

ADOPTED

MAY 11 1999

BOARD OF SUPERVISORS
JAMES CITY COUNTY
VIRGINIA

ORDINANCE NO. 30A-26

AN ORDINANCE TO AMEND AND REORDAIN CHAPTER 19, SUBDIVISIONS, OF THE CODE OF THE COUNTY OF JAMES CITY, VIRGINIA, BY AMENDING ARTICLE II, PROCEDURES AND DOCUMENTS TO BE FILED, SECTION 19-19, PREAPPLICATION CONFERENCE; SECTION 19-24, PROCEDURE FOR PRELIMINARY PLAN REVIEW FOR MAJOR SUBDIVISIONS OF FEWER THAN FIFTY LOTS; AND SECTION 19-27, PRELIMINARY PLAN-SUBMITTAL REQUIREMENTS.

BE IT ORDAINED by the Board of Supervisors of the County of James City, Virginia, that Chapter 19, Subdivisions, is hereby amended and reordained by amending Article II, Procedures and Documents to be Filed, Section 19-19, Preapplication conference; Section 19-24, Procedure for preliminary plan review for major subdivisions of fewer than fifty lots; and Section 19-27, Preliminary plan-Submittal requirements.

Chapter 19. Subdivisions

Article II. Procedures and Documents to be Filed

Sec. 19-19. Preapplication conference *and submission of conceptual plan.*

(a) Before submittal of any preliminary or final subdivision plan, the applicant is advised to confer with, and submit a conceptual sketch to, the subdivision agent and such other agencies of the state and county as the agent deems advisable concerning the proposed subdivision.

(b) *Prior to the submission of any major subdivision plan, the applicant or his representative is advised to submit three copies of a conceptual plan for review by the director of planning, or his designee.*

such action does not constitute the submission of a preliminary plan and is not to be construed as an application for approval in computing time limitations in relation thereto. The planning division shall transmit comments to the applicant within 21 calendar days of submittal of a plan which meets all applicable submittal criteria.

(c) The conceptual plan may be granted conceptual plan approval with conditions that should be satisfied prior to final plan approval by the zoning administrator; such action does not constitute final subdivision approval or preliminary plan approval. Submittal of a preliminary plan that does not incorporate the conditions set forth during the conceptual plan review period, shall be reviewed by the commission under the requirements of section 19-23. Unless required by the planning director, a resubmittal of conceptual plans shall not be necessary.

(d) Conceptual plans shall, at a minimum, show:

- (1) property lines*
- (2) building locations and orientation*
- (3) building locations on adjacent properties*
- (4) location of parking area(s)*
- (5) landscape areas/buffers*
- (6) entrances/exits/access to the site (vehicular, pedestrian, greenway, etc.)*
- (7) greenway connections (on-site and those adjacent to the subject property)*
- (8) proposed use of site*
- (9) building/landscape setbacks per James City County ordinance*
- (10) site zoning and zoning of surrounding properties*

(11) location of stormwater management facilities

(12) graphic scale

(13) easements (conservation, utility, etc.)

(14) unique natural/visual features (viewsheds, water features, wetlands, RPA buffer, known archaeological sites, etc.)

(15) unique natural/visual features to be preserved (mature trees, etc.)

(16) list of currently binding proffers or special use permit conditions

(17) location of entry signs

(18) topography of site

(e) If the planning director determines that one or more of the above submittal requirements is not applicable to the proposed project, the planning director may waive those requirements.

Sec. 19-24. Procedure for preliminary plan review for major subdivisions of fewer than fifty lots.

Major subdivisions of fewer than 50 lots may, at the agent's discretion, be reviewed under the procedures set forth in section 19-22, provided however, if the submitted preliminary plan does not have an approved conceptual plan, as set forth in section 19-19, then the preliminary plan shall be reviewed by the commission under the requirements of section 19-23.

Sec. 19-27. 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 100 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 2,000 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 2,500, 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, existing and proposed sidewalks, 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.

The drainage plan shall include the topographic plan of the site. The topographic plan submittal requirements vary depending on the location of the proposed development. Outlined below are the topographic plan submittal requirements for each specific area.

Areas generally south of the boundary line - reference the county tax map for the boundary line location. For all subdivisions planned in this area, the subdivision mapping and design shall be based on topographic surveys which are either derived from on-site field surveys or aerial photography. James City County topographic maps shall not be used for this purpose unless the county engineer permits the use of field verified James City County Topographic Maps. Subdivision plans shall show at least one contour line for each 100 feet of horizontal

distance and shall show existing and proposed contours at intervals of no more than five feet.


The contour interval shall be in whole feet.

Areas generally north of the boundary line - reference the county tax map for the boundary line location. The topographic plan submittal requirements are the same as those required for areas generally south of the boundary line except that James City County topographic plans may be used. The applicant shall assume all risk associated with the accuracy and the precision of these maps.

- (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 100 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 centerline of streets, together with proposed connecting grade lines therewith.

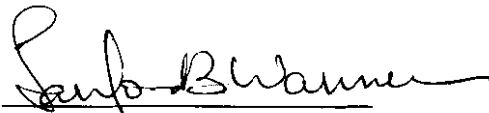
- (i) Size and location of existing sanitary sewer and water facilities; location and method of proposed connections to existing sewer and water facilities; size and location of proposed sewer and water facilities showing location of proposed water meters, gate valves, fire hydrants, fittings, manholes, sewer laterals and cleanouts; 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.

(j) The preliminary plan for a major subdivision shall contain a copy of conceptual plan reviewed under the requirements of section 19-19.



Jack D. Edwards
Chairman, Board of Supervisors

ATTEST:



Sanford B. Wanner
Clerk to the Board

| <u>SUPERVISOR</u> | <u>VOTE</u> |
|-------------------|-------------|
| NERVITT | AYE |
| SISK | AYE |
| MCGLENNON | AYE |
| BRADSHAW | AYE |
| EDWARDS | AYE |

Adopted by the Board of Supervisors of James City County, Virginia, this 11th day of May,
1999.