

## Subdivision Ordinance Amendment

§17.401.2 Subdivision plats shall give due recognition to the policies of the Comprehensive Plan and to other plans and ordinances of the Town or to such parts thereof as may have been adopted pursuant to statute. In connection with this Section, the Planning Commission may require the sub-divider to furnish topographical maps, elevations, flood profiles and other relevant data as necessary.

### §17.301 Preliminary Plat Requirements

§17.301.1 The Preliminary Plat shall be legibly drawn at a scale of one inch equals a maximum of 100 feet, and may be on more than one (1) sheet, and shall show the following information:

- A. Date of plat and name of the surveyor or engineer preparing the same.
- B. Scale.
- C. Numbering of the sheets comprising the plat.
- D. North meridian, designated "true" or "magnetic", and direction oriented to the top of the sheet and each sheet comprising the plat shall be so oriented.
- E. Name and signature of owner.
- F. Name of Subdivision which shall not duplicate nor too closely approximate that of any existing subdivision in the Town or Caroline County.
- G. Sources of data used in preparing the plat, particularly the deed book and page number of the last instrument in the chain of title.
- H. Names of all adjoining property owners and the location of their common boundaries together with zoning classifications and including the proposed subdivision. 123
- I. Historical buildings, structures and sites designated on the Virginia Landmarks Register.
- J. The boundary lines of the proposed subdivision and boundary lines of any larger tract of which the subdivision forms a part, shown on a reduced scale inset.
- K. All adjoining roads and streets with their numbers and/or names.
- L. Boundary lines and total acreage of the proposed subdivision and the acreage remaining in the original tract, if any. In case only a part of a tract of land is proposed for subdivision, the Administrator may require the Preliminary Plat to show a proposed future subdivision of such remaining acreage or a Fort thereof to make certain that proper orientation of future streets may be developed with the platted streets.
- M. Location of existing buildings within the subdivision and within 200 feet thereof.
- N. Location and description of all existing monuments.
- O. Topographical lines, existing and finished, as required for approval of drainage and sewer facilities at vertical intervals of a maximum of two (2) feet.

P. Proposed location, widths, and names of all streets, easements, and rights-of-way.

Q. The approximate location, number, dimension, and proposed use of all lots and other areas, including: water courses, marshes, impoundments, lakes, and those areas to be used for parking, recreation, commercial purposes, public or governmental use, and existing utility installation.

R. Proposed lot numbers and block letters.

S. If the proposed subdivision consists of land acquired from more than one source of title, the outlines of the several tracts shall be shown by broken lines and identified.

T. All water and sewer lines, fire hydrants, utility transmission lines, culverts, bridges, railroads, quarries, strip mines, water courses, tree masses, rock outcrops, and other significant manmade or natural features within the proposed subdivision and within three hundred (300) feet from the boundaries of the proposed subdivision.

U. All existing streets, including streets of record, easements and right-of-way, including; names, right-of-way widths, pavement widths and approximate grades of such streets or rights-of-way on or abutting the tract.

V. Location of water supply, sanitary and/or storm sewers and other drainage facilities, with the size and material of each indicated, and any proposed connections with existing facilities.

W. The 100-year flood plain line as determined from U.S. Department of Housing and Urban Development maps or as determined by a registered engineer, showing appropriate documentation.

***X. The delineation of Resource Protection Area and Resource Management Area boundaries, if any, including notations of the following specific state requirements:***

***(1) To retain an undisturbed and vegetated 100-foot wide buffer area, as specified in subdivision 3 of 9VAC25-830-140;***

***(2) The permissibility of only water dependent facilities or redevelopment in resource protection areas, including the 100-foot wide buffer area;***

***(3) The delineation of the buildable areas that are allowed on each lot, based on the performance criteria specified in Part IV (9VAC25-830-120 et seq.).***

***Y. For areas not included in the Chesapeake Bay Preservation Area, a note on the plat stating that future actions of the Town Council may include designation of such areas as a Chesapeake Bay Preservation Area.***

#### §17.302 Final Plat Requirements

§17.302.1 The Final Plat shall be prepared by a surveyor or civil engineer, who shall endorse upon such plat a certificate signed by him setting forth the source of title of the land subdivided and the place of record of the last instrument in the chain of title.

