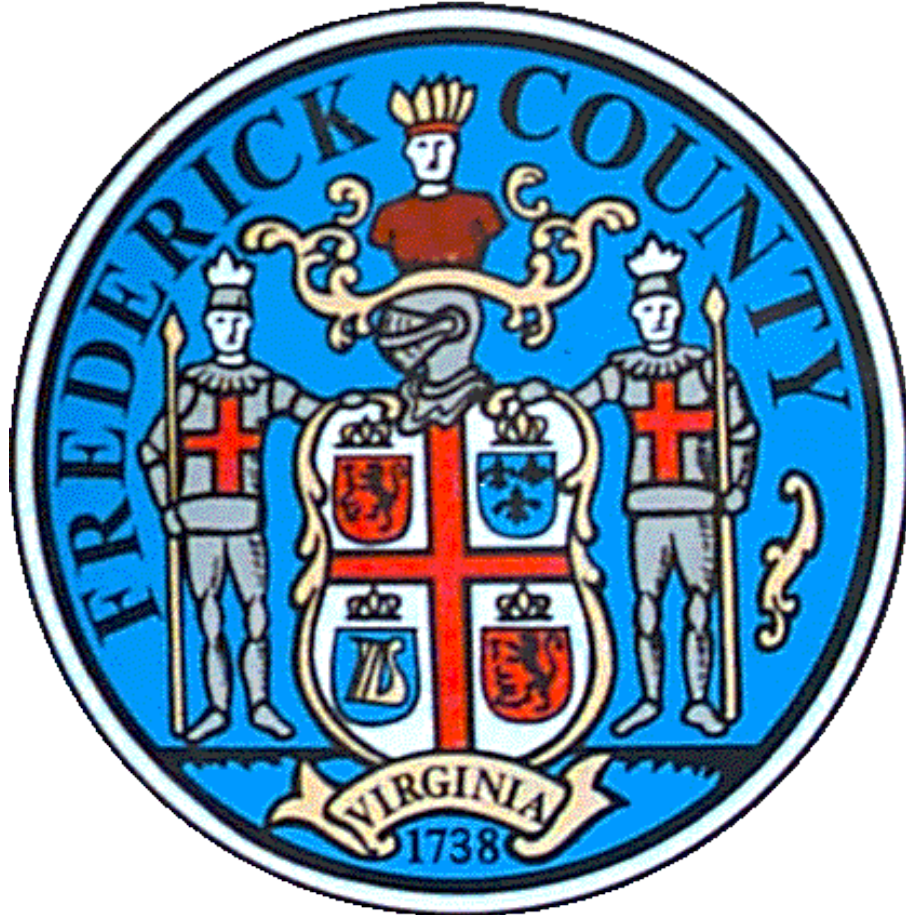


SUBDIVISION APPLICATION PACKAGE



Frederick County, Virginia

Department of Planning and Development
107 North Kent Street
North Building, 2nd Floor
Winchester, Virginia 22601
Telephone: (540) 665-5651 - FAX: (540) 665-6395

Website: www.fcva.us

(Revised 03.21.23)

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FREDERICK COUNTY, VIRGINIA

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SUBDIVISION APPLICATION PACKAGE CHECKLIST

It is recommended that the applicant meet with a representative from the Department of Planning and Development when submitting applications in order to review the materials for completeness. In order for Staff to commence review of your subdivision design plan application, please submit the following information.

- _____ 1. One copy of the Subdivision Application.
- _____ 2. The Application Review Fee (check made payable to **“Frederick County Treasurer”**).
- _____ 3. Two (2) full sets of the plan.
- _____ 4. Completed Special Limited Power of Attorney Form.

Please note that a subdivision design plan application is considered incomplete and cannot be approved until the items listed below are submitted. A complete application is also necessary for the Subdivision Plan to be placed on the Planning Commission and the Board of Supervisors agendas if necessary.

Agency Approval Comments

- _____ 5. One set of approved comment sheets from the following agencies deemed necessary by the Department of Planning and Development staff along with any marked copies of the plan. Applicants should contact the Department of Planning and Development to determine which review agencies are relevant to their Subdivision Plan application.

- | | |
|--|------------------------------|
| _____ Virginia Department of Transportation | _____ Inspections Department |
| _____ Frederick County Sanitation Authority | _____ Airport Authority |
| _____ Frederick County Fire Marshal | _____ Health Department |
| _____ Department of Parks and Recreation | _____ City of Winchester |
| _____ Department of Public Works | _____ Town of Stephens City |
| _____ Department of Planning and Development | _____ Town of Middletown |
| _____ GIS – Street Names Review | |
| _____ Frederick County Public Schools | |

SUBDIVISION INSTRUCTIONS

A subdivision plat must be submitted for review and approval by the County, prior to recordation of any land division, in all zoning districts. **Consult with the County planning staff to determine the status of your proposed division.** The plats for all subdivisions require the signature of the Subdivision Administrator to certify that the division complies with County regulations.

If your proposed subdivision is residential, commercial, industrial, or a major rural subdivision, you should schedule a meeting with the planning staff to review your proposal and determine whether or not a Master Development Plan (MDP) will be required. If a MDP is necessary, you should obtain a MDP instruction package from the Planning and Development office. **The MDP will have to be approved prior to approval of the subdivision. These can be done at the same time or the subdivision process can begin prior to MDP approval.**

The majority of subdivision proposals, with the exception of rural area proposals, will require the preparation of a MDP. The subdivision process can be started prior to approval of the MDP; however, the final plat cannot be approved prior to administrative approval of the final MDP. **The MDP process is described in detail in an information package available at the office of Planning and Development.**

PRELIMINARY SKETCH (Rural Property Only)

The sub-divider may (required for major rural and rural preservation subdivisions) submit to the Subdivision Administrator a preliminary sketch of the proposed subdivision prior to preparation of engineered preliminary and final plats. This allows the administrator to advise the applicant as to whether the plans are in general accordance with the requirements of the Subdivision Ordinance. **If a Master Development Plan has been approved by the Board of Supervisors for the project, a preliminary sketch would be redundant.**

The sub-divider is responsible for naming all streets in the planned development. All proposed street names must be coordinated with the GIS Department. The GIS Department maintains and controls a master list of all street/road names in Frederick County. This action is critical to prevent duplication of street names. Early coordination of names is essential.

