VA 23181
 (804) 843-3563 – phone (804) 843-4364 - fax
 www.west-point.va.us

FINAL SUBDIVISION PLAT APPLICATION

Date Submitted: _____

Permit # _____

APPLICANT INFORMATION	
Full Name of Property/Structure Owner	
Mailing Address of Owner	
City, State, Zip	
Phone Number/Home/Work/Cell	
Fax Number	
E-Mail Address	
Name of Applicant if Different from Property Owner	

PROPERTY/SITE INFORMATION	
Physical Address (If Known)	
General Location (Lot #, Subdivision, Street)	
Name of Subdivision	
Name of Developer	
Person Preparing Plat	
Name of Company/Firm	

GENERAL INFORMATION	
Zoning District	
Tax Parcel Identification Number(s)	
Overlay Districts(s)	

WATER/SEWER SUPPLY

Public Water Public Sewer Well Sewer Other: _____

As part of the submission, the following questions must be answered in detail in narrative form.

1. Describe in detail, the proposed use(s) of the property, how many proposed lots, minimum area of proposed lots, how many proposed dwelling units, who will be responsible for maintaining parcels/rights-of-way, etc.
2. Describe in detail, why the proposed subdivision development is necessary and why it will not be detrimental to surrounding properties. Please relate your response to the existing zoning of the area, existing land uses, neighborhoods, and the Town of West Point Comprehensive Land Use Plan.
3. Describe the proposed water and wastewater utility infrastructure including sources, discharges, permits, construction, ownership, and maintenance responsibilities.
4. Describe the environmental impact of the proposed development and the efforts to be undertaken to abate air, water, noise, stormwater, and other environmental impacts during and after construction.
5. Describe what techniques will be used to control traffic flow and what impacts the proposed use will have on existing roadways.
6. Describe the impact of the proposed use on the Town of West Point's Schools.
7. Describe the impact of the proposed use on the Town of West Point's public services, fire, rescue, law enforcement, etc.
8. Are proffers attached?
9. Are there any covenants of record or deed restrictions existing or proposed for the subject property? If so, please attach a copy.

Please list any waivers or variances you are requesting from any of the plan information requirements listed in the Final Subdivision Plat checklist.

Waivers/Variations Requested: _____

All requirements for a preliminary subdivision plat application are stated in Chapter 54 of the Code of the Town of West Point.

Please complete and submit the Final Subdivision Plat checklist along with the required number of copies of the site plan. All items must either be (a) shown on the plan or (b) the applicant must request a waiver from plan information requirements. *Note: All plans must be prepared by a professional engineer or land surveyor licensed by in the Commonwealth of Virginia.*

I/We as the property owner/applicant/agent give permission for Town personnel to enter subject properties in relation to the administration of this application and to any applicable Town of West Point, State of Virginia or U.S. Federal Government regulations.

I hereby certify that the foregoing information and attachments are true and accurate to the best of my knowledge.

Applicant's Signature

Date

Owner's Signature

Date

Fees must be submitted at time of application. Make checks payable to The Town of West Point.

DO NOT WRITE IN THE SPACE BELOW – OFFICE USE ONLY

DATE SUBMITTED: _____ TOTAL FEE: _____ DATE PAID: _____

Does the project constitute development/redevelopment within a CBPA? _____ RPA _____ RMA _____

Are the lots and buildings in general compliance with all zoning district requirements? _____

DATE OF PLANNING COMMISSION PUBLIC HEARING: _____

PLANNING COMMISSION RECOMMENDATION: APPROVED DENIED

DATE OF TOWN COUNCIL PUBLIC HEARING: _____

TOWN COUNCIL ACTION: APPROVED DENIED

COMMENTS: _____

APPROVED/DENIED

DIRECTOR OF COMMUNITY DEVELOPMENT

DATE

Town of West Point Subdivision Checklist

Final Plat Information (please show the following):

- _____ (1) All items stated in Section 54-32 of the Subdivision Ordinance of the Town of West Point.
- _____ (2) A boundary survey.
- _____ (3) Locations and dimensions of all lot and street lines and centerlines of all street, both within and adjoining the subdivision; names and widths of all streets; and boundaries of all easements, school sites, parks or other public areas.
- _____ (4) Area of each lot in square feet to the closest 1/100 of a square foot.
- _____ (5) All dimensions of shown in feet and decimals of a foot to the closest 1/100 of a foot; and all bearings and degrees, minutes and seconds to the nearest ten seconds.
- _____ (6) Curve data showing radius, delta, tangent, chord, chord bearing, and are either at the curve or in a curve data table.
- _____ (7) Location and approximate bearing of all property lines intersecting the subdivision perimeter boundary.
- _____ (8) Number of each lot and letter of each block.
- _____ (9) Location of all monuments, both concrete and iron pipe.
- _____ (10) If any land or water areas are being dedicated or reserved for streets, parking space, or for other public use, or for the common use of future property owners of the subdivision, the final plat shall so state and indicate which.
- _____ (11) The final plat shall have appended to it an unexecuted copy of a proposed certificate of owner's consent to subdivision suitable for recording, containing a statement to the effect that the subdivision is with the free consent and in accordance with the desire of the owners, proprietors, trustees and lien holders thereof, as applicable, and setting forth in full all restrictive covenants, reservations and dedications applicable to the proposed subdivision.
- _____ (12) The final plat shall provide on the first sheet space for: the surveyor's certificate, as to title, the surveyor's certificate, as to monuments, all restrictive covenants or reference thereto, and a space for approval of the agent, Virginia Department of Transportation, and Virginia Department of Health.