



Subdivision Application Package

Department of Community Development

221 S. Nursery Avenue

Purcellville, VA 20132

(540)338-2304 phone & (540)338-7460 fax

www.purcellvilleva.gov

Revised: 10/25/2016

*Please read all instructions in this packet
carefully.*

*The completed application form is necessary for
subdivision plat review and is included in this
package.*

*If you have any questions regarding this
application or your subdivision plat, please contact
us at (540) 338-2304.*

Subdivision Plat Instructions

Frequently Asked Questions:

Q: When is a subdivision plat required? When do I need to pay?

A: A subdivision plat is required any time a subdivision of land takes place, regardless of the number of lots created. The fee for the subdivision plat is required at the time the application package is officially accepted.

Q: Why do I need a subdivision plat?

A: The purpose of the subdivision application review process is to ensure that all newly created lots conform to the applicable requirements of the **Zoning Ordinance (ZO)**, the **Land Development and Subdivision Control Ordinance (LDSCO)**, and the **Facilities Standards Manual (FSM)**. These documents outline minimum standards necessary to guide the growth and development of the Town in order to promote and protect the health, safety, and welfare of future property owners, current and adjoining properties, and the community.

Q: Does my project require a major subdivision plat?

A: The Town does differentiate between major and minor plats. A minor subdivision is permitted for any project creating 3 lots or less. The Town also has a preliminary plat option which can be used to phase subdivisions into smaller sections (see below).

Q: Can I develop my subdivision in sections?

A: Yes, the Town has a preliminary subdivision plat option which allows for the phasing of a subdivision after application to and approval from the Zoning Administrator. See Article 5 Section 2.7 of the LDSCO for the procedures associated with preliminary plans. *Please note that as of July 8, 2008, preliminary plans are no longer required but remain available as an option.*

Q: How long will it take for my subdivision plat to be approved?

A: The Code of Virginia requires that localities act on a plat within 60 days of the official submission date, however, extensions to this requirement may be necessary based on the plat submitted and the comments/requirements of the reviewing agencies.

Q: Who will review my plan? Who will approve it? Is a public hearing required?

A: The reviewing agencies vary by project but frequently include: VDOT, Loudoun County Fire & Rescue, Town of Purcellville Community Development and Public Works, and consulting engineers for the Town. Once these agencies are satisfied that the plat meets all ordinance/code requirements, they will issue written approval which will then authorize the Zoning Administrator to sign the plats. Only signed plans are considered “approved.” Public hearings are not required for subdivision plats.

Q: Can the Town deny my subdivision plat?

A: Yes, the Town may deny the plat if the plat does not meet the ordinance/code requirements of the Town or the other reviewing agencies. The reasons for denial of a plat will be detailed in writing. The project manager will work with you throughout the process to assist you with the requirements for approval. A plat will not be denied unless it fails to meet requirements. Suggestions by the reviewers are only suggestions and will not deter a plan’s approval.

Subdivision Plat Instructions

Frequently Asked Questions:

Q: Can the Town deny my subdivision plat because public facilities serving my property are insufficient?

A: No, the Town cannot deny the site plan if the current zoning of the property allows the proposed development. However, zoning permits for the property may be dependent upon the availability of water and sewer, and approval of a site plan does not guarantee the approval of a zoning permit.

Q: Can I meet with someone from the Town prior to submitting my subdivision plat for review?

A: Yes, a pre-submission conference with someone from Planning & Zoning is encouraged prior to the submission of an application. The purpose of this meeting is to review the application and processes, as well as to answer any questions and provide you with any helpful information or foreseeable problems. The Town also offers a “pre-application review” which provides a more in-depth review of the project and could include a brief review of any prepared plans. There is a cost associated with the pre-application review.

Q: Is there a difference between a “pre-submission” conference & a “pre-application” review?

A: Yes, see the Department of Community Development’s policy, included in this packet.

Q: Can an applicant or engineer sign the application as the property owner?

A: No, the Town cannot accept an application for subdivision plat review until it is authorized by the current owner of the property. In addition, the Town will not accept reproduced, faxed, or emailed signatures on the application or plans.

Q: Will the Town accept my application for review without the signature of the current property owner?

A: No, it is not the policy of the Town to review an incomplete application. This includes a signed application, fees, and all other required submission materials, as detailed on the checklists contained in this packet.

