



Minor Division Process – County of Culpeper

* PLEASE NOTE *: THIS DOCUMENT IS INTENDED AS A GUIDE ONLY

-All subdivision standards, procedures and regulations can be found within and is governed by, Culpeper County Code -Appendix A (Zoning Ordinance) & Appendix B (Subdivision Ordinance)

Staff Consultation

In order to determine development potential the following points are considered and may include but are not limited to:

- The underlying Zoning District for the given parcel
- Minimum lot size and road frontage requirements
- Time elapsed since the last division of the tract
- Duration of time of ownership of the parcel (*ie: “family” divisions per Appendix B, Article 6. Section 613*)
- Soils types and topographic considerations including identification of any flood plain on the parcel
- Availability & location of various utilities
- Existence of adjacent Agricultural & Forestal Districts

Sketch Plan Submission

- One (1) copy may be digitally submitted or by hardcopy (*no fee*)
- Elements of the sketch plan must include but may not be limited to :
 - Ownership information and Tax Map references
 - Proposed lot sizes and lot road frontage estimates
 - Existing or proposed ingress & egress easements
 - Approximate location of existing structures and any easements or special features such as cemeteries
 - Approximate location of any significant physical features or flood plains
- Please see: *Appendix B - Article 3, Sketch Plan Submission Procedure and Requirements*

Preliminary Plan Submission

- Subdivision Fee - (please refer to the current Planning And Zoning Fee Schedule as adopted by the Culpeper County Board of Supervisors)
- At least seven (7) hardcopies of a preliminary plat
- The preliminary plat must bear an executed & notarized owner's consent block and Surveyor's seal
- The preliminary plat must be accompanied by a signed *VDOT Plat submission checklist* & include:
 - Name & address of the owner or the developer with ownership citations of all adjacent parcels
 - Accurate lot dimensions and all existing and proposed access locations & easements
 - All proposed utilities including well and drain-field locations
 - Location of any existing cemeteries or physical features including floodplain
- Please refer to the complete list of the elements that must be included in the Preliminary Plan found in : **Appendix B- Article 4, Section 420 - Preliminary plan requirements**
- Please note: For the sake of expediency during the agency review of the preliminary plan the submission set will be broken into (2) sets. These sets will then be sent in tandem to the Health Department and to VDOT.
 - VDOT review copies along with the VDOT submission checklist are exclusively transmitted by the Zoning Administrator; while the Health copies are to be transmitted by the applicant.
 - In order for the applicant to successfully transmit the preliminary plan to the Health Department;
 1. the Zoning Administrator must affix the official "Preliminary Plan Stamp" to the plats
 2. the applicant must include cover pages from the separate Health Department "*Application for Subdivision Review*" that have been filled out by the Zoning Administrator
 3. The preliminary plats must be signed by a Soils Scientist or Certified Soils Evaluator
- Points to remember or include to facilitate successful VDOT review/approval:
 - Owner's Consent Block properly executed
 - VDOT submission checklist
 - Proposed entrance surface type - (*it may be necessary to pave and improve the turning radius depending on traffic volume*)
 - Sight distance notation or profile at proposed entrances
 - Entrance alignment & spacing in relation to existing entrances - (*minimum 250' secondary, minimum 600' on primary roads*)
 - Consolidation of multiple driveway entrances where feasible
 - Proper entrance labeling - (*ie: "proposed PE-1"*)
 - Proper notations at proposed entrances - (*ie: "a VDOT land use permit must be obtained for that entrance prior to commencement of construction"*)
 - Any proposed dedications of right-of way or sight distance easements

Preliminary Plan Submission (continued)

- Points to remember or include to facilitate successful Health Department review/approval:
 - Proper transmittal for separate submission approval process (see note above)
 - Soils Scientist signature
 - Proposed drain-field location shown (*minimum 2' interval contours across entire area*)
 - Proposed house site with spot elevation shown
 - Proposed well location shown
 - Type of well listed
- Points to remember or include to facilitate successful Zoning Department review/approval:
 - All existing structures and utilities are shown
 - All existing and proposed easement lengths and widths shown or referenced
 - All proposed streets are shown with proposed names if serving (3) or more lots
 - Lot sizes and proper lot shapes (*Less than 5 to 1 depth to width ratio observed, Lots shall not contain peculiarly shaped elongations solely to provide necessary square footage of area which would be unusable for normal purposes*)
 - Zoning data listed and ownership information shown for the subject lot and adjacent parcels
 - Building restriction limits shown or listed
 - Any zoning overlay districts noted; (*ie.- Watershed Buffers & Agricultural & Forestal Districts*)
 - All curve data and Area tabulation information shown
 - Lots are labeled or numbered (parcels with existing dwellings should include house address and be labeled as the "residue" parcel)
- Please generally refer to *Appendix B- Article 7, Design Standards*

Final Plan Submission

Items include but may not be limited to:

- The approved executed preliminary plans and any pertinent approval letters
- Final Plats - at least (7) copies, professionally prepared and to scale that include any required notations (*ie: "private street, not to be maintained by VDOT or Culpeper County"*)
- Road maintenance agreement (*see Appendix B- Article 6, Section 612.2*)
- Copy of deed of transfer and any restrictive covenants
- Written proof that all taxes for the subject parcel are current and paid in full
- Notarized owners consent blocks to be properly executed

