



LAND DEVELOPMENT APPLICATION

Application for (please check one):

- | | |
|---|---|
| <input type="checkbox"/> Boundary Line Adjustment | <input type="checkbox"/> Subdivision, Major (Preliminary) |
| <input type="checkbox"/> Land Disturbance Permit | <input type="checkbox"/> Subdivision, Major (Final) |
| <input type="checkbox"/> Site Plan | <input type="checkbox"/> Subdivision, Minor |
| <input type="checkbox"/> Special Use Permit | <input type="checkbox"/> Variance Request |
| <input type="checkbox"/> Subdivision, Commercial | <input type="checkbox"/> Zoning Appeal |
| <input type="checkbox"/> Subdivision, Family | <input type="checkbox"/> Zoning Map Amendment/Rezoning |
| <input type="checkbox"/> Subdivision, Large Lot | <input type="checkbox"/> Zoning Text Amendment |

This application must be completed in its entirety. Please list *all* owners and applicants. Use additional sheets if needed.

General Project Information:

1. Project Title: _____
2. Property Location: _____
3. Tax Map Number(s): _____
4. Total Acreage: _____
5. Acreage to be Developed: _____
6. Acreage to be Disturbed: _____
7. Responsible Land Disturber: _____ RLD #: _____
8. Current Number of Lots: _____
9. Proposed Number of Lots: _____
10. Current Zoning: _____
11. Proposed Zoning: _____
12. Current Use(s): _____
13. Proposed Use(s): _____

Contact Information:

14. Property Owner: _____
15. Owner Address: _____
16. Owner Telephone: _____ Email: _____

17. Applicant: _____

18. Applicant Address: _____

19. Applicant Telephone: _____ Email: _____

20. Representative: _____

21. Representative Address: _____

22. Representative Telephone: _____ Email: _____

23. Correspondence to be sent to: Applicant Owner Representative

24. Preferred form of Contact: Email Mail

Owner Affidavit:

I have read this application, understand its intent, and freely consent to its filing. The information provided is complete and accurate to the best of my knowledge and capabilities. I understand that the county may deny, approve, or conditionally approve that for which I am applying. Furthermore, I grant permission for county officials on official business to enter the property to make such investigations and inspections as they deem necessary to process this application.

Owner's Signature _____
Date

Owner's Signature _____
Date

For Office Use Only:

Application Number: _____

Submission Date: _____

Completeness Date: _____

Application Fee: _____ Date Paid: _____

Taxes Paid? Yes No

Environmental Review: Floodplain Wetlands Highly Erodible Soils

Resource Protection Resource Management

Additional Review Req.: WQIA CBPA Board Wetland Board

Outcome: Denied Approved Conditionally Approved

BOUNDARY LINE ADJUSTMENT CHECKLIST

For each submission requirement, check the box in the “APPLICANT” column to indicate this item has been included in the submission packet. The requirements listed below are the minimum requirements for acceptance of a boundary line adjustment application; other ordinance requirements apply. This checklist must be signed and dated to be accepted.

APPLICANT	COUNTY	MINIMUM SUBMISSION REQUIREMENTS
<input type="checkbox"/>	<input type="checkbox"/>	Completed Land Development Application
<input type="checkbox"/>	<input type="checkbox"/>	Completed and signed copy of this checklist
<input type="checkbox"/>	<input type="checkbox"/>	Application Fee (See Fee Schedule Sheet)
<input type="checkbox"/>	<input type="checkbox"/>	Five (5) Copies of the plat consistent with the standards and information listed below:
<input type="checkbox"/>	<input type="checkbox"/>	Source of title of the owners of the land involved in the boundary line adjustment
<input type="checkbox"/>	<input type="checkbox"/>	Place of record of the last instrument in the chain of title
<input type="checkbox"/>	<input type="checkbox"/>	North Arrow
<input type="checkbox"/>	<input type="checkbox"/>	Scale
<input type="checkbox"/>	<input type="checkbox"/>	Date of Plat
<input type="checkbox"/>	<input type="checkbox"/>	Plat titled “Boundary Line Adjustment”
<input type="checkbox"/>	<input type="checkbox"/>	Adjoining Property Owners
<input type="checkbox"/>	<input type="checkbox"/>	Bearings and distances of all lines surveyed as part of the boundary line adjustment
<input type="checkbox"/>	<input type="checkbox"/>	General location of parent tract(s) impacted by the boundary line adjustment
<input type="checkbox"/>	<input type="checkbox"/>	Acreage of involved parcels before and after the boundary line adjustment
<input type="checkbox"/>	<input type="checkbox"/>	Name and signature of owner(s) notarized
<input type="checkbox"/>	<input type="checkbox"/>	Acreage and frontage width of the lots or a statement certifying that to the surveyor’s knowledge the reconfigured properties meet the minimum acreage and frontage width requirements
<input type="checkbox"/>	<input type="checkbox"/>	Tax map section, block, and lot number
<input type="checkbox"/>	<input type="checkbox"/>	Owners Consent Statement for Boundary Line Adjustment (See Appendix C of the Subdivision Ordinance)
<input type="checkbox"/>	<input type="checkbox"/>	Certificate of Approval for Boundary Line Adjustment (See Appendix C of the Subdivision Ordinance)
<input type="checkbox"/>	<input type="checkbox"/>	Applicable Subdivision Plat Notes (See Appendix E of the Subdivision Ordinance)
<input type="checkbox"/>	<input type="checkbox"/>	Surveyor’s Certificate (See Appendix C of the Subdivision Ordinance)

Applicant Signature and Date

Applicant Signature and Date

FY 2019 FEE SCHEDULE

Use this sheet to calculate the fee associated with your application or request. For any questions, please contact Community Development staff at 804-652-4707.

<u>SUBDIVISION FEES</u>	
Boundary Line Adjustment	\$100
Preliminary Review	\$300
Subdivision Waiver	\$200 per lot
Subdivision, Family	\$100
Subdivision, Major	\$750 base + \$50 per new lot (minimum \$800)
Subdivision, Minor	\$200 base + \$25 per new lot (minimum \$250)
<u>ZONING FEES</u>	
Entertainment Permit	\$150
Rezoning	\$1,000 base + \$300 per additional parcel
Site Plan Review	\$300
Special Use Permit (SUP)	\$1,000
Text Amendment	\$300
Zoning Business Permit	\$20
Zoning Setback Permit	\$20
Zoning Verification Letter	\$20
<u>ENVIRONMENTAL FEES</u>	
Erosion & Sediment Review	\$300
Land Disturbing Permit, Commercial	\$150
Land Disturbing Permit, Residential	\$100
Water Quality Impact Assessment	\$100
Wetlands/Bay Board Hearing	\$1,000
<u>VARIANCE & APPEAL FEES</u>	
Appeal, Board of Zoning Appeals	\$1,000
Variance, Administrative	\$300
Variance, Board of Zoning Appeals	\$1,000
<u>MISCELLANEOUS FEES</u>	
Black and White Copies	\$0.25 per page beyond four (4) pages
Color Copies	\$0.50 per page beyond two (2) pages
Plotter Copies	\$5.00 per sheet
Engineering/Blue Print Copies	\$2.00 per sheet
E-911 Address Book	\$30.00