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# Before You Apply

## Subdivisions and Dedications

### What is a Subdivision Application for?

A Subdivision Application is required to initiate the review and approval of subdivisions, lot line adjustments, lot line vacations, and the dedication of easements and/or right-of-way to the Town.

[Christiansburg Town Code Chapter 40 - Subdivisions](#)

### Required Files

The following files are required to be submitted with your application. Required files must be in PDF format.

- Preliminary plat or exhibit.
- *No additional files are required to submit this application. If staff needs additional information, someone will reach out to a contact on file.*

### Contact Information

Be prepared to enter contact information (name, address, phone number and/or email) for the applicant and property owner (if different from applicant).

### Fees

The fee for a subdivision plat review in accordance with the [published fee schedule](#) must be paid in full for the application to be processed by staff.

When asked for the number of parcels, please provide the number of **\*new\*** parcels created via the plat. For instance, if you start with two parcels and end with four, please enter **two** when asked.

Invoices can be paid for on your permit portal and staff will be notified the following business day of the payment. You can also pay in person or by mailed check. Please print a copy of your invoice and provide payments to the Finance Department in the Town of Christiansburg Town Hall.

### Where to Apply

When you are ready to apply, you can find the application on the Town's permitting portal, linked below. You will need to register for an account the first time you use the portal. Once registered, you can click "Apply" and search for "Subdivision" to find the correct application.

[https://selfservice.christiansburg.org/energov\\_prod/selfservice#/home](https://selfservice.christiansburg.org/energov_prod/selfservice#/home)



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## What to Expect After you Apply

After you submit a plat/exhibit for review, staff will review your application and may reach out with additional questions.

### Easement Dedication

For easement dedications that are not part of a larger plat of subdivision, the Town requires an associated Deed of Dedication of Easement. The Town will draft this document for property owner(s) signature(s).

### Right-of-Way Dedication

Dedication of right-of-way requires tentative approval by the Planning Commission. Town staff will present right-of-way dedication requests to Planning Commission and provide action/approval dates to be added to the plat.

### Right-of-Way or Easement Vacation

Vacations of rights-of-way and public easements require a public hearing and action by Town Council. Please use the link below for more information.

- Vacation (Street/Alley/Easement) Application ([Download Informational PDF](#))

If/when your application is approved, you will receive an email letting you know the next steps.

## Common Errors and Items to Note

Some common errors we see and important items to note on this type of application include:

- Please review the Town's [Subdivision Review Notes guidance document](#) and reach out to the Planning Department with any questions.
- Christiansburg Town Code Chapter 40 was amended in 2024. [The ordinance reflecting the changes can be found on the Town's website.](#)
- The Town's Subdivision Agent is Retta Jackson [rjackson@christiansburg.org](mailto:rjackson@christiansburg.org).