SUBDIVISION DESIGN PLAN

The subdivision design plan is to be prepared by a licensed surveyor or engineer and consists primarily of an overview of the subdivision showing lot lines, roads, open space, and detailed construction drawings for any proposed public improvements. **Applicants should consult with planning staff prior to undertaking plat development.** This meeting can help the applicant avoid incurring the expense of unnecessary revisions.

The Planning Department has administrative approval authority for any subdivision design plan for which a MDP has been approved by the Board of Supervisors. **Subdivision Design Plan approval is not an assurance of final plat approval.** Major rural subdivisions will be approved by the Subdivision Administrator. The Planning Commission will make a recommendation to

the Board of Supervisors on those subdivisions (except rural) which are not preceded by a MDP. In these cases, a hearing will be required before both bodies. The Planning Commission meets regularly on the first and third Wednesday of every month at 7:00 PM. The Board of Supervisors meets at 7:15 PM on the second and fourth Wednesdays.

In order for the subdivision design plan to be placed on the agenda for a particular Planning Commission meeting, the full submission (including comments received from all review agencies) must be received in accordance with the cut-off date scheduled, generally at least seventeen (17) working days before the meeting.

Any subdivision design plan will need to be reviewed by some, or all, of the following agencies as determined by the subdivision administrator:

- Virginia Department of Transportation
- Frederick County Department of Geographic Information Services (GIS)
- Frederick County Department of Planning and Development
- Frederick Water
- Frederick County Inspections Department
- Frederick County Department of Public Works
- Frederick County Fire Marshal
- Frederick County Department of Parks and Recreation
- Frederick County-Winchester Health Department
- Winchester Regional Airport
- City of Winchester
- Town of Stephens City
- Town of Middletown
- Frederick County Public Schools

It is the applicant's responsibility to see that the review agencies, deemed appropriate by the Subdivision Administrator, receive copies of the subdivision plans and enclosed comment sheets. All comments and/or changes required by these agencies will need to be addressed and presented to the subdivision administrator with the design plan. When the review agency indicates changes/problems etc. on a copy of the plan, **this marked copy must also be submitted.**

A checklist is provided to assist the applicant in meeting the ordinance requirements for design plan and final plat contents. **All materials, including two copies of the design plan and the completed checklist, must be submitted to the Planning Department. A check made payable to the Frederick County Treasurer for the required fees must be submitted to the Subdivision Administrator. The Planning Staff will determine the fee for the applicant.**

The timing of the process is in large part determined by the complexity of the project, the thoroughness of the designer, and the willingness of the applicant to work with the various review agencies. The Virginia Department of Transportation typically requires the greatest amount of time to review plans submitted.

FINAL PLAT

Following review of the subdivision design plan, the Subdivision Administrator will advise the applicant of any changes to be made prior to submission of final plats. A deed of dedication (if required), copy of any proposed covenants or restrictions and an estimate of the guaranty to be submitted for the completion of all public and amenity improvements must be in the form of those allowed by Section 144-41 of Chapter 144, Frederick County Code, Subdivision Ordinance. If a letter of credit is the selected instrument of guaranty, it shall be in the format of the sample enclosed in this application package. The Subdivision Administrator is the authority for final determination of the amount of the guaranty required and the format in which it may be presented.

The Subdivision Administrator has approval authority over all final plats. Three original copies of the final plat must be submitted for signature. Signatures of appropriate review agencies must be obtained by the applicant **prior** to that of the Subdivision Administrator. It is the applicant's responsibility to circulate copies for signatures. A copy showing the recordation numbers and the Clerk of Court certification must be returned to the Planning and Development Department for filing.

COMPLETION GUARANTY

The Subdivision Administrator will determine the amount of the monetary guaranty required for public and amenity improvements. The applicant must submit sufficient proof of the cost of the improvements. The County has prepared a monetary guaranty procedure package which will need to be completed and submitted for review by the Subdivision Administrator. The monetary guaranty procedure package is available on the County website at www.fcva.us under the Planning and Development page and is also available at the Department of Planning & Development.

The monetary guaranty should be dated from the date of plat approval and be good for a period of at least one year with automatic renewals for increments of six months until the guaranty is released by the County. The reduction or release of guaranties shall be in accordance with the requirements of Section 144-44, Chapter 144, Frederick County Code, Subdivision Ordinance.

ROAD ADOPTION

The applicant will be responsible for supplying the County with all paperwork required by the Virginia Department of Transportation for any roads intended to be entered into the State Secondary Road System. This information must consist of, but is not limited to the following:

1. An exact legal description of the road/street (will be provided to applicant by VDOT once final acceptance inspection is completed).
2. Three copies of recorded plats that clearly show the Deed Book Number, Page and the certification by the Clerk of the Circuit Court.
3. Engineered “as built” plans of the entire road or street.
4. Land use permits or quitclaim deeds for all utilities (telephone, TV cable, water, sewer, gas, electricity) that are located in or traverse the road or street right of way.
5. A resolution by the Frederick County Board of Supervisors that dedicates the road or street to the Virginia Department of Transportation (will be prepared by the Subdivision Administrator following submittal of item number 1 above).
6. Maintenance fee and guaranty (letter of credit, performance bond, etc.) which will be determined by VDOT.

The applicant is responsible for contacting the VDOT office in order to determine the appropriate amounts for the maintenance fee and the guaranty. The maintenance fee is based on the length of road and the amount of time between acceptance and the end of the fiscal year (June 30th) with additions being made on the first of each month.

No letter of credit or performance bond will be released by the County until formal notice is received from VDOT stating that the roads have been taken into the secondary road system.

