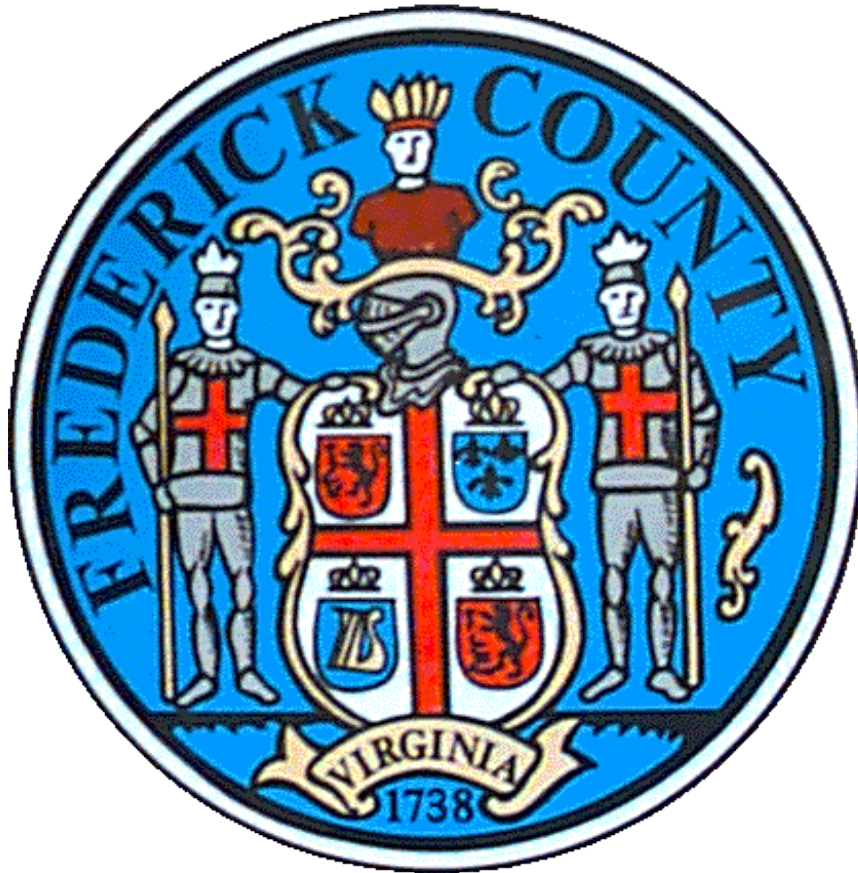


PRELIMINARY SKETCH PLAN APPLICATION PACKAGE

RA (RURAL AREAS) ZONING DISTRICT



Frederick County, Virginia

Department of Planning and Development
107 North Kent Street
North Building, 2nd Floor
Winchester, Virginia 22601
Telephone: (540) 665-5651 - FAX: (540) 665-6395

Website: www.fcva.us

(Revised 3/1/11)

SUBDIVISION INSTRUCTIONS
Preliminary Sketch Plan

A Preliminary Sketch Plan is required before land is developed into a Major Rural Subdivision in the RA (Rural Areas) Zoning District. Major Rural Subdivisions are defined by three or more lots being divided from a parent tract (parcel of record as of December 11, 1991). Preliminary Sketch Plans must be reviewed by the Department of Planning and Development to ensure the proposed subdivision is in general accordance with the requirements of the Subdivision Ordinance and the County Code. Preliminary Sketch Plans must be submitted prior to the review of the preliminary or final plats for the subdivision.

Checklist items # 1-3 are required at the time of the Preliminary Sketch Plan application submission. It is recommended that the applicant meet with a representative from the Department of Planning and Development staff when submitting applications in order to review the materials for completeness.

Subdivision Package

- _____ 1. One copy of the Subdivision application.
- _____ 2. The Application Review Fee.
(check made payable to "Frederick County Treasurer").
- _____ 3. Two (2) copies of the Subdivision Plan.



