

## Preliminary Subdivision Application Checklist

Pursuant to §15-59 of Subdivision Ordinance the following information shall be shown on the preliminary plans submitted for review by the Planning Commission and other reviewing agencies and Departments. Accompanying an application shall be the required application fee and 15 prints of the proposed subdivision for review of compliance. Once reviewed, 15 additional or 30 new prints will be requested which conform to the requirements and specifications of the subdivision ordinance.

- 1 ( ) Proposed name of subdivision,
- 2 ( ) owner,
- 3 ( ) subdivider,
- 4 ( ) surveyor or engineer,
- 5 ( ) magisterial district,
- 6 ( ) county, state,
- 7 ( ) tax map parcel number,
- 8 ( ) date of drawing, number of sheets,
- 9 ( ) north arrow and source of meridian used for the survey and scale,
- 10 ( ) Location of proposed subdivision by and insert map at a scale of not less than two (2) inches equal 1 mile, showing adjoining roads, their names and numbers, subdivisions, streams adjoining or running through the land, and other prominent or well known landmarks.
- 11 ( ) The boundary survey or existing survey of record, provided such survey shows a closure with an accuracy of not less than one in five thousand (5,000); total acreage of the proposed subdivision and the acreage remaining in the original tract, if any; number and approximate area and frontage of all building sites; existing buildings within the boundaries of the tract; and names of owners and their property lines within the boundaries of the tract and adjoining such boundaries.
- 12 ( ) All existing, platted, and proposed streets, their names, numbers and widths; existing utility or other easements, public areas, and parking spaces, culverts, drains, and watercourses, their names and other pertinent data.
- 13 ( ) Any grave, object, or structure marking a place or burial located on the land proposed for subdivision.
- 14 ( ) The location and size in acres of any area to be dedicated for public use and the conditions of such dedication.
- 15 ( ) Topography at vertical intervals of ten (10) feet unless otherwise specified by the agent. Elevation data shall be referred to United States Geological Survey datum.
- 16 ( ) If extensive changes of topography are contemplated, a plan showing the changes proposed.
- 17 ( ) Proposed connections with existing sanitary sewers and existing water supply or alternative means of sewage disposal and water supply.
- 18 ( ) Provisions for collecting and discharging surface drainage and preliminary designs of any structures that may be required.

## Other Requirements of the Subdivision Ordinance

- 1 ( ) Lot Size - §14-45 – Lot size shall be determined by the Zoning Ordinance
  - a ( ) Zoning \_\_\_\_\_
  - b ( ) Minimum Area \_\_\_\_\_
  - c ( ) Five acre lot size for lots on Private Road as per §15-31(c)? \_\_\_\_\_
  - d ( ) Average lot width<sup>1</sup> \_\_\_\_\_
  - e ( ) Sufficient area within setbacks and outside drainfields and RPA?
- 2 ( ) Septic<sup>2</sup> – Public ( ), Private ( ), Community System ( )
- 3 ( ) Water<sup>3</sup> – Public ( ), Private ( ), Community System ( )
- 4 ( ) §15-20 - Whenever part of a tract is proposed for platting and it is intended to subdivided additional parts in the future, a sketch plan for the entire tract shall be submitted with the preliminary plat.
- 5 ( ) §15.21.1 - Residential Zoning – Major subdivision intended for residential development shall only be permitted in residential zoning districts (SF-1, SC-1, C-2, HC-1, MF-1, MH-1 and PUD)
- 6 ( ) Reservation of Land for public purposes and other amenities – §15-22
  - a ( ) Common Open Space – see Zoning Ordinance §5.5
  - b ( ) Public Facilities
  - c ( ) Street Trees – lot size 2 acres or less
  - d ( ) Sidewalks<sup>4</sup> and Bikeways
  - e ( ) Streetlights<sup>5</sup>
  - f ( ) Curb and gutter<sup>6</sup>
  - g ( ) Underground Utilities required
- 7 ( ) Streets<sup>7</sup>
  - a ( ) §15-31(a) – Except as permitted in Section 15-3.2 (Family Transfers) and 15-31(c) below, every subdivided property shall be served from a publicly dedicated street, unless the Commission grants an exception. In considering whether to grant an exception, the Commission shall apply the criteria set forth in Section 15-8(a).
  - b ( ) §15-19 – All rights of access shall be 50 feet wide unless 15-31(c) of the subdivision ordinance applies. Additional width may be required to meet all requirements of the ordinance including drainage.