****Upon Final Approval by the Zoning Administrator the Final Plat and any other related instruments are then eligible to be recorded with the Clerk of the Circuit Court at the records room located on the second floor of the Culpeper County Courthouse. Separate recordation fees will apply. Once final plats are recorded, new tax map numbers are assigned and development of the given land can occur. Addresses will only be assigned after any structures have been permitted and construction is underway.***



Minor Division Process Overview

Step 1: *Consultation with zoning staff to determine general eligibility.*

Eligibility is variable across different zoning districts. Each district defines eligibility for subdivisions based on several key factors that include but may not be limited to; the minimum parcel sizes and geometry, the legal ingress/egress or access to the parcel, the availability of adequate sanitation facilities and water supply, the various state road frontage requirements for each zoning district, the time since the recordation of the last division of the given parcel, and possibly time of ownership in instances of special “family divisions”.

Staff is available to help guide you through the initial eligibility determination and refer you to pertinent sections of the zoning and subdivision appendixes of the Culpeper County Code.

Please note however that this initial consultation is not a final approval and all land use official determinations must be made in writing by the Zoning Administrator through an official Zoning Determination Letter.

Step 2: *Sketch Plan Submission:*

Once general eligibility has been determined through initial consultation with staff, a sketch plan then must be submitted to the Zoning Administrator. One (1) paper copy or a digital submission will suffice. The purpose of submitting a sketch plan is to further facilitate discussion and thereby identify any potential hurdles to the ultimate plan approval and confirm the viability of a given subdivision proposal. No fee is associated with the sketch plan. One copy will suffice for the sketch submission and may be in hardcopy or in a digital format. Sketch Plans are illustrative in nature and may be prepared by the landowner or layman draftsman however they must include some key features delineated in Appendix B section 320 of the Subdivision Ordinance.

At a minimum the sketch plan must include; ownership information and a Tax Map reference, a legible map illustrating dimensions and general acreages of all proposed parcels, the approximate location of any existing cemeteries, the location of any existing residential structures or infrastructure on the subject property, the location of any streams or significant geologic or topographical features, information regarding the proposed access points or ingress/egress easements, and an estimate of the linear footage of state maintained road frontage for proposed parcels should also be noted. Once these items are evaluated, the Zoning Administrator shall indicate to the applicant whether the next step-in the process should be made under section 604 (or) 705 of Appendix B.

Step 3: Preliminary Plan Submission:

When no major incompatibility is found between the development potential of the site and the developers general concept, a preliminary plan may be submitted in accordance with the requirements delineated under section 420 of Appendix B.

This step in the process must be in the form of a professionally prepared plat bearing an owner's consent block that is executed and notarized. All applicable fees must be paid to the County of Culpeper at this time and at least seven (7) hardcopies must be submitted along with a signed VDOT plat submission checklist. The plan must include any supplemental information required by the Virginia Department of Transportation. This information may include specific labeling in regards to entrances and also may include sight-distance profiles or information and possible traffic volumes at the proposed access points to the state road system. Other information deemed necessary to ensure safe access to the proposed parcels as determined by current VDOT access management regulations will also be considered. Preliminary plans are transmitted to the VDOT resident engineer's office by the Zoning Administrator for review. Proposed water supply and sewage disposal systems must be certified by the appropriate agency. Minor divisions typically utilize on-lot private systems that are approved through the Virginia Department of Health. After the appropriate transmittal paperwork is provided and the preliminary plan stamp is placed on the preliminary plat by the Zoning Administrator; the

Health Department Health then requires preliminary plans to be submitted by the applicant along with their separate submission packet. At a minimum, these preliminary plats must show the elevation of the proposed dwelling and include topographical information/contours across the proposed drain-field site. The location of the proposed private well must also be shown and the preliminary plat must bear the signature of a professional soils scientist/evaluator prior to Health Department review.

**Please note that the preliminary plan review approval or comment response times may vary and may take up to 45 days in regards to VDOT comments and up to 60 days for Health Department approval.*

Step 4: Approval and Recordation:

Once the preliminary plans are approved by the pertinent agencies, the signed copies of the preliminary plans are then re-submitted along with at least (7) copies of the final plat to the Zoning Administrator. The Zoning Administrator then approves the preliminary plans and reviews the final plans to ensure all the required revisions have been made prior to final recordation. There may be a review of associated deeds of transfer and any new or existing road maintenance agreement for private access easements. In addition to any deeds or agreements that may be required the applicant must demonstrate that all taxes have been paid for the parent tract. Final plats may include information shown on the preliminary plan however the notation of "preliminary" cannot be anywhere on the final plat or title block. Recordation of the final plat is carried out by the applicant. This recordation occurs at the records room in the Clerk of the Circuit Court's Office at the Culpeper County courthouse. Recordation is a separate process through the Clerk's office and recordation fees will apply. Once final plats are recorded, new tax map numbers are assigned and development of the given land can occur. Addresses will only be assigned after any structures have been permitted and construction is underway.