

## How long is the review process?

Typically, there are 1-2 iterations of plat review. Timing hinges on how quickly and thoroughly the applicant's surveyor responds to comments. Minor Subdivisions are handled administratively by City Staff. No public hearings are required.

## How do I revise signed plats?

Any desired revisions to a plat must go through the Minor Subdivision process.

## How long are signed plats good for?

Once the plats are signed they must be recorded at the office of the Clerk of the Circuit Court. The applicant must provide the recorded instrument number to the Planning Department. If not recorded within 6 months of approval, the plats will be considered void.

### 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

# MINOR SUBDIVISION REVIEW PROCESS



City of Winchester  
Planning Department  
15 N. Cameron St.  
Winchester, VA 22601  
Phone (540) 667-1815 ext. 1419  
Fax (540) 722-3618  
[www.winchesterva.gov](http://www.winchesterva.gov)  
[plngdept@ci.winchester.va.us](mailto:plngdept@ci.winchester.va.us)

April 2008

# THE MINOR SUBDIVISION REVIEW PROCESS

## What is a Minor Subdivision?

A Minor Subdivision is a plat showing property divided into no more than 3 lots and no public facilities (e.g. streets, water and sewer mains, etc.) being proposed. Minor Subdivisions also include boundary line adjustments and lot consolidations. The City requires a plat be submitted to ensure that any proposed subdivision will meet City standards.

Information included on a plat depends on the size and location of the proposed parcels. Typically, a plat includes: name of the owner, number of sheets, grid north point, scale, existing and proposed property line with bearings and distances, location of monumentation, area of site, names of owners and their property lines adjoining such boundaries with legal reference, all platted and proposed streets including names and right of way widths, and all existing and proposed easements.

## When do I need a Minor Subdivision?

A Minor Subdivision is needed when a property is divided into no more than 3 lots, not involving a new street, or the extension of an existing street, street facilities, or utilities. Parcels consolidation, property line adjustments are also considered minor subdivisions.

## How do I apply for a Minor Subdivision?

Submit a complete Subdivision Application, four copies of the plats, 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.

## What happens after the application is accepted?

Once the application is accepted, the City will conduct a departmental review. Once City staff approves the plat it must be signed by the Planning Director. After the plat is signed, it should be recorded and a copy of the recorded plat sent to the Planning Department.