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<sup>1</sup> *Lot, width of:* The average horizontal distance between side lot lines.

<sup>2</sup> Connection to public sewer is required under conditions specified in §15-14

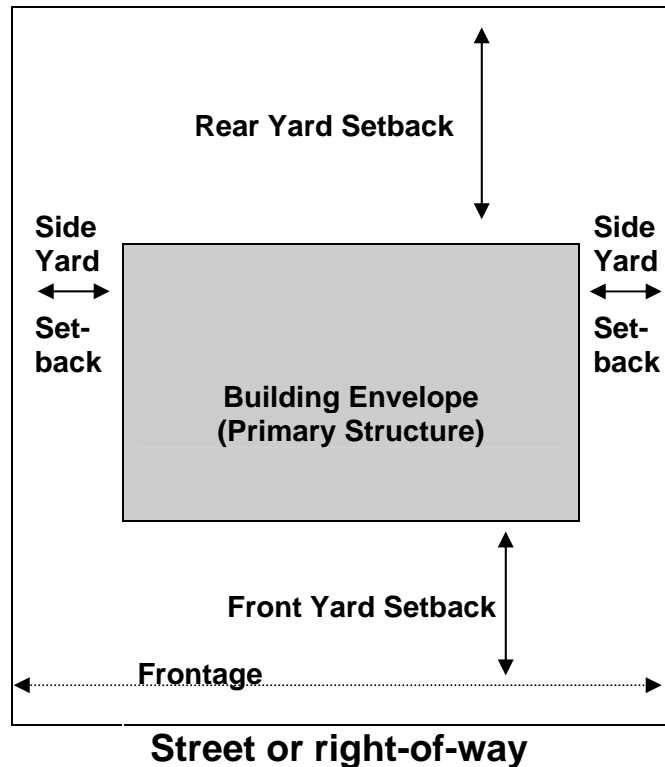
<sup>3</sup> Connection to public water is required under conditions specified in §15-15

<sup>4</sup> Required in subdivisions with lots < 20,000 sf and lots with frontage < 125 feet

<sup>5</sup> Required in subdivisions with lots < 20,000 sf and lots with frontage < 125 feet

<sup>6</sup> Required in subdivisions with lots < 20,000 sf and lots with frontage < 125 feet

<sup>7</sup> *Street:* The principal means of access to abutting properties. The word “street” shall be synonymous with “road.”



8 ( ) §15-29 – Alignment and Layout

- a ( ) The arrangement of streets in new subdivisions shall make provisions for the continuation of existing streets in adjoining areas. The street arrangement must be such as to cause no unnecessary hardships to owners of adjoining property when they plat their own land and seek to provide for convenient access to it.
- b ( ) Where in the opinion of the agent, it is desirable to provide for street access to adjoining property, proposed streets shall be extended by dedication to the boundary of such property.
- c ( ) Half streets along the boundary of land proposed for subdivision may not be permitted.
- d ( ) Wherever possible, streets should intersect at right angles.
- e ( ) Any subdivision or extension of an existing subdivision which exceeds 50 lots shall have at least 2 outlets to state roads.

9 ( ) §15-30 - Lots within major subdivisions shall not front on existing public streets that are not part of a recorded subdivision. Access to such streets shall be prohibited by easement. Double frontage lots shall not be permitted except where it is necessary that they abut existing streets to which access is prohibited.

10 ( ) §15-32 - There shall be no reserve strips controlling access to streets, except where the control of such strips is definitely placed with the community under conditions approved by the agent.

11 ( ) §15-30.1 – Block sizes

- a ( ) The maximum length of blocks generally shall be 1200 feet wherever possible and the minimum length of blocks adjacent to the street upon which the lots have frontage shall be 500 feet.