Subdivision Plat Instructions

General Procedures:

This is an outline of the general procedures for subdivision plat submission and review, extenuating circumstances may apply to your specific project.

1. Subdivision Plat Preparation.

The subdivision plat must be prepared by a certified engineer, architect, or surveyor licensed in the Commonwealth of Virginia, and shall meet all the requirements of the codes and ordinances of the Town of Purcellville as well as any codes and ordinances of Loudoun County and the Commonwealth of Virginia. In order to be accepted for review by the Town, plats must show **all** the information specified on the minimum submission checklist (include with this packet) or the plat will be rejected and returned to the applicant. The following documents may be helpful in preparing your subdivision plat:

- Zoning Ordinance
 - Regulations for your zoning district
 - Landscaping and Screening requirements
 - Lighting requirements
 - Signage requirements
 - Parking requirements
- Land Development & Subdivision Control Ordinance
 - Specific requirements for all subdivision plats
 - Frontage improvements
- Facilities Standards Manual

To aid in plat preparation a listing of ALL standards is included in this packet, separately from the minimum submission checklist required below. Only the minimum submission standards determine if a plat can be accepted.

2. Pre-submission Conference.

Prior to submitting a subdivision plat to the Town for official review, all applicants should consider scheduling a pre-submission conference. This conference will provide both the applicant and the Town with a general idea of the proposed development, an overview of the process, and allow the applicant an opportunity to ask questions about the general process. The pre-submission conference is **not a formal review of the plat**. These meetings are non-binding on the part of the Town and the Applicant. **To schedule your conference, contact the Department of Community Development at (540)338-2304.**

It may be determined at this conference that a further, more detailed meeting may be necessary prior to the formal submission. If the applicant would like to schedule a meeting with their project manager and other members of Town Staff, this can be done with a pre-application review. For more clarification about the differences between the pre-submission conference and the pre-application review, please see the included policy in this packet.

3. Submission & Acceptance.

An applicant may formally submit a subdivision plat for review any time after it has been prepared. The plat must be accompanied by all the supporting materials detailed on the application or it will

not be accepted. At the time that the plan is submitted for review, the project manager will review the submission package against the Land Development and Subdivision Control Ordinance Submission Requirements (copy found in this packet). If the package is complete and acceptable, the fee will be paid and the plat will be considered officially submitted. If the package is incomplete, it will be returned to the applicant, no fee will be accepted, and the deficiencies in the submission requirements must be met and then resubmitted to the project manager. **Incomplete packages will not be accepted for review and payment cannot be accepted until the package is complete.**

4. Agency Review.

Once the project manager has determined that the application package is complete, the subdivision plat will be distributed by the Town to the reviewing agencies, as necessary. The agencies will review the plat and return their comments or their approval of the plat to the project manager. The project manager will forward the comments to the applicant, owner, or engineer (as indicated on the application form). Once the comments from all agencies have been received, the subdivision plat should be revised accordingly and resubmitted. Each resubmission must be accompanied by a comment/response letter to each individual agency's comments (see the final page of this packet for resubmission standards). The plat will be re-distributed to the reviewing agencies with the comment/response letter and **the process will repeat until all agencies issue written approval of the plat.** Please note that each subsequent submission does have a review fee associated with it.

5. Plat Approval.

After each reviewing agency has issued a written approval of the plat, the project manager will request the final plat sets for signatures. These "final sets" should be stamped and sealed by the qualified designer, signed by the current property owner, and then submitted to the Town. The Zoning Administrator will then officially approve the plat, indicated by his signature on the plat.

The overall review process for a subdivision plat takes approximately 2-3 months. This time line is subject to change based on the engineering of the project, the appropriateness of the development for the proposed site, and any outstanding issues identified by the reviewers.