**SUBDIVISION APPLICATION
FREDERICK COUNTY, VIRGINIA**

- Office Use Only -

Date: _____ Application #: _____ MDP: ____yes ____no

If no, has the MDP requirement been waived by the Planning Director? ____yes ____no
If the MDP has been waived, fill in the following public meeting dates for the final plats:
PC Meeting Date _____ BOS Meeting Date _____

1. Applicant:

Name: _____ Telephone: _____

Address: _____

Email Address: _____

2. Property Owner (if different than above)

Name: _____ Telephone: _____

Address: _____

3. Please list names of all owners, principals, and/or majority stockholders:

4. Contact person if other than above

Name: _____ Telephone: _____

5. Name of Proposed Subdivision: _____

6. Number of Lots: _____

7. Total Acreage: _____

8. Property Location: _____

(Give State Route # and name, distance and direction from intersection)

9. Magisterial District: _____

10. Property Identification Number (P.I.N.): _____
(Parent Tract)

11. Property zoning and present use: _____

12. Adjoining property zoning and use:

	<u>USE</u>	<u>ZONING</u>
North	_____	_____
East	_____	_____
South	_____	_____
West	_____	_____

13. Has a Master Development Plan been submitted for this project? ___Yes ___No

14. If yes, has the final MDP been approved by the Board of Supervisors? ___Yes ___No

15. What was the Master Development Plan title? _____

16. Does the plat contain any changes from the approved MDP? ___Yes ___No

17. If yes, specify what changes: _____

18. Minimum Lot Size (smallest lot): _____

19. Number and types of housing units in this development: _____

* * * * *

I have read the material included in this package and understand what is required by the Frederick County Planning Department. I also understand that all required material will be complete prior to the submission of my site plan.

Signature: _____

Date: _____

SUBDIVISION DESIGN PLAN CHECKLIST

The subdivision design plan shall be drawn at a scale that is acceptable to the Subdivision Administrator. The subdivision design plan shall include a sheet depicting the full subdivision submitted. The subdivision design plan shall include the following information:

- _____ Title “Subdivision Design Plan for “_____”
with a notation of all previous names of the subdivision.
- _____ Original property identification number.
- _____ Page number and total pages on each page.
- _____ Name of the owner and/or subdivider.
- _____ Vicinity map (scale of one to two thousand (1:2000)) showing all roads,
properties and subdivisions within one thousand (1000) feet of the subdivision.
- _____ Written and graphic scale.
- _____ Day, month and year plan prepared and revised.
- _____ North arrow.
- _____ Name of the Magisterial District where located.
- _____ Zoning of all land to be subdivided.
- _____ Boundary survey of all lots, parcels and rights-of-way showing bearings to the
nearest minute and distances to the nearest one-hundredth (1/100) of a foot.
- _____ Topography shown at a contour interval acceptable to the Subdivision
Administrator but in no case greater than five (5) feet.
- _____ Names of owners, zoning and use of all adjoining properties and deed book
and page number references for each adjoining parcel.
- _____ Proposed use of each lot, with the number of lots in each use category.
- _____ Area of each lot and parcel, the total area of the subdivision and the total
area in lots.
- _____ Location and area of each parcel of common open space and the total area of
common open space.
- _____ Location, names, right-of-way widths and classifications of existing and planned
roads, streets and shared private driveways adjacent to and on the property.

- _____ Existing or proposed utilities, sewer and water lines, manholes, fire hydrants and easements.
- _____ Existing and proposed drainage ways, drainage facilities, culverts and drainage easements with dimensions and design details
- _____ Storm water management plan with calculations describing how storm water management requirements are being met, including the location and design details of proposed facilities.
- _____ Proposed grading plan including spot elevations and flow arrows
- _____ Cross sections, profiles and design details of all proposed streets, roads, culverts, storm sewers, sanitary sewers and water mains.
- _____ Locations, dimensions and cross sections of existing and proposed sidewalks and walkways.
- _____ Location of environmental features including floodplain, steep slopes, wetlands, sinkholes, woodlands and natural storm water detention areas.
- _____ Names of all streams and bodies of water, including all one-hundred-year flood limits as mapped by FEMA.
- _____ Location of all land to be dedicated or reserved for public use.
- _____ Location of required setback lines on each lot.
- _____ Location of proposed recreational areas and facilities.
- _____ Location of proposed buffers and screening with design details, locations and types of plants and screening.
- _____ Proposed landscaping with location and types of plants.
- _____ Certification by an engineer, surveyor or other qualified professional of the accuracy of the plat.
- _____ Signature of the owner or principals certifying ownership of the property.
- _____ Statement listing all requirements and conditions placed on the land included in the subdivision resulting from approval of conditional zoning or a conditional use permit.
- _____ Signature line for the Subdivision Administrator.

FINAL PLAT CHECKLIST

The subdivider shall be required to submit a deed of dedication, a copy of all covenants and restrictions, an estimate of all public improvements, all required guaranties for improvements and all final plats to the Subdivision Administrator. All final plats shall be drawn to a scale acceptable to the Subdivision Administrator. The following checklist is provided to assist the applicant in ensuring that all required information is provided. The form must be completed and submitted with the application and other required subdivision materials. If any of the items listed below are not included with the materials submitted, your application will not be considered complete and will not be accepted for filing. Check with the planning staff if you feel some element on the list does not apply to your situation. All plats shall contain the following information:

- _____ Title (“Final Subdivision Plat for _____”).
- _____ Page number and total pages on each page.
- _____ Vicinity map [scale of one to two thousand (1:2,000)] showing all roads, properties and subdivisions within one thousand (1,000) feet of the subdivision.
- _____ Written and graphic scale.
- _____ Day, month and year plan prepared and revised.
- _____ North arrow.
- _____ Parcel identification number (PIN) of parent tract.
- _____ Name of Magisterial District in which subdivision is located.
- _____ Zoning and use of all land to be subdivided and all adjoining land.
- _____ Boundary survey of all lots, parcels and rights-of-way showing bearings to the nearest degree, minute and second and listing distances to the nearest one-hundredth (1/100) of a foot.
- _____ Names of owners of all adjoining properties and deed book and page number references for each adjoining parcel.
- _____ Area of each lot and parcel, the total area of the subdivision and the total area in lots.
- _____ Location and area of each parcel of common open space and the total area of common open space.
- _____ Location, names and right-of-way widths of existing and planned roads, streets and shared private driveways adjacent to and on the property.

