

*How long is the review process?*

Typically, there are 1-2 iterations of plat review. Timing hinges on how quickly and thoroughly the applicant's surveyor responds to comments. Minor Subdivisions are handled administratively by Town Staff. No public hearings are required.

*How do I revise signed plats?*

Any desired revisions to a plat must go through the Minor Subdivision process.

*How long are signed plats good for?*

Once the plats are signed they must be recorded at the office of the Clerk of the Circuit Court. If they are not recorded within 60 days approval will be considered void.

*Minor Subdivision Application Review Team: (These agencies may be requested to provide a review and comments)*

- Town of Stephens City Planning:  
Town Planner:  
540-869-3087
- Town of Stephens City  
Town Attorney:  
540-667-6400
- Stephens City Volunteer  
Fire Company 11  
540-869-4576
- VA Department of Transportation:  
Residency Administrator:  
Jerry Copp  
540-984-5600

*Town of Stephens City, Virginia*

Town Planner  
P.O. Box 250  
1033 Locust Street  
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February 2012



**MINOR  
SUBDIVISION  
REVIEW  
PROCESS**

## THE MINOR SUBDIVISION REVIEW PROCESS

### *What is a Minor Subdivision?*

A Minor Subdivision is a plat showing property divided into no more than 3 lots and no public facilities (e.g. streets, water, and sewer mains, etc.) being proposed. Minor Subdivisions also include proposals to consolidate existing lots. The Town requires a plat be submitted to ensure that any proposed subdivision will meet Town standards.

Information included on a plat depends on the size and location of the proposed parcels. Typically, a plat includes: names of the owner, number of sheets, grid north point, scale, existing and proposed property line with bearings and distances, location of monumentation, area of site, names of owners and their property lines adjoin such boundaries with legal reference, all platter and proposed streets including names and right of way widths, and all existing and proposed easements.

### *When do I need a Minor Subdivision?*

A Minor Subdivision is needed when a property is divided into no more than 3 lots, not involving a new street, or the extension of an existing street, street facilities, or utilities. Parcels consolidation, property line adjustments are also considered minor subdivisions.

### *How do I apply for a Minor Subdivision?*

Submit a complete Subdivision Application, four copies of the plats, and fee to the Town Planning Department. If the materials submitted are incomplete they will be returned. The applicant will have 30 calendar days to submit complete materials or resubmittal will be required.

### *What happens after the application is accepted?*

Once the application is accepted, the Town will conduct an internal review. Once Town staff approves the plat it must be signed by the Town Planner. After the plat is signed, it should be recorded and a copy of the recorded plat sent to the Town of Stephens City Planning Department.