Subdivision Plat Instructions

Pre-Submission Conference vs. Pre-application Review:

The Town of Purcellville offers two different opportunities for an applicant to meet with the Town prior to the submission of a formal application. The pre-submission conference is a meeting which covers general topics related to the general area of the project as well as providing an overview of the subdivision plat process. The pre-application review is requested by the applicant in order to meet with Town officials to discuss in more detail a specific project. The following is the Department of Community Development's policy regarding these two types of meetings:

Pre-submission Conferences:

- Do not have a cost
- Involve the applicant and the Department of Community Development
- Are **recommended** prior to submission of a subdivision plat application package for review
- Usually involve, but are not limited to:
 - Description of the overall proposed development
 - Overview of the subdivision plat process/application,
 - Discussion of general concerns regarding the proposed development such as
 - known problems on the site (i.e. drainage issues, parking problems, previous development attempts, adjoining land use clashes, etc)
 - expectations for development in proposed area of Town (i.e. parking locations, road improvements, applicable design guidelines, etc)
 - Discussion of applicable long range plans, ordinances, performance standards, etc
- Are non-binding discussions on behalf of both the applicant and the Town
- Is not an official review or an official acceptance of a plan
- May result in the need for a pre-application review session (see below) to be requested by the applicant and scheduled separately.

Pre-application reviews:

- Do have a cost (see the Development Fee Schedule approved by the Town)
- Requested by the applicant with specific areas for discussion/questioning/review
- Involve the applicant, project manager, and any other Town/County/State officials requested by the applicant
- Are not required for submission but may be beneficial for the applicant in cases where the proposed development is of a large scale, is controversial, or where the applicant desires more in-depth conversation on a project prior to submittal
- Usually involve, but are not limited to:
 - Detail oriented discussions which are specific to the proposed development (i.e. on site traffic flow, site improvements, site design/layout, etc)
 - Specific issues with the proposed development
 - Applicability of ordinances, codes, and planning documents to the specific details of the project
- Are non-binding discussions on behalf of both the applicant and the Town
- Is not an official review or an official acceptance of the plan



Department of Community Development

221 S. Nursery Avenue, Purcellville, VA 20132
 (540) 338-2304 Fax (540) 338-7460

**Land Development
Application**

TP #

Application for (please check one):

- | | | | |
|--|--|---|--|
| <input type="checkbox"/> Site Plan | <input type="checkbox"/> Minor Site Plan | <input type="checkbox"/> Site Plan Revision | <input type="checkbox"/> Subdivision Exception |
| <input type="checkbox"/> Subdivision Plat | <input type="checkbox"/> Preliminary Option* | <input type="checkbox"/> Plat Revision | <input type="checkbox"/> Grading Plan |
| <input type="checkbox"/> Minor Subdivision | <input type="checkbox"/> Other: _____ | | |

*Preliminary Option must be authorized by Zoning Administrator prior to submission, include authorization with this application

This application must be filled out in its entirety. An incomplete application form will result in rejection of the application prior to check list review. Do not write in shaded areas.

General Project Information:

1. Project Title: _____
2. Location of Property: _____
3. Property Owner: _____
4. Owner Address: _____
5. Owner Telephone: _____ Fax: _____ Email _____
6. Applicant/Agent: _____
7. Agent Address: _____
8. Agent Telephone: _____ Fax: _____ Email _____
9. Designer/Engineer: _____
10. Designer Address: _____
11. Designer Telephone: _____ Fax: _____ Email _____

Correspondence to be sent to: _____ Owner; _____ Agent; _____ Designer; _____ Other: _____

12. Total Acreage of parcel: _____
13. Acreage to be developed: _____
14. Property Identification #(s): _____

TP #

- 15. LC Tax Map #(s): _____
- 16. Current Zoning: _____
- 17. Current Use(s): _____
- 18. Proposed Use(s): _____
- 19. Proposed # Lots: _____
- 20. Adjoining Property Uses(s): _____
- 21. Adjoining Property ID #s: _____
- 22. Related Applications: _____
- 23. Pre-submission meeting date (if any) _____
- 24. Proffers or Special Use conditions: **Yes** (attach separately) _____ **No** _____

Property Owner:

I have read this completed application, understand its intent and freely consent to its filing. The information provided is accurate and completed to the best of my knowledge and capabilities. I understand that the Town may deny, approve, or conditionally approve that for which I am applying. Furthermore, I grant permission to the Town or authorized government agents to enter the property and make such investigations or inspections and tests they deem necessary.