- _____ Existing or proposed utilities, utility easements and other easements with dimensions and location.
- _____ Existing and proposed drainage easements with dimensions and locations.
- _____ Location of floodplain limits.
- _____ Location of all land to be dedicated or reserved for public use.
- _____ Location of required setback lines on each lot.
- _____ Location of proposed recreational areas.
- _____ Location of proposed buffers.
- _____ Location and description of monuments and markers.
- _____ Location of any grave, object or structure marking a place of burial on the land to be subdivided.
- _____ Certification by a registered engineer or surveyor qualified to practice in the State of Virginia, verifying the accuracy of the plat.
- _____ Signature of the owner, proprietors or trustees certifying ownership of the property and that the subdivision is with their free consent and desires.
- _____ A notary statement certifying the signature of the owner, proprietors or trustees.
- _____ Signature lines for the Subdivision Administrator and relevant reviewing agencies.
- _____ Statement listing all requirements and conditions placed on the land included in the subdivision resulting from approval of conditional zoning or a conditional use permit.

REQUEST FOR SUBDIVISION PLAN COMMENTS



Virginia Department of Transportation

Mail to:

Virginia Department of Transportation
Attn: Resident Engineer
14031 Old Valley Pike
Edinburg, Virginia 22824
Phone: (540) 984-5600

Hand deliver to:

Virginia Department of Transportation
Attn: Resident Engineer
14031 Old Valley Pike
Edinburg, Virginia 22824

Applicant: It is your responsibility to complete this form as accurately as possible in order to assist the agency with their review. Please attach two (2) copies of the Subdivision Design Plan with this sheet.

Applicant's Name: Telephone:

Mailing Address:

Email:

Name of development and/or description of the request:

Two horizontal lines for text entry.

Location of Property:

Three horizontal lines for text entry.

Virginia Department of Transportation Comments:

Five horizontal lines for text entry.

-VDOT USE ONLY-

Date Received

Review Number 1 2 3 4 5 (circle one)

Date Reviewed

Date Approved

Revision Required

VDOT Signature & Date:

** Please Return Form to Applicant**

REQUEST FOR SUBDIVISION PLAN COMMENTS



**Frederick County Department of
Planning & Development**

Mail to:

Frederick County
Department of Planning & Development
107 North Kent Street
Winchester, Virginia 22601
Phone: (540) 665-5651

Hand deliver to:

Frederick County
Department of Planning & Development
107 North Kent Street, 2nd Floor
Winchester, Virginia 22601

Applicant: It is your responsibility to complete this form as accurately as possible in order to assist the agency with their review. Please attach two (2) copies of the Subdivision Design Plan with this sheet.

Applicant's Name: _____ Telephone: _____

Mailing Address: _____

Email: _____

Name of development and/or description of the request:

Location of Property:

Department of Planning & Development Comments:

-PLANNING DEPARTMENT USE ONLY-

Date Received _____

Review Number 1 2 3 4 5 (circle one)

Date Reviewed _____

Revision Required _____

Date Approved _____

Signature & Date: _____

**** Please Return Form to Applicant****

REQUEST FOR SUBDIVISION PLAN COMMENTS



Request for Street Name Comment

Mail to:

Frederick County
Information Technologies, GIS Division
Attn: GIS Manager
107 North Kent Street
Winchester, Virginia 22601

Hand deliver to:

Frederick County
Information Technologies, GIS Division
107 North Kent Street, 1st Floor
Winchester, Virginia 22601
Phone: (540) 665-5614

Applicant: It is your responsibility to complete this form as accurately as possible in order to assist the agency with their review. Please attach two (2) copies of the Subdivision Design Plan with this sheet.

Applicant's Name: _____ Telephone: _____

Mailing Address: _____

Email: _____

Name of development and/or description of the request:

Location of Property:

GIS Manager Comments:

-GIS MANAGER USE ONLY-

Date Received _____ Review Number 1 2 3 4 5 (circle one)

Date Reviewed _____

Revision Required _____ Date Approved _____

Signature & Date: _____

**** Please Return Form to Applicant****

REQUEST FOR SUBDIVISION PLAN COMMENTS



Frederick Water Comment

Mail to:

Frederick Water
Attn: Engineer
P.O. Box 1877
Stephens City, Virginia 22655

Hand deliver to:

Frederick Water
315 Tasker Road
Stephens City, Virginia 22655
Phone: (540) 868-1061

Applicant: It is your responsibility to complete this form as accurately as possible in order to assist the agency with their review. Please attach two (2) copies of the Subdivision Design Plan with this sheet.

Applicant's Name: _____ Telephone: _____

Mailing Address: _____

Email: _____

Name of development and/or description of the request:

Location of Property:

Frederick Water Comments:

-FREDERICK WATER USE ONLY-

Date Received _____ Review Number 1 2 3 4 5 (circle one)

Date Reviewed _____

Revision Required _____ Date Approved _____

Signature & Date: _____

**** Please Return Form to Applicant****

REVIEW CHECKLIST

This checklist is to be completed by the Design Professional and submitted with the Site Plan.

FREDERICK WATER

Subdivision/Site Plan Name: _____

Design Professional Name: _____

Design Professional Phone: _____

Tax Map (PIN): _____

Submission Date: _____

Submission Number: _____

REQUIREMENTS	Design Professional	1st Review	Review Key	
			✓	O.K.
			O	Incomplete
			N	Not Applicable
			X	Unacceptable

GENERAL	NOTES
---------	-------

1	Owner's and Developer's contact information			
2	Magisterial district, tax map; and address if applicable			
3	Utility contact information			
4	North arrow on all plan sheets			
5	Scale references on all plan sheets			
6	Current FW Standards and Specifications have been reviewed for compliance at www.FW-water.com			
7	Current FW construction notes are on plans			
8	All existing easements are shown including deed book & page or instrument number			
9	Vicinity map			
10	General layout sheet			
11	Current existing water and sanitary sewer infrastructure is shown and described			
12	Required onsite FW easements are identified			
13	Required off site FW easements are identified			
14	Note has been added to landscape drawings that no trees or shrubs shall be placed on FW easements			
15	Project Acceptance Requirements per FW standards (page 4) have been considered in project phasing			
16	Existing site conditions are shown and labeled ie. ex. structures, utilities etc.			
17	Master development plan reviewed for compliance and MDP #, date included. Any variance from MDP water or sewer requirements is explained			