§17.302.2 The Final Plat shall be substantially in accordance with the Preliminary Plat (together with any changes or additions required by the Planning Commission as a requirement for its approval), except that a Final Plat may include all or any part of the area covered by the Preliminary Plat.

§17.302.3 The-Final Plat shall be legibly and accurately drawn upon Sheets having a size of a minimum of 8 inches by 14 inches. The plat Shall be drawn at a scale of 1-inch equals between a foot and 100 feet. 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.

§17.302.4 The Final Plat shall also show the following details:

A. A boundary surveys.

B. Location and dimensions of all lot and street lines and center lines of all streets, both within and adjoining the subdivision; names and widths of all streets; and boundaries of all easements, school sites, parks or other public areas.

C. All dimensions shown in feet and decimals of a foot to the closest one-hundredth of a foot; and all bearings and degrees, minutes and seconds, to the nearest ten seconds.

D. Curve data showing radius, delta and arc either at the curve or in a curve data table.

E. Location and approximate bearing of all property lines intersecting the subdivision perimeter boundary.

F. Number of each lot and letter or number of each block.

§17.302.5 If any land or water areas are being dedicated or reserved for streets, alleys, parking space, or for other public use, or for the common use of future property owners of the subdivision, the Final Plat Shall so state and indicate such proposed use.

§17.302.6 The Final Plat shall show or have appended to it an unexecuted copy of a proposed Certificate of Owner's Consent to Subdivision suitable =or recording, containing a statement to the effect that the subdivision is with the free consent and in accordance with the desire of the owners, proprietors, trustees and lienholders thereof, as applicable, and setting forth in full all restrictive covenants, reservations and dedications applicable to the proposed subdivision.

§17.302.7 The Final Plat shall provide on the first sheet space for:

A. The surveyor's certificate, as to title.

B. The surveyor's certificate, as to monuments.

C. All restrictive covenants, or reference thereto.

D. A 3 inch by 5-inch space to approval by the-Planning Commission and Town Council.

§17.302.8 Documents to Accompany Final Plat. When submitted to the Administrator, all Final Plats shall be accompanied by the following:

A. Water supply and sewerage facilities plan, acceptable and in conformity with standards of the Town of Port Royal and the Virginia Department of Health and Water Control Board, stating that each building lot will have a safe water supply and an adequate means of handling sewage.

B. Plans for all streets, street signs and drainage systems acceptable and in conformity with the standards of the Town of Port Royal.

C. A cash bond, certified check, or surety performance and payment bond, acceptable to the Town Attorney, with an escalation clause for the cost of the improvements. These are to insure the completion of all improvements required under this Ordinance; provided all improvements as required by this Ordinance have not been completed.

D. An unexecuted copy of the proposed deed of dedication, accompanied by a certificate signed by the sub-divider and duly acknowledged before sane officer authorized to take acknowledgements of deed, to the effect that this is a true copy of the proposed deed of dedication which will be presented for recordation. Said copy shall:

1. Contain a correct description of the land subdivided and state that said subdivision is with the free consent and in accordance with the desire of the undersigned owners, proprietors,, and trustees, if any.
2. Contain language such that when the deed is recorded it shall operate to transfer in fee simple to the Town of Port Royal such portion of the platted premises as is on such Plat designated and set apart for public streets, alleys, or other public use and to grant such easements as are shown on such plat to create a public right of passage over same.
3. Contain all protective or restrictive covenants, including provision for the maintenance of private streets, if any.

E. A check payable to the Town of Port Royal to cover all required fees.

17.302.9 An Erosion and Sedimentation Control Plan approved by the appropriate agent in accordance with the Erosion and Sedimentation Control Ordinance.