Owner's Signature

Date

Required Materials (as applicable, completed by Town Staff):

For all land development applications:

- Completed Application 4 Copies of Plan/Plat* Completed Checklist Digital Copies of Files
- Preliminary Plat/Site Plan Authorization, if applicable Required Fee(s)

***4 copies reviewed for completeness; Additional copies shall be requested once application is certified as complete**

Application Complete _____ Fee \$ _____ Paid _____ Planning Initials _____

Taxes Paid _____ Finance Initials _____

Pre-submission Conference held? Yes ___ No ___ Date _____

Proffers/Special Use conditions, if required? Yes ___ No ___

Project Manager Assigned _____

File Number _____

Minimum Submission Standards Checklist – Subdivision Plat:

This checklist must be submitted with the application or the subdivision plat will be rejected.

These are the minimum requirements for acceptance of a submission, other ordinance requirements apply:

Applicant	Town Staff	Minimum Standard
		Application Materials
		2 copies of completed application form (1 original and 1 copy)
		Completed Minimum Submission Standards checklist
		12 folded copies of proposed subdivision plat
		Application fee(s)
		Letter authorizing preliminary plat (if applicable)
		Project Information
		Name, address and phone number of property owner, designer, and developer
		Development Name (and section if applicable)
		Tax Map and parcel numbers for the property
		Location (street address)
		Existing use and all proposed uses on the property
		Existing zoning of the property
		Total number of lots to be created and total number of lots in platted section (if applicable)
		Plan Requirements
		Plans on 18"x24" sheets, dated and sealed by qualified engineer/surveyor
		Sheets are numbered & scale is indicated (minimum 1.50)
		Location of existing & proposed structures, roadways, parking areas & open spaces
		Location of existing and proposed easements, utilities, floodplains, steep slopes, wetlands, as applicable
		Location and dimensions of proposed lots
		Topographic map with existing and proposed contours

Please Note:

The above information is a listing of minimum requirements for submission.; additional information is required (see Zoning & Subdivision Ordinances) and will be evaluated by Town staff during their review. **Acceptance of an application as complete does not indicate that the plat is approved or that the provided information is correct.** When submitting an application to the Town, this checklist must be signed in the space provided below.

Acknowledgement:

I have read the above minimum submission requirements, and by signing the following statement of acknowledgement, do believe that the subdivision application I have submitted to the Town of Purcellville is substantially complete. I also acknowledge that there are additional requirements which are not included on the minimum submission requirements which shall be enforced. By signing, I also understand that Town Staff will issue additional comments on the application and that the presence of all required information does not guarantee approval, and if during the review of this application by Town Staff it is determined that my application is actually incomplete, it can be rejected and returned.

Signed, Property Owner

Date

Signed, Preparing Designer/Engineer/Agent

Date

SUBDIVISION PLAT AND PRELIMINARY PLAT SUBMISSION REQUIREMENTS

(The following requirements are listed in the Town of Purcellville Land Development and Subdivision Control Ordinance)

2.4 SUBMISSION REQUIREMENTS

All Subdivision Plats shall provide all the information necessary to show conformance with this ordinance.

1. Waiver of Minimum Submission Requirements

The Administrator shall have the authority to waive certain submittal requirements for Plats, if it is determined such information is not necessary for the review and approval of the Plat and that not providing such information will in no way affect any public improvements, adversely affect adjoining properties, or conflict with any other requirements of the Town of Purcellville Zoning Ordinance or Land Development and Subdivision Control Ordinance. Such waivers must be approved in writing by the Administrator prior to the submission of a Plat for review by the Town.

2. Minimum Submission Requirements

The following information must be provided prior to Plat approval.

A. The Plat shall be drawn to a legible scale. The Plat shall be submitted on sheets eighteen (18) inches by twenty-four (24) inches in size, including a margin of one-half (1/2) inch outside ruled border lines. If the Subdivision is shown on more than one sheet, the sheet number, total number of sheets and Subdivision name shall be shown on each sheet and match lines shall clearly indicate where the several sheets join.

