



**Town of Christiansburg**  
**100 East Main Street**  
**Christiansburg, VA 24073**  
**Phone (540) 382-6120 Fax (540) 381-7238**

### **Subdivision Review Notes**

March 2013

Provide name of subdivision, owner, subdivider, surveyor or engineer, date of drawing, number of sheets, north point and scale. If true north is used, method of determination must be shown.

Location of proposed subdivision by an inset map showing adjoining roads, their names and numbers, towns, subdivisions and other landmarks.

The boundary survey or existing survey of record shall be acceptable; total acreage, acreage of subdivided area, number and approximate area and frontage of all building sites, existing buildings within the boundaries of the tract, names of owners and their property lines within the boundaries of the tract and adjoining such boundaries shall be shown.

All existing, platted and proposed streets, their names, numbers and widths; existing utility or other easements, public areas; culverts, drains and watercourses, their names and other pertinent data shall be shown.

Signature blocks for the Town Mayor and Subdivision Agent approval. Subdivisions exempted from the Town Subdivision Ordinance require a signature block for the Subdivision Agent.

Provide Owner's Statement: "This is to certify that this subdivision plat entitled "\_\_\_" Dated \_\_\_, has been prepared with the free consent and in accordance with the wishes and desires of the undersigned owner and that the dedication to the Town of Christiansburg of the easements and rights-of-way as described and shown hereon are hereby made."

Plats for street vacations, public utility easement vacations, and right-of-way vacations add the following note: "Approval hereof by Town Council shall not be construed as affecting vested rights of any party."

Submit one preliminary subdivision plat and the review fee to the Town. Review fee for subdivisions is \$50.00 plus \$10.00 for each lot created.

Submit four copies of the revised subdivision plat to the Town. This plat will be submitted to the Town Council for action. Town Council meets the first and third Tuesdays of each month at 7:30 p.m. Four copies must be received by 5 p.m. on the Tuesday prior to the meeting to be included on the agenda.

Provide a copy of the approved subdivision plat to the Town; include the instrument number or the Plat Book and Page in which the plat is recorded.

The Town will not sign subdivisions requiring public improvements until development plans are approved and bonded.

#### **Subdivision "General Notes":**

Floodplain information including Community Panel Number, Flood Zone designation and date. "Subject property lies within FEMA designated zone \_\_\_, per Flood Insurance Rate Map, Community Panel No. \_\_\_, Dated \_\_\_\_."

Legal Reference including Montgomery County tax map number(s), deed book/page(s).

Zoning District of parcel(s).

All streets shall be hereby dedicated to the Town of Christiansburg.

All public utility easements shall be hereby dedicated to the Town of Christiansburg and may also be used by water, sewer, gas, telephone and electric companies.

Water and sewer are/are not available.

#### *For duplex subdivision:*

"These properties are only one half of a duplex unit (centered on the lot line) each. Use as one single-family residence would require common ownership of both lots and vacation of the interior lot line."

#### *Subdivision by Gift Note:*

"Any further subdividing of hereon shown property will require the extension of utilities and the construction of a public street by the subdivider to be dedicated to the Town."

# **SUBDIVISION FACT SHEET**

## **Town of Christiansburg**

March 2013

Below is information that an individual needs to consider before subdividing a parcel of land. The list is not all-inclusive. For more information see Chapter 26 "Subdivisions" of the Code of the Town of Christiansburg.

- A.** Subdivide – The division of any tract, parcel, or lot of land into two or more parts.
- B.** All subdivisions, movement of lot lines or vacation of lot lines must be approved by the Town.
- C.** All newly created lots must meet the current zoning restrictions. See Chapter 30 "Zoning" of the Town Code.
- D.** Each lot must abut on a publicly dedicated street as required by the Town Code. See Chapter 30 "Zoning" of the Town Code.
- E.** The subdivider is required to provide all public improvements to each lot. The improvements include water, sewer, streets, street lights and storm water management.
- F.** Public water and sewer lines must be extended to serve each lot.
- G.** Before the final subdivision plat is approved and signed by the Town, engineered plans for all public improvements must be approved by the Town and a bond posted to insure the improvements are constructed.
- H.** Subdivision plats must be prepared by a certified land surveyor and public improvements must be prepared by a professional engineer. These individuals must be licensed by the State of Virginia.
- I.** If the property abuts an existing public street less than 50 feet in width then provisions must be made to widen the right of way to 50 feet.

### **NORMAL PROCESS:**

- 1.** Review idea with the Town staff to determine the present zoning, zoning requirements, location of utilities and items of interest.
- 2.** Submit preliminary plat and fee to the Town. Review fee for subdivisions is \$50.00 plus \$10.00 for each lot created. The subdivider's surveyor/engineer will then be advised within 45 days of the changes which must be made to the plat.
- 3.** Submit the final plat to the Town. This plat will be submitted to the Town Council for action. Town Council meets the first and third Tuesdays of each month at 7:30 p.m.
- 4.** If approved by Council the original final plat will be submitted by the surveyor/engineer to the Town for signature.
- 5.** Provide the required copies of the plat to the Town.
- 6.** The subdivider shall record the plat at The Montgomery County Clerk's Office within 60 days after notification of final approval by the agent; otherwise, the approval shall become invalid.

Note: If public easements or rights of ways must be vacated or the property rezoned then a public hearing will be held. The public hearing process normally takes 4 to 10 weeks.