

ADOPTED

NOV 6 1989

ORDINANCE NO. 30A-16

BOARD OF SUPERVISORS
JAMES CITY COUNTY
VIRGINIA

AN ORDINANCE TO AMEND AND REORDAIN CHAPTER 17, SUBDIVISIONS, OF THE CODE OF THE COUNTY OF JAMES CITY, VIRGINIA, BY AMENDING ARTICLE II. PROCEDURES AND DOCUMENTS TO BE FILED; SECTION 17-22. PROCEDURES FOR REVIEW OF MINOR SUBDIVISIONS, TOWNHOUSE OR CONDOMINIUM SUBDIVISIONS; SECTION 17-23. PROCEDURE FOR PRELIMINARY PLAN REVIEW FOR MAJOR SUBDIVISIONS; SECTION 17-27. PRELIMINARY PLAN - SUBMITTAL REQUIREMENTS; AND SECTION 17-28. SAME - TOWNHOUSE AND CONDOMINIUM SUBDIVISIONS.

BE IT ORDAINED by the Board of Supervisors of the County of James City County, Virginia, that Chapter 17, Subdivisions, is hereby amended and reordained by amending Section 17-22. Procedures for review of minor subdivisions, townhouse or condominium subdivisions; Section 17-23. Procedure for preliminary plan review for major subdivisions; Section 17-27. Preliminary plan - submittal requirements; and Section 17-28. Same - Townhouse and condominum subdivisions.

Chapter 17

Article II. Procedures and Documents to be filed.

Section 17-22. Procedure for Review of Minor Subdivisions, Townhouse or Condominium Subdivisions.

The subdivider shall submit to the agent one reproducible copy plus five prints of a final plan for a minor, townhouse, or condominium subdivision. If a preliminary plan is submitted the number of copies of the preliminary plans required shall be determined by the agent. Upon submittal the subdivider shall pay the appropriate subdivision plan review fee.

Upon meeting all submittal requirements, the plan shall be reviewed by the agent and other agencies of the County and State as deemed necessary by the agent. The agent shall transmit County staff review comments to the subdivider within thirty days. The agent shall within ninety days approve or deny the subdivision plan and notify the subdivider of the action in writing. If a final plan is approved, such approval shall be in accordance with Section 17-30. The agent shall certify such approval by signing the record plat. If a preliminary plan is approved, the agent shall include in the notification of preliminary approval all conditions required for final approval. If disapproved, the agent shall state in the notification to the subdivider the specific reasons for denial. The reasons for denial shall identify deficiencies in the plan which cause the disapproval by reference to specific duly adopted ordinances, regulations, or policies and shall generally identify such modifications or corrections as will permit approval of the plan.

Section 17-23. Procedure for Preliminary Plan Review for Major Subdivisions.

The subdivider shall submit to the agent nine copies of the preliminary subdivision plan for a major subdivision and pay the appropriate subdivision plat review fee.

Upon meeting all submittal requirements, the plan shall be reviewed by the agent and other agencies of the County and State as deemed necessary by the agent. The agent shall prepare a composite report on the proposed subdivision to determine if it meets the requirements of this Chapter and the Zoning Ordinance. The report shall include review requirements by other agencies. The preliminary plan and the agent's composite report shall be reviewed by the Development Review Committee when it meets to make its recommendation to the Commission.

The Commission shall consider the plan and either grant preliminary approval or disapprove it within ninety days of submittal. The plan may be granted preliminary approval with conditions. The agent shall notify the applicant of the Commission's findings in writing within seven days of the commission meeting. Such notice shall state any actions, changes, conditions or additional information that shall be required to secure final approval of the subdivision. If disapproved, the notice shall state the specific reasons for disapproval. The reasons for denial shall identify deficiencies in the plan which cause the disapproval by reference to specific duly adopted ordinances, regulations, or policies and shall generally identify such modifications or corrections as will permit approval of the plan.

Section 17-24. Procedure for Preliminary Plan Review for Major Subdivisions of Fewer Than Fifty Lots.

Major subdivisions of fewer than fifty lots may, at the agent's discretion, be reviewed under the procedures set forth in Section 17-22.

Section 17-27. Preliminary Plan - Submittal Requirements.