B. Unless a waiver is approved, as authorized per section 2.4.1 of this Article, all applications for Subdivision Plat approval shall contain the following information:

(1) General Information:

- a. Name of the proposed Subdivision. Subdivision names shall not duplicate nor too closely approximate those of existing Subdivisions within the corporate limits.
- b. Location of proposed Subdivision.
- c. Name and addresses of all Owners of record and all applicants.
- d. Names of any holders of Easements or liens affecting the Plat.
- e. Names, addresses, signatures, and registrations of professionals preparing the Plat.
- f. Loudoun County tax map and parcel number, parcel identification number (PIN), deed book and page number or instrument number.
- g. Existing Zoning with a note which indicates that this information is provided for the zoning at the time the Plat is approved; any special use permit conditions, proffered conditions, waivers, or variances shall be submitted with the Plat.
- h. Date the Plat was drawn and date of any subsequent revision.
- i. Number of sheets.
- j. Graphic scale of the Plat.
- k. A North Arrow and a vicinity map (at a legible scale).
- l. Names of adjoining landowners (including those located across adjoining rights-of-way), existing zoning and use of all adjoining properties (with a note which indicates that the information if provided at the time the Plat is recorded), names of adjoining Subdivisions, Streets, roads, municipalities, PIN, tax map and parcel number or other pertinent references.
- m. Plats for properties located within the corporate limits shall contain the following language regarding the availability of water and sewer: "Issuance of zoning permits shall be subject to payment of water and sanitary sewer connections."
- n. Gross acreage of the Subdivision, to the nearest one-thousandth of an acre, and the acreage remaining in the original tract, if any.
- o. Number of Lots proposed.

(2) Project Tabulations:

- a. Average Lot size of the proposed Development

- b. Proposed area in Lots
 - c. Proposed area in common open space or public open space
 - d. Proposed area in right-of-way dedications or Streets
 - e. Open space as a percentage of the gross acreage.
- (3) Existing Site Conditions:
- a. Exact location of all existing Streets, roads, Alleys, or other public spaces and Easements within or adjoining the Plat, with their names and widths and the lengths and bearings of all tangents, lengths of arcs, radii, internal angles, points of curvature, and any other necessary engineering data.
 - b. Exact location of all existing utilities, water courses (such as streams, rivers, ponds or lakes), and any other significant feature.
 - c. Location of existing Buildings and parking areas on the parcel(s) proposed for Subdivision, as requested by the Administrator when such Buildings or parking areas are impacted by the proposed Subdivision or may be rendered non-conforming if the proposed Subdivision is approved. Buildings or parking areas to be removed should be labeled as such.
 - d. Topographic contours with a maximum contour interval of five (5) feet, intervals based on sea-level datum, submitted on a sheet marked "Not for Recordation," if the topographic contours have not already been shown on an approved Preliminary Plat or Construction Plans.
 - e. Accurate location of Town Corporate Limit Line, if within or closely related to the Subdivision.
 - f. Accurate locations and descriptions of all monuments.
 - g. Locations of existing 100-year flood plains, and slopes in excess of 25% as measured over a ten-foot interval.
- (4) Proposed Site Conditions:
- a. Boundary lines of the proposed Subdivision (shown by the heavy line), and the acreage therein, all existing property lines within the tract with the names of such Owners. Boundaries of the Subdivision shall be shown with accurate dimensions and bearings, and the acreage included, as well as the boundaries and acreage of any separately owned parcels comprising the land being Subdivided. The boundary survey shall have an error of closure within the limits established by the Commonwealth of Virginia. All dimensions shall be shown in feet and decimals of a foot to the closest one-hundredth of a foot and all bearings in degrees, minutes and seconds. Monuments and iron pipes shall be noted and set when required by this ordinance.
 - b. Locations, dimensions, and names of all proposed Streets, roads, Alleys, or other public ways or areas, with grades and profiles if required by the Administrator because of topography, with their names and widths and the lengths and bearings of all tangents, arcs, and any other necessary engineering data as determined by the Administrator.
 - c. Locations and dimensions of proposed Lots, to include Lot area, with Lot and block numbers. Proposed deed restrictions and covenants shall be outlined.
 - d. Locations and dimensions of all proposed Easements and any proposed vacations or alterations to existing Easements.
 - e. Locations, dimensions and type (common or public) of proposed open spaces within the Subdivision. Where common open space is proposed, the application shall comply with the applicable submission requirements of the Purcellville Zoning Ordinance.
 - f. Locations and descriptions of proposed utilities, including drainage facilities, and locations of proposed connections to existing water lines, sanitary sewer lines and storm drainage structures when requested by the Town's Department of Public Works. This information may be provided on a sheet marked not for recordation.
- C. It shall provide space for the following, with signatures and dates:
- i. Statements by the landowner, proprietor or trustee, if any, including dedication of land for public use, with signatures acknowledged, all as required under Section 15.2-2264 of the Code of Virginia 1950 as amended.
 - ii. Certificate by the surveyor or professional engineer.
 - iii. Approval by Administrator and the appropriate agent of another jurisdiction where applicable.