18	Proffer statement reviewed for compliance and copy included			
19	Exceptions to FW requirements are described			
20	Length of water and sewer lines on private property to be owned by FW kept to minimum			
21	Lot numbers, building numbers and street names are shown on all sheets			
22	All plan sheets have been reconciled to reflect the same information			
23	Existing FW infrastructure requiring field adjustment where grade changes occur has been shown			
24	Existing FW facilities to be removed or abandoned are noted accordingly. Significant items, fire hydrants, valves etc. are noted to be furnished to FW inspector			
25	Ownership of existing and proposed, water and sanitary sewer is labeled			
26	Continuity of service to adjacent parcels has been considered and easements provided			
27	FW easements are exclusive. Crossings permitted only as necessary			
28	Street ownership (VDOT or private) is shown			
29	Water and sanitary sewer usage form is completed			
WATER				
30	Project water system has been modeled			
31	Air release has been evaluated and shown			
32	FW's water infrastructure has been evaluated and can meet project demands			
33	Water meter size(s) are shown			
34	Fire line(s) to building show gate valve 10'-20' off building with ownership line, valve is the end of FW ownership			
35	Double detector size and location is shown			
36	Water segments are labeled on plan and profile			
37	Sanitary sewer crossings are shown under water lines with min. 18" separation			
38	Sanitary lateral crossings have lot number and elevation shown on profile			
39	All crossings are labeled including min. 18" separation			
40	Connection to existing lines are labeled and include party responsible for field connection			
41	Special conditions; service disruption, by pass piping, etc. is clearly detailed			
42	Existing and proposed line diameters, pipe types etc. are shown			
43	Water lines shall be CL 52 DIP			
44	Water lines under permeable pavers should be minimized			
45	Bollards around fire hydrants in truck and other vulnerable areas are shown			
46	Applicable FW detail drawings are included			
47	Restrained joints in fill areas and 20' onto original ground are reflected			

48	Existing FW laterals, services, main stubs etc unutilized are shown with details for disconnection and removal			
49	Protectus 3 meter including size, is shown for private underground fire lines			
50	Fire lines are shown as CL 52 DIP and restrained			
51	Pipe types are shown on plan and profile for all segments			
52	Valves are shown on all branches of tees, crosses, wyes etc.			
53	Mininum 25' pre blast is shown for main line stubs			
54	Air release and vacuum breaker valves have been evaluated and shown			
55	Appropriate FW detail drawings are included			
56	Virginia Department of Health's Project Summary Report is completed and included, see http://www.vdh.virginia.gov/content/uploads/sites/14/2016/04/General-Permit-Project-Summary-Report.pdf			
SANITARY SEWER				
57	Project sanitary sewer system has been modeled			
58	FW's sanitary sewer infrastructure has been evaluated and can meet project demands			
59	Manhole rim elevations are shown			
60	Sewer segments are labeled on plan and profile			
61	Water line crossings are shown above sewer min. 18" separation			
62	All crossings are labeled including min. 18" separation			
63	Connection points are labeled and identify party performing connection			
64	Special conditions; service disruption, by pass piping, etc. is clearly detailed			
65	Line diameters, pipe types etc. are shown			
66	Sewer lines under permeable pavers should be minimized			
67	Applicable FW detail drawings are included			
68	Existing FW laterals, services, main stubs etc unutilized are shown with details for disconnection and removal			
69	Restrained joints in fill areas and 20' onto original ground are reflected			
70	Drop connections are noted on plans and profiles			
71	Multiple inside drop connections into same manhole have been evaluated and larger manhole is identified			
72	Manholes larger than 4' in diameter are labeled			
73	Deep sewer laterals are noted on plans and profiles			
74	Pipe types are shown on plan and profile for all segments			
75	Mininum 25' pre blast is shown for main line stubs			

76	Air release and vacuum breaker valves have been evaluated and shown			
77	Appropriate FW detail drawings are included			
SANITARY SEWER PUMP STATIONS				
78	Show all proposed site improvements.			
79	Pump station wet well accessible by vector truck			
80	Personnel door accessible to full size pick up truck (suction lift pumps only)			
81	Show and label existing contours.			
82	Show and label final contours.			
83	Show proposed utilities, including electrical, telephone services information			
84	Show transformer and generator location and dimensions			
85	Provide 100-year floodplain elevation and note on PS plan			
86	Fence is shown on property line			
87	Gently sloping minimum 3' gravel outside fence perimeter			
88	Surface water is directed away from pump station lot			
89	Paving and stone areas are labeled			
90	Gate size is shown and post is min. 1' off pavement			
91	Access road provides heavy truck access and slopes no greater than 10 %			
92	Station information sheets are complete including interim and buildout as applicable			
93	Appropriate FW detail drawings are included			
94				
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103				
104				
105				

REQUEST FOR SUBDIVISION PLAN COMMENTS



**Frederick County Inspections
Department Comment**

Mail to:

Frederick County Inspections Department
Attn: Building Official
107 North Kent Street
Winchester, Virginia 22601

Hand deliver to:

Frederick County Inspections Dept.
107 North Kent Street, 2nd Floor
Winchester, Virginia 22601
Phone: (540) 665-5650

Applicant: It is your responsibility to complete this form as accurately as possible in order to assist the agency with their review. Please attach one (1) copy of the Subdivision Design Plan with this sheet.

Applicant's Name: _____ Telephone: _____

Mailing Address: _____

Email: _____

Name of development and/or description of the request:

Location of Property:

Inspections Department Comments:

-FREDERICK COUNTY INSPECTIONS DEPARTMENT USE ONLY-

Date Received _____

Review Number 1 2 3 4 5 (circle one)

Date Reviewed _____

Revision Required _____

Date Approved _____

Signature & Date: _____

**** Please Return Form to Applicant****

REQUEST FOR SUBDIVISION PLAN COMMENTS



Frederick County Public Works Comment

Mail to:

Frederick County Public Works Department
Attn: County Engineer
107 North Kent Street
Winchester, Virginia 22601

Hand deliver to:

Public Works Department
107 North Kent Street, 2nd Floor
Winchester, Virginia 22601
Phone: (540) 665-5643

Applicant: It is your responsibility to complete this form as accurately as possible in order to assist the agency with their review. Please attach one (1) copy of the Subdivision Design Plan with this sheet.

