Date

Subdivision Plan No.

Planning Building & Development
215 Church Ave., SW, Room 170
Roanoke, VA 24011
Phone: **(540) 853-1090** Fax: **853-1594**
www.roanokeva.gov

Application For

Subdivision Site Plan and Plat Review

Complete Form & Click Here To Print

Minor Subdivision Submittal Checklist

- ☐ Fee $50
- ☐ 10 **Folded** Prints of Plat
- ☐ Closure Computations

Major Subdivision Submittal Checklist

- ☐ Fee - See Below
- ☐ 10 **Folded** Sets of Site Plan
- ☐ SWPPP

Applicant Information:

Applicant Name

Applicant Address | City | State | Zip Code

Phone Number | Fax Number | email

Relationship to Property Owner ◯ Owner ◯ Contractor ◯ Engineer

Owner Information:

Owner Name

Owner Address | City | State | Zip Code

Phone Number | Fax Number | email

Engineer Information:

Engineer Name

Engineer Address | City | State | Zip Code

Phone Number | Fax Number | email

Project Information:

Subdivision Name | Tax Map #

Subdivision Address

Subdivision Description

Type of Project

◯ Major Subdivision ◯ Minor Subdivision

◯ ROW Vacation

New Lots Created | Subdivision Zoning | Proffered Conditions ◯ Yes ◯ No

Developed Area (Acre) | Graded Area (Acre) | Impervious Area (sq ft)

Fee Schedule:

Minor Subdivision Plat Review (One parcel into two; lot line relocation - no new lot; vacation of lot lines - creating no more then 2 lots) $50	$
Major Subdivision Plat Review (All which are NOT "Minor" - Also requires Subdivision Site Plan Review fee) $220 + $50 per lot	$
Subdivision Site Plan Review $500 + $75 per acre (DEVELOPED) - (round up to next acre)	$
* If Subdivision Site Plan disturbs 2,000 sq ft or more; include Grading and Erosion /Sediment Control Plan Review fee ** If Subdivision Site Plan disturbs 10,000 sq ft or more; include Stormwater Management Review fee	
* Grading and Erosion/Sediment Control Plan Review Fee $100 + $50 per acre (DISTURBED) - (round up to the next acre)	$
** Stormwater Management Plan Review Fee $100 + $3.00 per 100 sq ft (POST DEVELOPMENT IMPERVIOUS AREA) - (round up to whole number, up to a max. fee of $1000.00)	$
Total $	

I understand that that if there are any delinquent real estate taxes owed on these properties, that this application will not be processed until the taxes are paid (City Council Ord. no. 36036-081902.)

The applicant requests review and approval of a development plan as set forth in the City of Roanoke Zoning Ordinance. It is understood that submission of inaccurate or incomplete information may delay final approval of the comprehensive development plans.

I hereby certify that I understand the provisions of the Erosion and Sediment Control Ordinance and program as they apply to the approved-referenced project. I further grant right of entry to the property described above to designated personnel for the purpose of inspecting and monitoring compliance with the aforesaid ordinance.

PLEASE SUBMIT 10 COPIES OF SUBDIVISION PLAT AND/OR 10 BOUND AND FOLDED SETS OF SUBDIVISION SITE PLANS AND ONE PDF FILE WITH THE COMPLETED APPLICATION AND FEE PAYMENT.

Print Name		Signature	