D. It shall conform in all other respects to the requirements of Article 7, Section 15.2-2240 through 15.2-2276, inclusive, and Section 42.1-82 of the Code of Virginia, 1950 as amended.

3. Revisions or Resubmissions

The applicant may revise and resubmit an application and fee for Plat review after said Plat has been disapproved by the Administrator. The resubmitted Plat application shall be reviewed and processed in accordance with the procedures used for the initial Plat submission. An applicant may also submit an approved Plat for revision with appropriate fee and the revised Plat will be reviewed in accordance with the procedures used for the initial review.

(Amended by Ord. No. 10-08-02, August 10, 2010; Ord. No. 13-12-02, December 10, 2013)

2.5 PRELIMINARY PLAT OPTION

1. Request for Preliminary Plat Option

The Administrator may, in his/her discretion, permit a Subdivider to submit a Preliminary Plat. The Subdivider shall request in writing permission from the Administrator to submit a Preliminary Plat. The request for permission will be accompanied by a statement of justification addressing, among other things, the following criteria: the availability of Town water and sanitary sewer services, the size of the proposed Subdivision and the desirability of phasing the development of the proposed Subdivision.

2. Preliminary Plat

If the Administrator approves the request to submit a Preliminary Plat for a proposed Subdivision, the Subdivider shall make application to the Town. A complete application shall include the following:

1. A completed Subdivision application form
2. Four copies of the proposed Preliminary Plat which shall be a boundary survey of the entire property and shall show the following information:
 - A. Exact location of all existing and proposed Streets, roads, Alleys, or other public spaces and Easements within or adjoining the Plat, with their names and widths and the lengths and bearings of all tangents, lengths of arcs, radii, internal angles, points of curvature, and any other necessary engineering data.
 - B. Exact location of all existing or proposed utilities, water courses, Buildings, wooded areas, and any other significant feature.
 - C. Topographic contours on at least a contour interval of five (5) feet, intervals based on sea-level datum.
 - D. Locations, dimensions, and names of all proposed Streets, roads, Alleys, Easements, or other public ways or areas, with grades and profiles if required by the Administrator because of topography.
 - E. All proposed Lots within the proposed Development and their acreage/square feet
3. A completed Subdivision Plat checklist, signed by the engineer/plan designer
4. A compact disc containing a digital copy of the Preliminary Plat in JPEG, PDF, and DXF formats (Filename format: "<Sheet #> <Sheet name>.xxx" for example, C3.3 Grading Plan.pdf) along with digital copies of any associated information submitted by the Subdivider in JPEG, PDF, DXF, DOC, and/or XLS formats as appropriate. Unlisted file types may be accepted at the discretion of the Zoning Administrator.
5. Preliminary Plat review fee

The Preliminary Plat shall be drawn with heavy solid lines to indicate the boundary of all sections proposed for the overall Subdivision. Each section is to be numerically labeled. The Zoning Administrator shall perform a review of the plans to ensure conformance with all applicable standards and criteria, conformance with any proffers and other applicable documents. If the Administrator determines that the Preliminary Plat is acceptable, the Administrator shall request as many additional copies as necessary to

allow the Plat and associated documents to be forwarded to the appropriate review agencies set forth in Section 2.3.5.

3. Detailed Staff Review of Application

The Administrator shall coordinate the review by referral agencies. The Administrator shall report, in writing, those corrections or additions deemed necessary by him and other officials or agencies interested in the application as soon as the comments are available.

4. Zoning Administrator Action

The Administrator shall act on any proposed Preliminary Plat within sixty (60) days after the Plat has been officially submitted for approval. The Administrator shall either approve or disapprove such Plat giving its specific reasons in writing for disapproval. Specific reasons for disapproval may be contained in a separate document or may be written on the Plat itself. The reasons for disapproval shall identify the deficiencies in the Plat which cause the disapproval by reference to specific duly adopted ordinances, regulations, or policies and shall generally identify such modifications or corrections as may permit approval of the Plat. If only minor changes are required, a conditional approval may be granted or an extended time may be given the Subdivider for submission of a revised Plat. Such approval shall be certified by the Administrator's signature on the Plat. One duplicate drawing shall then be returned to the Subdivider. Approval of the Preliminary Plat shall be valid for one (1) year, during which time the Final Plat may be submitted. Approval of the Preliminary Plat may, at the discretion of the Administrator, be extended for an additional period of one (1) year upon application for such an extension.

