



CASE #: \_\_\_\_\_  
FEE AM'T: \_\_\_\_\_  
DATE PAID: \_\_\_\_\_

# CITY OF WINCHESTER, VIRGINIA

Rouss City Hall  
15 North Cameron Street  
Winchester, VA 22601  
540-667-1815  
TDD 540-722-0782

## SUBDIVISION APPLICATION

(rev 11/21/2022)

**Please print or type all information**

\_\_\_\_\_ Applicant

\_\_\_\_\_ Telephone \_\_\_\_\_ Street Address

\_\_\_\_\_ E-mail address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip

\_\_\_\_\_ OWNER'S SIGNATURE (use reverse to list additional owners) \_\_\_\_\_ Owner Name (as appears in Land Records)

\_\_\_\_\_ Telephone \_\_\_\_\_ Street Address

\_\_\_\_\_ E-mail address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip

TYPE OF REQUEST - Please mark type of request and complete information

SUBDIVISION	FEE	LOTS
(name of subdivision)	(total fee due)	(total number of lots proposed)
<input type="checkbox"/> Major	<input type="checkbox"/> \$2,000 + \$250 per lot	
<input type="checkbox"/> Minor	<input type="checkbox"/> \$300 + \$50 per lot	
<input type="checkbox"/> Revision	<input type="checkbox"/> \$100 + \$20 per lot	
<input type="checkbox"/> Reapproval	<input type="checkbox"/> \$200	

### PROPERTY LOCATION

Current Street Address(es) \_\_\_\_\_ Zoning \_\_\_\_\_

Tax Map Identification - (sections, blocks, lots) \_\_\_\_\_

### REQUIRED MATERIALS LIST

- \_\_\_\_\_ 1 copy of application (this form completed)
- \_\_\_\_\_ 1 completed subdivision check list
- \_\_\_\_\_ Fee (check made payable to the **Treasurer, City of Winchester**)
- \_\_\_\_\_ 1st Submittal: 3 paper copies of plans, PLUS 1 digital copy (PDF) of all documents. Revisions will require 1 digital copy (PDF) and paper copies as requested by Planning.
- \_\_\_\_\_ Letter explaining request and grounds for request or waivers
- \_\_\_\_\_ List of adjacent property owners (public hearing items only). List must provide name and mailing address as appears in Land Records for owners of all properties within 300 feet of any portion of the subject site.

All public hearing materials must be submitted at one time by 5:00 PM on the deadline date for the next regular meeting in order to be placed on the agenda. **Only complete applications, which includes all the above materials, will be accepted.**

I/We hereby certify that the above information is complete and correct and that public notification will be properly posted on the site not later than 14 days before the public hearing (if applicable) and that all delinquent Real Estate taxes have been paid per Section 23-9.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**APPLICANT**

CASE #: \_\_\_\_\_  
FEE AM'T: \_\_\_\_\_  
DATE PAID: \_\_\_\_\_

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Additional Owner's Name

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Address

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City, State, Zip

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Telephone

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OWNER'S SIGNATURE

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Additional Owner's Name

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Address

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City, State, Zip

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Telephone

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OWNER'S SIGNATURE

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Additional Owner's Name

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Address

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City, State, Zip

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Telephone

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OWNER'S SIGNATURE

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Additional Owner's Name

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Address

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City, State, Zip

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Telephone

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OWNER'S SIGNATURE