***17.302.10 Each final plat shall include the delineation of Resource Protection Area and Resource Management Area boundaries, if any, including notations of the following specific state requirements:***

- (1) To retain an undisturbed and vegetated 100-foot-wide buffer area, as specified in subdivision 3 of 9VAC25-830-140.***
- (2) The permissibility of only water dependent facilities or redevelopment in resource protection areas, including the 100-foot-wide buffer area.***
- (3) The delineation of the buildable areas that are allowed on each lot, based on the performance criteria specified in Part IV (9VAC25-830-120 et seq.).***

***17.302.11 For properties with an identified Chesapeake Bay Preservation Area, an environmental site assessment drawn to the scale of the plat containing the following information:***

***(1) Clear delineation of the following environmental features:***

- (a) Tidal wetlands.***
- (b) Tidal shores.***

*(c) Non-tidal wetlands connected by surface flow and contiguous to tidal wetlands or water body with perennial flow.*

*(d) A buffer area 100 feet in width located adjacent to and landward of the components listed in (a) through (c) above along both sides of any water body with perennial flow.*

*(e) Other sensitive environmental features as determined by the Town Council.*

*(2) Site-specific delineation of the geographic extent of the RPA on the parcel.*

*(3) A Water Quality Impact Assessment shall be prepared and submitted to the Town Manager for approval for any proposed development activity within an RPA.*

*All information shall be certified as complete and accurate by a professional engineer, a certified land surveyor or a certified landscape architect.*

*17.302.12 For areas not included in the Chesapeake Bay Preservation Area, a note on the plat stating that future actions of the Town Council may include designation of such areas as a Chesapeake Bay Preservation Area.*

*17.302.13 A note that states any activities within the RPA are subject to the criteria regarding encroachments, modifications, or other allowable activities, as specified by the Town of Port Royal Chesapeake Bay Preservation Act program.*

#### *§17.302.14 Septic Pump-out Required*

*A note that states all on-site sewage disposal systems shall be pumped out at least once every five years, unless a licensed on-site sewage evaluator or hauler certifies in writing, that the system does not need to be pumped. Such certification shall identify an estimated time in which the system must be pumped or reinspected, which shall not be greater than five years.*

## ARTICLE IV DESIGN STANDARDS

*§17.401.2.1* Subdivision plats shall give due recognition to the policies of the Comprehensive Plan and to other plans and ordinances of the Town or to such parts thereof as may have been adopted pursuant to statute. In connection with this Section, the Planning Commission may require the sub-divider to furnish topographical maps, elevations, flood profiles and other relevant data as necessary.

#### *§17.401.2.2 Subdivision activity in Chesapeake Bay Preservation Area.*

*A. Any subdivision activity subject to the provisions of this ordinance and located within the designated Town of Port Royal Chesapeake Bay Preservation Area must be designed and performed in compliance with the Town of Port Royal Chesapeake Bay Preservation Area Ordinance.*

*B. Development activities within wetland areas may require additional permits from entities other than Town of Port Royal, including the US Army Corps of Engineers, the Virginia*

*Department of Environmental Quality, the Virginia Marine Resources Commission, and other agencies. Such activities shall also be subject to the provisions of the Town of Port Royal Chesapeake Bay Preservation Area Ordinance.*

- C. Any subdivision activity proposing to fill, build in, on or in any way disturb any waterway or wetland area must obtain approval from the Virginia Department of Environmental Quality (VDEQ), and/or the US Army Corp of Engineers (COE) prior to initiating any construction.*

**§17.401.2.3 Chesapeake Bay Preservation Area Stormwater management.**

*Subdivision applications disturbing one (1) or more acres of land or two thousand five hundred (2,500) square feet within a designated Chesapeake Bay Preservation Area, as well as all modifications to existing stormwater systems shall require the submittal of a stormwater management plan in accordance with the Town of Port Royal stormwater management regulations.*

**§17.401.2.4 Stormwater design standards.**

- A. The applicant must provide all necessary information needed to determine improvements that are necessary to properly develop the property, including contour intervals, drainage plans and proposed stormwater management improvements required under §17.401.2.3 above.*
- B. Stormwater management improvements must be designed, installed and maintained in accordance with all applicable state and federal regulations.*
- C. The use of low impact design (LOD) and best management practices (BMPs) to promote stormwater infiltration and manage stormwater is strongly encouraged. Examples include: Bioretention and biofiltration, rain gardens, infiltration, detention, and structural controls.*

**§17.500. Required Improvements.**

**§17.507.1 Sewerage Service**

**Individual Septic tanks with the approval of the Health Department may be installed after appropriate review and approval by the Town.**

**§17.507.2 Reserve Drain field Required**

*For all parcels created after October \_\_, 1990, a reserve drain field area equal to or greater than one-hundred (100) percent of the primary drain field area shall be provided to secure permit approval of an on-site sewage disposal system from the Virginia Department of Health.*