Applicant's Name: _____ Telephone: _____

Mailing Address: _____

Email: _____

Name of development and/or description of the request:

Location of Property:

Public Works Department Comments:

-FREDERICK COUNTY PUBLIC WORKS DEPARTMENT USE ONLY-

Date Received _____ Review Number 1 2 3 4 5 (circle one)

Date Reviewed _____

Revision Required _____ Date Approved _____

Signature & Date: _____

**** Please Return Form to Applicant****

Review Checklist

Frederick County, Virginia
 Department of Public Works

Subdivision/Site Plan Name: _____
 Engineer/Surveyor Name: _____
 Engineer/Surveyor Phone: _____
 Tax Map (PIN): _____



Note: Provide sheet number(s) for each item or indicate if not applicable.

Requirements	Sheet	N/A	FC Check
Provide a note pertaining to temporary and permanent stabilization of denuded areas.			
Provide a note pertaining to stabilization requirements for soil stockpiles.			
Provide a note stating that vegetative stabilization shall be uniform, mature enough to survive and adequate to inhibit erosion.			
Provide sediment trapping facilities as the first phase of land disturbing activity.			
Provide a note requiring that dams, dikes and diversions be stabilized immediately after construction.			
Sediment traps and basins shall be installed if necessary and in the correct location. Basins shall maintain structural integrity during 100-year 24 hour storm event. (§79-3.A.1 Frederick County Code).			
Cut and fill slopes shall be adequately stabilized. Fill slopes steeper than 3:1 will require a slope stability analysis and maintenance plan.			
Provide adequate temporary or permanent channel, flume or slope drain for all concentrated runoff down cut or fill slopes.			
Provide adequate drainage or other protection whenever water seeps from a slope face.			
Provide adequate inlet protection for all operational storm sewer inlets.			
Provide adequate channel protection for open conveyance and receiving channel, provide adequate outlet protection for pipes and channels.			
Provide measures to minimize channel damage when conducting in-stream construction.			
Install temporary stream crossings of non-erodible material			
All applicable federal, state and local regulations pertaining to working in or crossing live watercourses shall be met - all applicable permits shall be submitted with Land Disturbance application (§79-3.A.2 Frederick County Code).			
Provide a note stating that the bed and banks of a watercourse shall be stabilized immediately after work in the watercourse is completed.			
Provide appropriate notes regarding trenching practices in accordance with 4VAC50-30-40 subsection 16.			

Requirements	Sheet	N/A	FC Check
Provide a note requiring cleaning/removal of any sediment on public or private roadways.			
Provide a note requiring that all temporary controls be removed within 30-days once no longer needed; trapped sediment must be removed and stabilized.			
Provide adequate protection from erosion and sediment deposition for downstream properties and waterways.			
Demonstrate that concentrated stormwater runoff leaving the site discharges directly into an adequate natural or manmade channel.			
Demonstrate that two (2)-year runoff from the site does not overtop banks of natural channels and does not cause erosion.			
Demonstrate that discharge into the previously constructed man-made channels are not overtopped by a ten (10)-year storm and the two (2)-year storm does not cause erosion			
Demonstrate that closed storm sewer systems contain the ten (10)-year storm. Provide calculations and show ten (10)-year HGL in the storm sewer profiles.			
If offsite improvements are proposed, provide evidence of obtained easements, etc.			
Provide an analysis of the existing and ultimate characteristics of the watershed.			
Provide responsible party and maintenance plan for the proposed detention facilities to include access, what is to be maintained?, how often?, who pays?			
Provide energy dissipaters at the outfall of all detention facilities.			
Provide calculations demonstrating that onsite ditches are adequate.			
All sheet flow leaving the site shall be at or below pre-developed rates or it must be diverted to an adequate channel, pipe system or detention facility.			
All calculations and assumptions shall pertain to the entire development and its ultimate build-out.			
All measures utilized shall minimize the impact on waters of the State.			
Project description - Describe the nature and purpose of the land disturbing activity and area (acres) to be disturbed.			
Existing Site Conditions - Provide a description of the existing topography, vegetation and drainage.			
Adjacent Areas - Provide a description of neighboring areas such as streams, lakes, residential areas, roads, etc., which might be affected by the land disturbance.			
Off-site areas - Describe any off-site land-disturbing activities that will occur.			
Soils - Provide a brief description of the soils on the site giving such information as soil name, mapping unit, erodibility, permeability, depth, texture and soil structure.			
Geology - Provide a brief description of the geology on the site related to construction; i.e. methods of removal, use as engineered fills, Karst potential, etc.			

Requirements	Sheet	N/A	FC Check
Critical areas - Provide a description of areas on the site which have potentially serious erosion problems.			
E&S control measures - Provide a description of the methods which will be used to control erosion and sedimentation on the site.			
Permanent stabilization - Provide a brief description, including specifications, of how the site will be stabilized after construction is completed.			
Stormwater runoff narrative - Will the development of the site cause an increase in peak runoff rates? Will it cause flooding? Describe the strategy to control stormwater runoff.			
Calculations - detailed calculations for the design of temporary sediment basins, permanent stormwater detention basins, diversions, channels, etc. Include calculations for pre- and post-development runoff			
Provide a vicinity map.			
Provide a North arrow and scale on all plan sheets.			
Delineate the proposed limits of clearing and grading.			
Show and label existing contours.			
Show and label final contours.			
Show existing vegetation.			
Show boundaries of different soil types.			
Show existing drainage patterns including the acreage of each drainage area.			
Label areas with potentially serious erosion problems.			
Show and label all proposed site improvements.			
Label all storm pipe systems on grading plan sheets (pipe size, material, structure numbers).			
Show elevations for the proposed basement floor, first floor and garage slab for all buildings and finished grade elevations at building corners.			
Show location of all retaining walls with elevations for proposed top and bottom of walls.			
Conveyance system protection and flood protection analysis provided at every discharge point of concentrated flow originating from site improvements.			
Show location of all erosion and sediment control measures using VESCH standard symbols.			
Show all off-site land disturbing activities and erosion and sediment control measures. Provide letter of permission or show temporary construction easements as necessary.			
Provide stage-storage, stage-discharge and routing data for all SWM/BMP ponds.			
Provide VRRM spreadsheet data.			

