

PRELIMINARY SUBDIVISION/PROPERTY LINE VACATION PLAT APPLICATION CHECKLIST

Date: _____

Submitted By: _____

Contact Person: _____ Phone: _____

Mailing address: _____

E-mail address: _____

Owner or Developer: _____

Street location of Subdivision: _____

Name of Subdivision: _____

The following items are required in the preliminary subdivision/property line vacation plat submittal package:

(Note that a Preliminary Subdivision Plat should be a near-complete preliminary version of the Final Plat. It is not a concept review. Concept reviews are handled in the Planning Department's site plan review.)

☐ **Filing FEES: (Checks made payable to "City of Norfolk")**

Preliminary Subdivision \$300.00 plus ____ lots @ \$11.00 PER LOT \$_____

Preliminary property line vacation plat \$100.00 \$_____

(Only for use with lots that were lawfully created.)

☐ **COMPLETED APPLICATION** (*Only complete, properly prepared application packets will be accepted.)

☐ **TWO (2) PAPER SETS OF THE COMPLETE PRELIMINARY SUBDIVISION / VACATION OF PROPERTY LINE PLAT DRAWINGS TO INCLUDE THE FOLLOWING: ITEMS AS DESCRIBED IN SECTION 42.5 OF THE CITY OF NORFOLK CODE. (PLEASE CHECK)**

- ☐ Name of subdivision, which shall not duplicate the name of an existing subdivision, names and addresses of owner or owners of record, subdivider, and person or firm responsible for preparation of preliminary plat, date plat was prepared, graphic scale, which shall not be smaller than 1" = 100' and north arrow.
- ☐ Boundaries and location and identification of adjacent or abutting streets, subdivisions, unsubdivided parcels, easements, water areas and other geographic features.

- ☐ Boundaries and location of all adjoining properties held in the same ownership as the tract to be subdivided.
- ☐ **Location and identification of all existing features and improvements from the edge of pavement and within the tract,** including streets, structures, water areas by type, including areas in marsh or subject to frequent inundation, wooded areas, easements, installed utilities and other important details. Plats of tracts abutting on or containing natural or artificial bodies of water shall show the approximate high water lines, bulkhead [and] pier head lines if officially established, and top of bank and toe of slope. **NOTE: Where structures are noted for removal, proof of demo will be required with the final plat.**
- ☐ Identification of the existing zoning and location and identification of existing and proposed uses in each structure within the tract. Where a residential use exists, the number of dwelling units shall be indicated.
- ☐ Location, identification and widths of existing and proposed streets, alleys and easements
- ☐ Location of existing and proposed water mains, sanitary sewers, storm sewers and catch basins, with indications of proposals for disposal of surface drainage if other than or in addition to storm drains.
- ☐ Lot lines, with dimensions.
- ☐ Location and dimensions of all parcels proposed to be dedicated or reserved for public use or common use by occupants of the subdivisions, with conditions or restrictions, if any, of such dedications or reservation.
- ☐ In Chesapeake Bay Preservation Areas, the preliminary plat shall also show the coastal primary sand dune and/or beach where applicable, the limits of the 50-foot and 100-foot resource protection areas, a maximum buildable area based on all required zoning setbacks and CBPA buffer requirements, the resource management area, and intensely developed area where applicable. In addition, the location, size and configuration of all BMPs based on the design criteria in section 42.5-7(f) shall be shown on the preliminary plat. Include a notation stating that no improvement, development, or removal of vegetation, except those permitted in the City of Norfolk Zoning Ordinance shall be permitted within the resource protection areas, resource management areas, and intensely developed areas.

If during pre-application conferences, the Department of Public Works determines that portions of the requirements set forth in section 42.5-10 are unnecessary in making determinations in the particular case because of the small number of lots involved or for other reasons, such requirements may be waived in the case; provided, however, that any such waiver shall be noted on this application and initialed by an appropriate officer of the Department of Public Works.

At the time of submission of preliminary plats and related data, or at any time thereafter prior to acting on approval, the Department of Public Works may request and the applicant shall supply additional information required in the circumstances of the particular case. Time elapsing between the request and provision of the information shall be added to the general time limitation on processing.

**Department of Public Works, Surveys, 810 Union Street, Room 750, Norfolk, VA 23510
(757) 664-4674 Fax (757) 664-4603**

REV 08/15/2025