- b ( ) Blocks shall be wide enough to allow 2 tiers of lots of minimum depth, except where front on major streets, unless prevented by topographical conditions or size of the property in which case the agent may approve a single tier of lots of minimum depth.
- 12 ( ) §15-34 – Cul-de-sac streets shall be no longer than 600'. Where site conditions, such as topography require that a cul-de-sac be longer than 600 feet, the Commission may authorize such greater length provided that the Average Daily Trip (ADT) level does not exceed 250.
- 13 ( ) Street names shall not duplicate existing street names in the county irrespective of the use of the street suffix, avenue, boulevard, drive, place, lane, or court. Proposed streets which are obviously in alignment with other already existing and named streets shall bear the names of existing streets. Street names shall be indicated on the preliminary and final plans. Street names shall be approved by the E-911 coordinator. To check on the availability of a street name, call the E-911 coordinator in the Department of Information Technology at 693-1109.
- 14 ( ) All remnants of lots below minimum size left over after subdivision of a tract must be added to adjacent lots or otherwise disposed of rather than allowed to remain as unusable parcels.
- 15 ( ) Outlots may be approved on the condition that they will be added to an adjacent parcel and shall not be conveyed or transferred separately or further subdivided without written consent of the agent.
- 16 ( ) Arrangement, design and shape (§15-40)
- a ( ) Generally lots shall be rectangular in shape – lots shall not contain peculiarly shaped elongations solely to provide necessary square footage of area which would be unusable for normal purposes.
- b ( ) Road frontage shall meet the minimum lot width requirement, except that fifty (50) feet of frontage shall be permitted on lots facing on a properly designed cul-de-sac<sup>8</sup>. Lot frontage<sup>9</sup> \_\_\_\_\_
- 17 ( ) Monuments
- a ( ) §15-49 – Upon approval of a subdivision, the subdivider shall make certain that all monuments required by this chapter are properly installed and clearly visible for inspection and use. Such monuments shall be inspected and approved by the agent or his appointed representative.
- b ( ) §15-50 – Reinforced concrete monuments four (4) inches in diameter or square, three (3) feet long with a flat top, shall be set at all street corners,

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<sup>8</sup> *Cul-de-sac*: A street with only one outlet and having an appropriate turnaround for a safe and convenient reverse traffic movement.

<sup>9</sup> *Frontage*: The minimum width of a lot measured from one side lot line to the other along a straight line on which no point shall be farther away from the street upon which the lot fronts than the building setback line as defined and required herein. ***On a corner lot, the front shall be deemed to be along the shorter dimension of the lot; and where the dimensions are equal, the front shall be on that street on which a predominance of other lots in the block front.***

at all points where the street line intersects the exterior boundaries of the subdivision, and at right angle points and points of curve and tangency in each street.

- c ( ) §15-51.1 – Permanent benchmark, flood zones (“A” and/or “V” flood zones)
  - d ( ) §15-51 – All other lot corners shall be marked with solid iron rod or markers being a minimum of three-fourths (3/4) inch in diameter and twenty-four (24) inches long driven so as to be flush with the finished grade.
- 18 ( ) Fees – §15-56 - There shall be a charge for the examination and approval or disapproval of every preliminary plat or plat vacation reviewed by the agent. – See fee schedule.
- 19 ( ) Term of validity of the preliminary plat - §15-62 – The subdivider shall have no more than 365 days from the date of approval of the preliminary plat to record a final subdivision plat in accordance with the subdivision ordinance. A final plan shall be submitted an approved prior to recordation. (See subdivision flow chart).
- 20 ( ) The following items shall, when necessary, be submitted to the agent after preliminary plat approval is granted and before final plat approval is granted:
- a ( ) Approval of Construction Plans and Profiles by the department of highways and transportation or resident engineer.
  - b ( ) Approval of Construction Plans and Profiles under the soil and erosion ordinance of the County of Gloucester [Chapter 7.5 of the Code].
  - c ( ) Approval of Construction Plans and Profiles by the public works director when public water and/or sewage is planned or certification letters from the Department of Health indicating the availability for septic system and 100 percent reserve and water.
  - d ( ) Estimate of the cost of construction or improvements for any public facilities or utilities required. (Ord. of 9-6-83)
  - e ( ) Subdivision Agreement and surety for improvements not completed. Prior to final approval all public improvements required by the ordinance shall be completed at the expense of the subdivider or the subdivider may enter into a subdivision agreement with the County and furnish to the County a certified check, bond with surety satisfactory to the County or a letter of credit in the amount to cover the cost of all the improvements required to be installed by the subdivider as estimated by the agent based on an estimate calculated by the contractor. A sample subdivision agreement and letter of credit are available from the Planning Department.
- 21 ( ) Once the above requirements have been met the final plat may be approved pursuant to §15-63 (See final plat checklist)