5. Waiver of Required Action

The required time for action by the Administrator may be waived for a period agreed to by the Subdivider and the Town if such waiver is agreed to in writing by the Subdivider and the Town setting forth the reasons for the waiver and a time frame for action on the Preliminary Plat.

6. Partial Plats or Sections

A Subdivider with a valid Preliminary Plat may submit final partial Plats or sections to the Town for review in accordance with the approved section plan on the Preliminary Plat. The final partial Plat or section shall be submitted in accordance with Section 2.3 and shall be reviewed in accordance with Section 2.4.

Detailed Construction Plans for Streets, water and sewer service, landscaping and other infrastructure requirements shall be reviewed and commented on by the Director of Public Works, the Department of Community Development, the Virginia Department of Transportation and Loudoun County Department of Building and Development, as applicable. Once approvals are issued by the appropriate officials of each reviewing agency the section shall be submitted to the Administrator for final review and appropriate action. The Administrator shall take action to approve, approve with modifications or disapprove. The Administrator shall provide a written explanation of a disapproval or approval with modifications.

(Amended by Ord. No. 13-12-02, December 10, 2013)

2.6 CONSTRUCTION PLANS REQUIRED

Construction Plans illustrating the required public service improvements shall be submitted to Zoning Administrator at the time of submission of a Subdivision Plat or anytime after the approval of a Preliminary Plat, if applicable. Such drawings shall be referred to the reviewing agencies as noted in Section 2.3.5 above. These construction drawings shall include but not be limited to the following:

- Street plan and profile
- Water line plan and profile
- Sewer line plan and profile including lateral lines
- Erosion control

- Stormwater management
- Landscaping plan
- Typical details

These plans shall be reviewed in conjunction with the Plat review and shall be submitted jointly for final approval to the Administrator together with the estimated cost of all public improvements including erosion control, storm water management and landscape design implementation.

These plans shall be prepared in accordance with the Facilities Standards Manual for the Town of Purcellville, applicable VDOT standards and the applicable standards contained in this Ordinance and the Zoning Ordinance for the Town of Purcellville.

(Amended by Ord. No. 13-12-02, December 10, 2013)

Acceptance of an application as complete does not indicate that the plan is approved or that the provided information is correct. .

Subdivision Plat Instructions

Resubmission Standards:

When resubmitting a revised subdivision plat based on the comments provided from the reviewing agencies the Town requires the following:

1. 12 folded copies of the plan, unless otherwise indicated by the project manager
2. An appropriate comment response letter (see requirements below)
3. A \$500.00 resubmission fee, payable to the Town of Purcellville
4. Any supporting documentation requested by the reviewers

Any revised application must be accompanied by a comment response letter, formatted as follows:

1. A restatement of the reviewer's comment
2. A response to each comment, even if it cannot be addressed.
3. A page number where the correction can be viewed on the plan.
4. Avoid phrases such as "comment noted" or "acknowledged" without providing detail as to how the comment is addressed.
5. If the response letter will include responses to multiple reviewers, differentiate between each set of comments and responses.

Ms. Jane Doe
Town of Purcellville
221 S. Nursery Avenue
Purcellville, VA 20132

RE: Response to comments dated x/x/xx and y/y/yy on TP00-00

Dear _____,

We are in receipt of your comments date x/x/xx and have revised the plans in accordance with the following:

Comments from Ms. Jane Doe, Department of Community Development, dated x/x/xx:

1. **Comment:** Provide Vicinity Map
Response: *Vicinity map provided on sheet (x of y)*
2. **Comment:** Revise signature block for zoning administrator
Response: *signature block revised as request on sheet (x of y)*

Comments from Mr. John Doe, Department of Public Works, dated y/y/yy:

1. **Comment:** It appears that this project could benefit from additional trees along Main Street.
Response: *Acknowledged, however as we discussed in our meeting on July 1, 2008, the drainage of the soil does not suit the requested additional landscaping. Therefore, no additional trees were provided.*

Do not hesitate to contact me if you have any further questions.

Sincerely,
Engineer