Requirements	Sheet	N/A	FC Check
Drainage area map showing individual and cumulative drainage area contributing to each point of concentration.			
Provide a maintenance schedule including regular inspection and repair of erosion and sediment control measures.			
Provide the Responsible Land Disturber signature block on the plans.			
Provide a seeding schedule in accordance with VESCH standard 3.31 and 3.32.			
Provide a 20-foot drainage easement for all concentrated flows within on- or off-site residential lots.			
Provide a minimum of 2% slope on grass channels. If less than 2%, provide an alternative design.			
Any area in which drainage collects from more than three (3) lots shall be placed within a platted drainage easement.			
All silt fence shall be wire reinforced.			
Drop Inlets in areas accessible to the public will require an appropriately sized grate opening. Please specify the grate type in the plans.			
Ensure that the backwater condition for the post-developed 100-year storm does not impact adjacent properties.			
Show the location and extent of the overland relief flow paths provided for SWM conditions and to clear buildings for the 100-year storm.			
Provide the dewatering structure details for the proposed sediment basins. The details shall include elevations, type of structures, pipe sizes, etc.			

 Engineer's Signature

 Date

REQUEST FOR SUBDIVISION PLAN COMMENTS



Frederick County Fire Marshal Comment

Mail to:

Frederick County Fire Marshal
Attn: Fire Marshal
1080 Coverstone Drive
Winchester, Virginia 22602

Hand deliver to:

Public Safety Building
1080 Coverstone Drive
Winchester, Virginia 22602
Phone: (540) 665-6350

Applicant: It is your responsibility to complete this form as accurately as possible in order to assist the agency with their review. Please attach two (2) copies of the Subdivision Design Plan with this sheet.

Applicant's Name: _____ Telephone: _____

Mailing Address: _____

Email: _____

Name of development and/or description of the request:

Location of Property:

Fire Marshal Comments:

-FREDERICK COUNTY FIRE MARSHAL USE ONLY-

Date Received _____

Review Number 1 2 3 4 5 (circle one)

Date Reviewed _____

Revision Required _____

Date Approved _____

Signature & Date: _____

**** Please Return Form to Applicant****



John J. Bauserman
Deputy Chief
Fire Marshal
Life Safety Division

Requirements for Site Plan submittals

A dedicated “Life Safety” sheet or sheets will be required in addition to the standard site plan submittals. This sheet(s) shall be created for the purposes of reviewing and clearly identifying fire lane markings/striped areas as per Frederick County ordinance, “No Parking” fire lane signs as per Frederick County Fire Prevention Code, fire department access, and life safety features. This sheet(s) shall consist of showing but not limited to the structure(s), roads with dimensions, curbs, parking lines, water lines, fire hydrants, fire department connections and any item that might be pertinent to life safety as per the Frederick County Fire Prevention Code and Frederick County Local ordinance.

Some examples of items not to be included on the “Life Safety” sheet(s) are right of ways, sewer lines, landscaping and geographic lines.

Also when designing, reference the Frederick County Fire Prevention Code Appendix D and Frederick County Ordinance 90-4.

Frederick County, VA

Local ordinance referenced from <http://ecode360.com/8705949>

§90-4 General requirements

The following requirements shall apply to all construction or land development activities in areas of the County to which this article applies:

A. Means of access for Fire Department apparatus.

- (1) The means of access for Fire Department apparatus and personnel shall consist of fire lanes, private streets, streets, parking lot lanes or a combination thereof.
- (2) Parking in any means of access shall not be permitted within 15 feet of a fire hydrant, sprinkler or standpipe connection or in any other manner which will obstruct or interfere with the Fire Department's use of the hydrant or connection.
- (3) "No parking" signs or another designation indicating that parking is prohibited shall be provided at all normal and emergency access points to structures and within 15 feet of each fire hydrant, sprinkler or standpipe connection.

B. Fire lanes.

- (1) The Fire Marshal or his/her designated representative, in concert with the local volunteer fire company, may designate both public and private fire lanes as required for the efficient and effective use of fire apparatus. Said fire lanes shall be marked in a manner prescribed by the Fire Marshal or his/her designated representative. Parking in a designated fire lane shall be controlled by Chapter 158, Vehicles and Traffic, of the Frederick County Code.
- (2) Fire lanes shall be at least 20 feet in width, with the road edge closest to the structure at least 10 feet from the structure, be constructed of a hard all-weather surface adequately designed to support any fire apparatus likely to be operated in such fire lane or be of subsurface construction designed to support the same loads as the above surfaces and be covered with no more than three inches of soil or sod, or both, and be designed with radii of sufficient length to allow for safe turning by any fire apparatus likely to be operated on such fire lane.
- (3) Fire lanes connecting to public streets, roadways or private streets shall be provided with curb cuts extending at least two feet beyond each edge of the fire lane.
- (4) Chains or other barriers may be provided at the entrance to fire lanes or private streets, provided that they are installed according to the requirements of the Authority Having Jurisdiction.

C. Parking lot lanes.

Parking lot lanes shall have a minimum of 15 feet clear width between rows of parked vehicles for vehicular access and movement.

D. Location of structures.

- (1) At least three perimeter walls of all industrial, commercial, public or semipublic or residential structures with three or more dwelling units per structure shall be within 200 feet of a street, fire lane, or private street.
- (2) Structures exceeding 30 feet in height shall not be set back more than 50 feet from a street, fire lane or private street.
- (3) When any combination of private fire-protection facilities, including but not limited to fire-resistive roofs, fire separation walls, space separation and automatic fire-extinguishing systems, is provided, and approved by the Fire Marshal or his/her designated representative as an acceptable alternative, Subsection D(2) shall not apply.
- (4) The Fire Marshal or his/her designated representative may, in concert with the local volunteer fire company; require at least two means of access for fire apparatus to all commercial and industrial structures. Those access ways shall meet the requirements of Subsection B(3).
- (5) Landscaping or other obstructions shall not be placed around structures or hydrants in a manner so as to impair or impede accessibility for fire-fighting and rescue operations.