The preliminary plan for a minor or major subdivision shall be on a blue-line or black-line print. The scale shall be one hundred feet to the inch except in cases where the agent approves an alternate scale. If more than one sheet is used, sheets shall be numbered in sequence and an index shall be provided. The preliminary plan for a minor or major subdivision shall include the following information:

- (a) The name of the subdivision, owner, subdivider, and surveyor or engineer, the date of drawing, number of sheets, north arrow and scale. If true north is used, the method of determination shall be shown.
- (b) The location of the proposed subdivision on an inset map at a scale of not less than one inch equals two thousand feet showing adjoining roads, their names and numbers, subdivisions and other landmarks.
- (c) A boundary survey, or existing survey of record, providing a closure with an accuracy of not less than one in twenty-five hundred, total acreage, acreage of subdivided area, existing buildings, existing graves, objects or structures marking a place of burial, names of owners and existing property lines within the boundaries of the tract and for adjacent properties thereto, proposed monuments, lots, lot numbers, lot areas, blocks, building setback and yard lines.
- (d) All existing, platted and proposed streets, including their names, numbers, and widths; existing and proposed utility or other easements, public areas, parking spaces, culverts, drains, watercourses, lakes, their names and other pertinent data.
- (e) A drainage plan showing the proposed drainage system including all open ditches, closed storm drain pipes and stormwater management facilities proposed to convey the subdivision drainage to an adequate channel. The plan shall include sizes of all pipes and ditches, types of pipes and ditch linings, drainage easements and construction details of any stormwater management facilities. Drainage calculations shall be submitted with a drainage area map to verify the design of the drainage system including the adequacy of the channel receiving drainage from the proposed subdivision.

For multiphased subdivisions, a drainage area map shall be provided with drainage calculations for all phases of the subdivision to determine the adequacy of receiving channels. If receiving channels are not adequate, the map shall include the location of proposed stormwater management facilities.

- (f) An Erosion Control Plan showing the location, type, and details of proposed erosion and sediment control devices to be used during and after construction. The plan shall meet all requirements of the Erosion and Sedimentation Control Ordinance and shall be provided at a scale of one hundred feet to the inch except in cases where

the Director of Code Compliance approves an alternate scale. The plan shall show existing and proposed contours at intervals of no more than five feet.

- (g) Cross sections showing the proposed street construction, depth and type of base, type of surface, compaction, shoulders, curbs and gutters, sidewalks, side ditches and other features of the proposed streets.
- (h) Street profiles showing the proposed grades for the streets and drainage facilities, including elevations of existing and proposed ground surface at all street intersections and at points of major grade change along the center line of streets, together with proposed connecting grade lines therewith.
- (i) Size and location of existing sanitary sewer and water facilities, location and method of proposed connections to existing sewer and water facilities, size and location of proposed sewer and water facilities showing location of proposed water meters, gate valves, fire hydrants, fittings, manholes, sewer laterals and clean-outs, grinder pump locations, profile views of water and sewer mains with manhole rim and invert elevations and percent of slope, sewage pump station location, design and details, and water well facility location, design, and details.

Alternate means of proposed sewage disposal and water supply if public sewer or water is not available, with well type, classification, and locations; specific on-site sewage system locations and soils information as required by the Health Department regulations.

Section 17-28. Preliminary Plan - Townhouse and Condominium Subdivisions.

The preliminary plan for a townhouse or condominium subdivision shall be on a blue-line or black-line print. The scale shall be one hundred feet to the inch, except in cases where the agent approves an alternate scale. If more than one sheet is used, sheets shall be numbered in sequence and an index shall be provided. The preliminary plan shall include the following information:

- (a) The name of the subdivision, owner, subdivider, and surveyor or engineer, the date of drawing, number of sheets, north arrow and scale. If true north is used, the method of determination must be shown.
- (b) Location of the proposed subdivision on an inset map at a scale of not less than one inch equals two thousand feet, showing adjoining roads, their names and numbers, subdivisions and other landmarks.
- (c) A boundary survey, or existing survey of record, providing a closure with an accuracy of not less than one foot in twenty-five hundred feet, total acreage, acreage of subdivided area, existing buildings, existing graves, objects or structures marking a place

of burial, names of owners and existing property lines within the boundaries of the tract and for adjacent properties thereto, proposed monuments, lots, lot numbers, lot areas, blocks, building setback and yard lines.


- (d) All existing, platted and proposed streets, including their names, numbers, and widths; existing and proposed utility, drainage or other easements, public areas and parking spaces; culverts, drains and watercourses, lakes, their names and other pertinent data.
- (e) All parcels of land to be dedicated for public use and conditions of such dedication.

0591A

Thomas D. Mahone

Thomas D. Mahone, Chairman
Board of Supervisors

ATTEST:



David B. Norman
Clerk to the Board

<u>SUPERVISOR</u>	<u>VOTE</u>
NORMENT	AYE
TAYLOR	AYE
EDWARDS	AYE
DEPUE	AYE
MAHONE	AYE

Adopted by the Board of Supervisors of James City County, Virginia,
this 6th day of November, 1989.

0591A