



**PROPERTY INFORMATION**

Title of Subdivision: \_\_\_\_\_

Property Address(es) \_\_\_\_\_ Tax Map Parcel(s)/ID(s) \_\_\_\_\_

Total Acreage \_\_\_\_\_ Number of Lots Proposed \_\_\_\_\_ Zoning Classifications \_\_\_\_\_

**PROPERTY OWNER INFORMATION**

Property Owner Name \_\_\_\_\_ Telephone \_\_\_\_\_

Street Address \_\_\_\_\_ E-Mail \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**OWNER'S REPRESENTATIVE INFORMATION (if applicable)**

Owner's Representative \_\_\_\_\_ Telephone \_\_\_\_\_

Street Address \_\_\_\_\_ E-Mail \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**SURVEYOR INFORMATION**

Name \_\_\_\_\_ Telephone \_\_\_\_\_

Street Address \_\_\_\_\_ E-Mail \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**VARIANCES**

- No variances requested. (Continue to next section.)
- Variance requested. **If a variance is requested, please provide the following information:**

I (we) hereby apply for a variance from:

- The Harrisonburg Subdivision Ordinance section(s): \_\_\_\_\_

\_\_\_\_\_

- The Harrisonburg Design and Construction Standards Manual section(s): \_\_\_\_\_

\_\_\_\_\_

which requires:

The attached letter shall describe why the applicant believes a variance should be granted based on the following “unnecessary hardship” which is peculiar to the property in question. (See Section 10-2-2 of the Subdivision Ordinance.)

**CERTIFICATION**

The City of Harrisonburg’s preliminary plat and subdivision requirements are in the code of the City of Harrisonburg, Subdivision Ordinance Sections 10-2-1 through 10-2-86. Please read these requirements carefully.

*I have read the ordinance requirements. I certify that the information supplied on this application and on the attachments provided (plats and other information) is accurate and true to the best of my knowledge. In addition, I hereby grant permission to the agents and employees of the City of Harrisonburg to enter the above property for the purposes of processing and reviewing this application. I also understand that, when required, public notice signs will be posted by the City on any property.*

\_\_\_\_\_  
**PROPERTY OWNER**

\_\_\_\_\_  
**DATE**

**REQUIRED ATTACHMENTS**

- Letter explaining proposed use & reasons for seeking Preliminary Subdivision Plat Approval.
- Plat of properties meeting requirement of Subdivision Ordinance Section 10-2-23 – see checklist.
- Traffic Impact Analysis (TIA) Determination Form OR Traffic Impact Analysis (TIA) Acceptance Letter signed by Public Works Department. Applicant is responsible for coordinating with Public Works prior to submitting this application. For more information, visit [www.harrisonburgva.gov/traffic-impact-analysis](http://www.harrisonburgva.gov/traffic-impact-analysis).

**TO BE COMPLETED BY PLANNING & ZONING DIVISION**

\_\_\_\_\_  
Date Form Received

\_\_\_\_\_  
Form Received By

Total Fees Due: \$ \_\_\_\_\_

Application Fee:

w/o Variance Request \$175.00 plus \$20.00 per lot

with Variance Request \$200.00 plus \$20.00 per lot

**CHECKLIST FOR PLAT OF PROPERTIES MEETING SEC. 10-2-23  
PRELIMINARY PLAT – REQUIREMENTS AND CONTENTS**

The preliminary plat, marked as such, shall be presented to the planning commission at a scale of one-inch equals one hundred (100) feet (1" = 100') with any supporting data, showing the following:

- Proposed subdivision name, location, acreage and land use.
- Date, north point and graphic scale.
- Names and addresses of the owners of the property, including the existing mortgagee, the subdivider and the designer of the layout.
- Location and names of adjoining subdivisions or names of the owners of adjoining lands.
- Topography: contours at two-foot intervals unless grade is fifteen (15) percent or more, in which case contours shall be at five-foot intervals.
- Existing and proposed streets, easements and other rights-of-way within and adjoining the subdivision including right-of-way and roadway widths, approximate grades and proposed street names.
- Location of existing and proposed utilities adjacent to the tract to be subdivided, including size and elevation.
- Location of building setback lines and zoning district lines.
- Lot lines, lot and block numbers and approximate dimensions. If proposed subdivision is a residential planned unit development structures and approximate dimensions shall be shown.
- Proposed method of water supply, drainage provisions, sanitary sewer layout or other accepted sanitary plan and methods of flood control where applicable. Connections with existing facilities, sizes of proposed facilities and any accessory structure shall also be shown.
- Draft of homeowners' association agreements or protective covenants, if any, whereby the subdivider proposed to regulate land use in the subdivision and otherwise protect the proposed development.
- The location of existing watercourses and other geographic features.
- Preliminary location of stormwater management best management practice (BMP) boundary areas.
- A vicinity sketch or key map at a scale of two hundred (200) feet to the inch shall be shown on or accompany the preliminary plat. This map shall relate the subdivision to existing landmarks and show how streets, alleys and other significant proposals connect or relate to existing facilities in neighboring subdivisions or undeveloped property to produce the most advantageous development of the entire area.
- The fee for filing a preliminary plat without a variance shall be one hundred seventy-five dollars (\$175.00) plus twenty dollars (\$20.00) per lot, or if filing a preliminary plat with a variance the fee shall be two hundred dollars (\$200.00) plus twenty dollars (\$20.00) per lot, made payable to the city. The fee shall be paid upon the filing of the plat with the city.

In addition, if the preliminary plat requires a traffic impact analysis (TIA) review by the Virginia Department of Transportation (VDOT), then all additional fees for that review shall be made payable to the Virginia Department of Transportation. If the preliminary plat requires a TIA review, only by the city, then one thousand dollars (\$1,000.00) shall be made payable to the city. The preliminary plat application shall not be considered accepted until the TIA has been reviewed.