**APPLICATION - PRELIMINARY SKETCH PLAN
MAJOR RURAL SUBDIVISION
FREDERICK COUNTY, VIRGINIA**

Applicant/Agent: _____

Address: _____

_____ Phone Number: _____

Property Owner's Name (if different from applicant): _____

Address: _____

_____ Phone Number: _____

Contact Person (if different from applicant): _____

Phone Number: _____

Please list names of all owners, principals, and/or majority stockholders:

SUBDIVISION INFORMATION

Name of the Subdivision: _____

Type of Subdivision: Rural Preservation _____ Traditional Five Acre _____

Number of Lots: _____

Total Acreage Subdivided: _____

Property Location (please give State Route # and name, distance and direction from intersection):

Magisterial District: _____

Property Identification Number (P.I.N.): _____

(Parent Tract)

* * * * *

I have read the material included in this package and understand what is required by the Frederick County Planning Department. I also understand that all required material will be complete prior to the submission of my site plan.

Signature: _____

Date: _____

PRELIMINARY SKETCH PLAN CHECKLIST

- _____ A. Scale no greater than one to one hundred (1:100).
- _____ North Arrow.
- _____ Zoning and total acreage of property and adjoining properties.
- _____ Proposed and existing uses of property and adjoining properties.
- _____ Street layout, street width, street connections, proposed and existing streets and road networks.
- _____ Lot layouts, number of lots and building restriction lines.
- _____ All drainage and utility easements.
- _____ Location of common open space or sixty percent (60%) of parcel to remain intact and all environmental features, including prime agricultural or locally significant soils as defined by Chapter 165, Zoning.
- _____ Topographic contours at intervals no greater than 10 feet.
- _____ Gross residential density.
- _____ Notation per §165-401.06C regarding subdivision of 60% preservation tract, if subdivision is a rural preservation subdivision.
- _____ Original property identification number (parent tract).
- _____ Name of the Magisterial District where located.
- _____ Names of all streams and bodies of water, including all one-hundred-year flood limits as mapped by FEMA.
- _____ Location of required setback lines on each lot.
- _____ Proposed landscaping with location and types of plants (Per §165-203.01A of the Frederick County Zoning Ordinance).
- _____ Certification by an engineer, surveyor or other qualified professional of the accuracy of the plat.

FINAL PLAT CHECKLIST

The subdivider shall be required to submit a deed of dedication, a copy of all covenants and restrictions, an estimate of all public improvements, all required guaranties for improvements and all final plats to the Subdivision Administrator. All final plats shall be drawn to a scale acceptable to the Subdivision Administrator. The following checklist is provided to assist the applicant in ensuring that all required information is provided. The form must be completed and submitted with the application and other required subdivision materials. If any of the items listed below are not included with the materials submitted, your application will not be considered complete and will not be accepted for filing. Check with the planning staff if you feel some element on the list does not apply to your situation. All plats shall contain the following information:

- _____ Title (“Final Subdivision Plat for _____”).
- _____ Page number and total pages on each page.
- _____ Vicinity map [scale of one to two thousand (1:2,000)] showing all roads, properties and subdivisions within one thousand (1,000) feet of the subdivision.
- _____ Written and graphic scale.
- _____ Day, month and year plan prepared and revised.
- _____ North arrow.
- _____ Parcel identification number (PIN) of parent tract.
- _____ Name of Magisterial District in which subdivision is located.
- _____ Zoning and use of all land to be subdivided and all adjoining land.
- _____ Boundary survey of all lots, parcels and rights-of-way showing bearings to the nearest degree, minute and second and listing distances to the nearest one-hundredth (1/100) of a foot.
- _____ Names of owners of all adjoining properties and deed book and page number references for each adjoining parcel.
- _____ Area of each lot and parcel, the total area of the subdivision and the total area in lots.
- _____ Location, names and right-of-way widths of existing and planned roads, streets and shared private driveways adjacent to and on the property.
- _____ Existing or proposed utilities, utility easements and other easements with dimensions and location.
- _____ Existing and proposed drainage easements with dimensions and locations.
- _____ Location of floodplain limits.

- _____ Location of all land to be dedicated or reserved for public use.
- _____ Location of required setback lines on each lot.
- _____ Location and description of monuments and markers.
- _____ Location of any grave, object or structure marking a place of burial on the land to be subdivided.
- _____ Certification by a registered engineer or surveyor qualified to practice in the State of Virginia, verifying the accuracy of the plat.
- _____ Signature of the owner, proprietors or trustees certifying ownership of the property and that the subdivision is with their free consent and desires.
- _____ A notary statement certifying the signature of the owner, proprietors or trustees.
- _____ Signature lines for the Subdivision Administrator and relevant reviewing agencies.
- _____ Statement listing all requirements and conditions placed on the land included in the subdivision resulting from approval of conditional zoning or a conditional use permit.