

Subdivision Ordinance Amendments

Title 10 Chapter 2



- Update the ordinance to comply with 2025 amendments to Virginia State Code.
 - Streamline processes by:
 - Reducing review and approval timelines.
 - Shifting preliminary subdivision plat approval authority from Planning Commissions and governing bodies to a designated agent.
 - Standardizing subdivision review procedures across localities.
- Administrative and housekeeping amendments.

Definition Amendments

Administrative Updates

- Replaces “Director” with “Designated Agent.”
- Adds a definition for “Designated Agent.”

Subdivision Definition Revised

- Requires City review and approval of all newly created lots, including those greater than five acres.

Additional Definition Updates

- Preliminary Subdivision Plat
- Final Subdivision Plat
- Setback, Minimum
- Variation or Exception

Preliminary Subdivision Plats

- Required only for subdivisions containing more than 50 lots
- Review and approval authority shifted from the Planning Commission to the Designated Agent.
- Decision required within 45 days of application submission.
- Approved preliminary plats remain valid for five years.

Final Subdivision Plats

- Requires the Designated Agent to approve or deny with reasons in writing a complete application within 40 days of acceptance.
- Changes associated with Owner's Consent and Dedication Surveyor's Certificate.

Variations and Exceptions

- Replaces “variance” with “variation or exception.”
- Clarifies approval authority.
- Adds application requirements.
- Clarifies the review process.
- Establishes an application fee of \$200.

Miscellaneous Amendments

- Administrative Waivers for public general utility easements.
- Clarify the appeals process.
- Identify any FEMA 100-year floodplain areas on Preliminary and Final Plats.
- Remove requirement to show setback lines.
- Standardize terminology and public notice requirements.

Recommendation

Staff and Planning Commission (6-0) recommends approval of the proposed Subdivision Ordinance amendments.

