

What happens after the application is accepted?

Once the application is accepted, the City will conduct a departmental review. The Planning Department will also take the case before the City's public bodies. Once City staff and the public bodies approve the plats and construction drawings they must be signed by City staff.

How long is the review process?

The process requires a minimum of 4 months, assuming 1st time approval by all public bodies. Typically, there are 3-4 iterations of plan review during this process. Timing hinges on how quickly and thoroughly the applicant's engineer responds to comments by staff and public bodies.

Key steps in the process are as follows: Posting of public hearing signs and notice to adjoining property owners, Planning Commission preliminary subdivision public hearing, Planning Commission final subdivision review, Planning and Development review and, City Council action.

How do I revise signed plats and drawings?

Drawings and plats must be resubmitted as in the Major Subdivision process, but may not be subject to a public hearing.

How long are signed plats and drawings good for?

Once the plats are signed they must be recorded at the office of the Clerk of the Circuit Court within 60 days or they will be considered void. Construction drawings are valid for 5 years from signature to the time a building permit is obtained.

Development Review Team

- Planning Department
540-667-1815 ext.1419
- Police Department
(Contact thru Planning Dept)
- Building Official
540-667-1815 ext.1418
- Fire & Rescue
540-662-2298
- Public Services
540-667-1815 ext. 1409

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MAJOR SUBDIVISION REVIEW PROCESS



THE MAJOR SUBDIVISION REVIEW PROCESS

What is a Major Subdivision?

A Major Subdivision is the division of a parcel of land that creates more than 3 new lots and/or new public facilities (e.g. roads and utilities). The City requires plats and construction drawings be submitted to ensure that any proposed development will meet City standards.

To ensure the proposed plats and drawings include all the needed information, the City requires applicants to complete a Subdivision Checklist. The checklist is available through the Planning Department and online at the City's website. It covers requirements listed in the City's Land Subdivision Ordinance, as well as additional information required by City departments.

When do I need a Subdivision?

If a proposed project creates more than 3 lots or necessitates the creation of a new road or other public infrastructure then a Major Subdivision needs to be requested. Plats and construction drawings need to be submitted with request.

Should I set up a Pre-Application Meeting?

The City requires anyone who plans to subdivide a lot into 10 or more new lots to

set up a pre-application meeting with the Planning Department. The Department will contact the appropriate City staff to be included in the meeting. The meeting is a good opportunity to discuss the project and flush out any issues that might be of concern to the City or applicant, including: drainage, new streets, easements, open space dedication, and other pertinent issues.

How do I apply for a Subdivision?

Submit a complete Subdivision Application, Subdivision Checklist, plats, construction drawings, list of surrounding property owners, and fee to the City's Planning Department. If the materials submitted are incomplete they will be returned. The applicant will have 30 calendar days to submit complete materials or resubmittal will be required.

