



## Property Plat Review Application

Boundary Line Adjustments, Property Line Vacations, and Subdivisions

Applicants are advised to request and participate in a pre-application conference with City of Hampton's Subdivision Agent, at no charge, prior to preparation and submission of a formal proposed property plat for review and approval. Statements made by City staff during pre-application conferences are advisory and non-binding on the City of Hampton.

### Application preparation and filing procedure:

Complete this two page application form and submit it along with the following documents to the City of Hampton Development Services Center located at 22 Lincoln Street, 3rd Floor, Hampton, Virginia 23669:

- Proposed plat prepared in accordance with Hampton City Code Sections 35-22 thru 35-24.1
- Proposed or City of Hampton approved *Resource Delineation* prepared in accordance with Zoning Ordinance Section 2-2 (Definitions) when the affected property(ies) is(are) within two hundred feet of a wetland or perennial water body. (Not required for proposed *Property Line Vacation plats*).
- Any valid Virginia Department of Environmental Quality or US Army Corp of Engineers wetland jurisdictional determination confirmation letter that is applicable to the affected property(ies). (Not required for proposed *Property Line Vacation plats*.)
- Document review fee(s) according to the fee calculation table printed on page 2 of this form.

Submission of a digital application package consisting of PDF files is preferred. An application package loaded on a compact disc or USB Flash Drive (Thumb Drive) is acceptable. Electronic submissions, via email, are to be sent to [DSCpermits@hampton.gov](mailto:DSCpermits@hampton.gov). If the size of email file attachments exceeds 10 MB, consider file transfer via a download link from a cloud storage site. PDF is the only acceptable file format.

For electronic fee payments, call 757-728-2444 for payment instructions.

The City of Hampton Community Development Department, Development Services Center is open to the public between the hours of 8:00 AM to 4:30 PM Monday, Tuesday, Thursday and Friday and 9:30 AM to 4:30 PM Wednesday.

**APPLICATIONS DELIVERED AFTER 4:00 PM SHALL BE DATE STAMPED RECEIVED ON THE NEXT BUSINESS DAY.**

\*Leave the application number blank if this is your 1<sup>st</sup> submittal. If this application is a resubmission or a revision to an existing application in review or is a revision to a previously approved plat, insert the assigned application number.

**\*Application Number SUB** \_\_\_\_\_ - \_\_\_\_\_

Plat Title: \_\_\_\_\_ Plat Date: \_\_\_\_\_

Site Address: \_\_\_\_\_ LRSN(s): \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

Legal Applicant's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Community Development Department, Development Services Division**

22 Lincoln Street, 3<sup>rd</sup> floor | Hampton, Virginia 23669  
[www.hampton.gov](http://www.hampton.gov) | Hampton's 311: 757.727.8311 | O.757.728.2444

7-25-2019 Version

# Property Plat Review Application

## Plat Review Fee Calculation Table [ref. City Code Section 35-11 effective August 13, 2014]

THE FOLLOWING IS TO BE COMPLETED BY APPLICANT AND CONFIRMED BY DSC OFFICE PERSONNEL:

<input type="checkbox"/> <b>Conceptual Plat for pre-application conference</b>	\$ 0	\$ _____
<input type="checkbox"/> <b>Boundary Line Adjustment Plat</b> (fee covers review of final plat)		
<input type="checkbox"/> 1 <sup>st</sup> submittal	\$150	\$ _____
<input type="checkbox"/> Resubmittal	\$ 0	\$ _____
<input type="checkbox"/> <b>Property Line Vacation Plat</b> (fee covers review of final plat)		
<input type="checkbox"/> 1 <sup>st</sup> submittal	\$150	\$ _____
<input type="checkbox"/> Resubmittal	\$ 0	\$ _____
<input type="checkbox"/> <b>Preliminary Subdivision Plat</b> when# of lots $\geq$ 51 or when requested for $\leq$ 50 lots		
<input type="checkbox"/> Two lot subdivision without public infrastructure		
<input type="checkbox"/> 1 <sup>st</sup> submittal	\$150	\$ _____
<input type="checkbox"/> 2 <sup>nd</sup> submittal	\$ 0	\$ _____
<input type="checkbox"/> Resubmission subsequent to 2 <sup>nd</sup> submittal	\$250	\$ _____
<input type="checkbox"/> Three or more lot subdivision without public infrastructure		
<input type="checkbox"/> 1 <sup>st</sup> submittal	\$300 + \$50/lot	\$ _____
<input type="checkbox"/> 2 <sup>nd</sup> submittal	\$ 0	\$ _____
<input type="checkbox"/> Resubmission subsequent to 2 <sup>nd</sup> submittal	\$250	\$ _____
<input type="checkbox"/> Any subdivision w/ public infrastructure		
<input type="checkbox"/> 1 <sup>st</sup> submittal	\$500 + \$50/lot	\$ _____
<input type="checkbox"/> 2 <sup>nd</sup> submittal	\$ 0	\$ _____
<input type="checkbox"/> Resubmission subsequent to 2 <sup>nd</sup> submittal	\$250	\$ _____
<input type="checkbox"/> <b>Final Subdivision Plat that is enabled by an approved preliminary plat</b>		
<input type="checkbox"/> Subdivision w/out public infrastructure	\$ 0	\$ _____
<input type="checkbox"/> Any subdivision w/ public infrastructure		
<input type="checkbox"/> 1 <sup>st</sup> submittal	\$200 + \$25/lot	\$ _____
<input type="checkbox"/> 2 <sup>nd</sup> submittal	\$ 0	\$ _____
<input type="checkbox"/> Resubmission subsequent to 2 <sup>nd</sup> submittal	\$250	\$ _____
<input type="checkbox"/> <b>Final Subdivision Plat <u>not</u> enabled by an approved preliminary plat</b>		
<input type="checkbox"/> Two lot subdivision without public infrastructure		
<input type="checkbox"/> 1 <sup>st</sup> submittal	\$150	\$ _____
<input type="checkbox"/> 2 <sup>nd</sup> submittal	\$ 0	\$ _____
<input type="checkbox"/> Resubmission subsequent to 2 <sup>nd</sup> submittal	\$250	\$ _____
<input type="checkbox"/> Three or more lot subdivision without public infrastructure		
<input type="checkbox"/> 1 <sup>st</sup> submittal	\$300 + \$50/lot	\$ _____
<input type="checkbox"/> 2 <sup>nd</sup> submittal	\$ 0	\$ _____
<input type="checkbox"/> Resubmission subsequent to 2 <sup>nd</sup> submittal	\$250	\$ _____
<input type="checkbox"/> Any subdivision w/ public infrastructure		
<input type="checkbox"/> 1 <sup>st</sup> submittal	\$700 + \$75/lot	\$ _____
<input type="checkbox"/> 2 <sup>nd</sup> submittal	\$ 0	\$ _____
<input type="checkbox"/> Resubmission subsequent to 2 <sup>nd</sup> submittal	\$250	\$ _____
<input type="checkbox"/> <b>Easement or Dedication Plat or Deed</b>	\$50/instrument	\$ _____
<input type="checkbox"/> <b>Revision to a proposed plat in review</b> (Preliminary or Final Plat)	\$150/sheet	\$ _____
<input type="checkbox"/> <b>Revision to an <u>approved</u> plat</b> (revision instigated by the Developer)	\$150/sheet	\$ _____

**TOTAL AMOUNT REQUIRED:**     \$ \_\_\_\_\_