



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

PRELIMINARY 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 Preliminary 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.

Any person proposing a subdivision of land or the preparation of a preliminary plat under this chapter shall first participate in a preliminary conference with the agent, a member of the West Point Town Council, and a member of the West Point Planning Commission, provided that the member of the town council and the member of the planning commission shall not be the same individual, prior to the payment of any fees. The purpose of such a conference is to assure that the applicant is made aware of the requirements and ordinances existing at the time of the subdivision plan preparation.

Please complete and submit the Preliminary 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: _____

Date/Time of Preliminary Conference with Subdivision Agent: _____

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

Preliminary Plat Information (please show the following):

- _____ (1) Date of the plat and name of the surveyor or engineer preparing the same.
- _____ (2) Scale.
- _____ (3) Number of sheets comprising the plat.
- _____ (4) North meridian, designated and referenced, and each sheet comprising the plat shall be so oriented.
- _____ (5) Name and signature of the owner.
- _____ (6) Name of the subdivision. The name shall not duplicate nor too closely approximate that of any existing subdivision in the town or neighboring localities.
- _____ (7) Sources of data used in preparing the plat, particularly the deed book and page number of the last instrument in the chain of title.
- _____ (8) Names of all adjoining and adjacent property owners and the location of their common boundaries.
- _____ (9) All pertinent natural and historical features and landmarks.
- _____ (10) The boundary lines of the proposed subdivision and of any larger tract of which the subdivision forms a part, shown on a reduced scale insert.
- _____ (11) All adjoining roads and streets with their numbers and/or names.
- _____ (12) Boundary lines and total acreage of the proposed subdivision and the acreage remaining in the original tract, if any. In case only a part of a tract of land is proposed for subdivision, the agent may require the preliminary plat to show a proposed future subdivision of such remaining acreage or a part thereof to make certain that proper orientation of future streets may be developed with the platted streets.
- _____ (13) Location of existing buildings within the subdivision and within 200 feet thereof.
- _____ (14) Location and description of all existing monuments and easements.
- _____ (15) Proposed drainage, water, and sewer facilities, including drainage easements and means of transporting the drainage to a well-defined open stream which is considered natural drainage.

- _____ (16) Proposed locations, widths and names of all streets.
- _____ (17) The approximate location, number, area, and proposed use of all lots and other areas, including watercourses, marshes, impoundments, lakes, and those areas to be used for parking, recreation, commercial purposes or for public or governmental use and existing utility installation.
- _____ (18) Proposed lot numbers and block letters.
- _____ (19) If the proposed subdivision consists of land acquired from more than one source of title, the outlines of the several tracts shall be included on the preliminary plat by broken lines and identification of such respective tracts shall be shown on the preliminary plat..
- _____ (20) A statement by the health official that the subdivider has consulted with him with respect to providing water supply and sewerage handling facilities and a tentative proposal for providing each building lot with a safe water supply and an adequate means of sewerage.
- _____ (21) A statement by the highway engineer that the subdivider has consulted with him as to the plans and specifications of any streets or public parking areas that are included in the subdivision and as to any special treatment which will be required in their construction, including the drainage system which will be required.
- _____ (22) A location map tying the subdivision into the present road system, either by aerial photographs or topographic maps of the U.S. Department of Interior.
- _____ (23) The course, distances and curve data of all present and proposed streets, alleys and ways within and abutting the subdivision.
- _____ (24) To eliminate the necessity of many separate documents, plans and sketches, the subdivider may incorporate into a single document plans and sketches, in support of the preliminary plan or plat, all or any part of the additional information required herein provided the sheet sizes specified are adhered to.
- _____ (25) A statement by the subdivider as to whether or not he proposes to dedicate or reserve land, other than for streets, for public use or for the common use of future property owners in the subdivision and, if so, a statement giving an outline of the terms proposed and acreage involved.
- _____ (26) A statement summarizing proposed restrictive covenants and reservations.
- _____ (27) A check payable to the Town of West Point to cover the required fees.