E. Water supply.

- (1) Water supply systems shall be designed so as to be capable of supplying at least 1,000 gallons per minute at 20 pounds per square inch. Water supplies shall be made available and operational before combustibles are on site during construction.
- (2) In areas developed with single-family detached or duplex dwelling units, there shall be a fire hydrant within 400 feet of all units. In areas developed with three to five dwelling units per structure, there shall be a hydrant within 300 feet of all units. In areas developed with six or more dwelling units per structure, there shall be at least two hydrants within 300 feet of all units. In areas developed with industrial or commercial development(s), there shall be a hydrant within 300 feet of all portions of any structure. Where one hydrant is dedicated to the operation of a standpipe system, there shall be at least one other hydrant meeting the distance requirements set forth above. The hydrant dedicated to the operation of the standpipe system shall not be farther than 50 feet from the standpipe. Distance measurements under this section shall be along center-line roadway surfaces or along surfaces meeting the requirements of a fire lane (designated or undesignated) where appropriate, but in all cases access to each hydrant shall be directly from a roadway and/or fire lane.
- (3) Fire hydrants shall be marked in accordance with the Frederick County Sanitation Authority policy.
- (4) Fire hydrants located in parking areas shall be protected by barriers that will prevent physical damage from vehicles.
- (5) Fire hydrants shall be located within three feet of the curb line of fire lanes, streets or private streets when installed along such access ways.
- (6) Fire hydrants shall be installed in accordance with the standards of the Frederick County Sanitation Authority.
- (7) Threads on fire hydrant outlets shall conform to Frederick County Sanitation Authority policy.
- (8) Fire hydrants shall be supplied by not less than a six-inch diameter main.

APPENDIX D FIRE APPARATUS ACCESS ROADS

Referenced From The 2012 Frederick County Fire Prevention Code



SECTION D101 GENERAL

D101.1 Scope

Fire apparatus access roads shall be in accordance with this appendix and all other applicable requirements of the International Fire Code.

SECTION D102 REQUIRED ACCESS

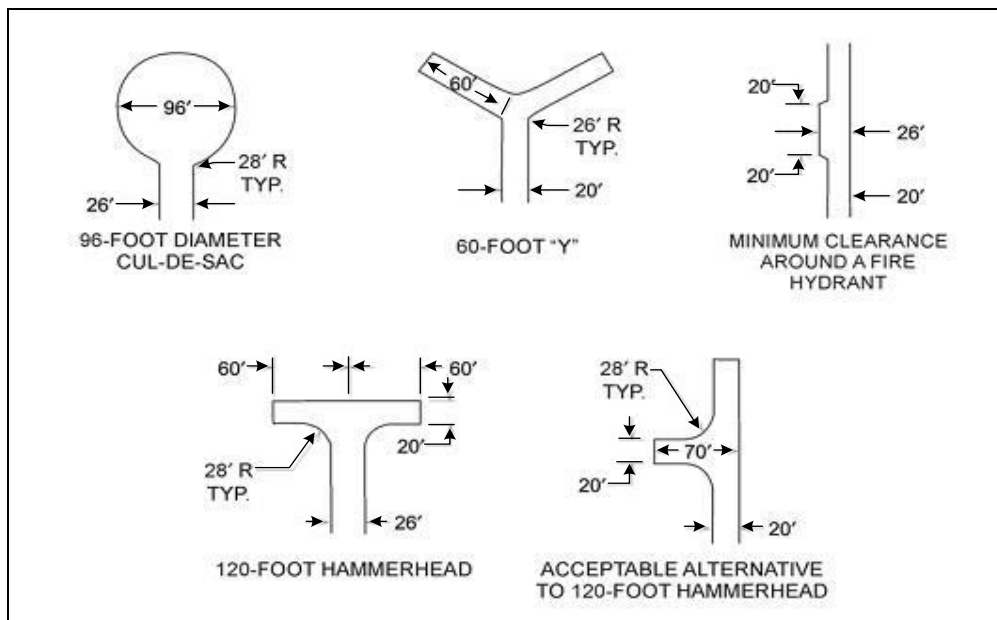
D102.1 Access and loading

Facilities, buildings or portions of buildings hereafter constructed shall be accessible to fire department apparatus by way of an approved fire apparatus access road with an asphalt, concrete or other approved driving surface capable of supporting the imposed load of fire apparatus weighing at least 75,000 pounds (34 050 kg).

SECTION D103 MINIMUM SPECIFICATIONS

D103.1 Access road width with a hydrant

Where a fire hydrant is located on a fire apparatus access road, the minimum road width shall be 26 feet (7925 mm), exclusive of shoulders (see Figure D103.1).



For SI: 1 foot = 304.8 mm.

FIGURE D103.1 DEAD-END FIRE APPARATUS ACCESS ROAD TURNAROUND

D103.2 Grade

Fire apparatus access roads shall not exceed 10 percent in grade.

Exception: Grades steeper than 10 percent as approved by the fire chief.

APPENDIX D FIRE APPARATUS ACCESS ROADS

Referenced From The 2012 Frederick County Fire Prevention Code



D103.3 Turning radius

The minimum turning radius shall be determined by the fire code official.

D103.4 Dead ends

Dead-end fire apparatus access roads in excess of 150 feet (45 720 mm) shall be provided with width and turnaround provisions in accordance with Table D103.4.

TABLE D103.4 REQUIREMENTS FOR DEAD-END FIRE APPARATUS ACCESS ROADS

LENGTH (feet)	WIDTH (feet)	TURNAROUNDS REQUIRED
0 - 150	20	None Required
151 - 500	20	120-foot Hammerhead, 60-foot "Y" or 96-foot diameter cul-de-sac in accordance with Figure D103.1
501-750	26	120-foot Hammerhead, 60-foot "Y" or 96-foot diameter cul-de-sac in accordance with Figure D103.1
Over 750		Special approval required

For SI: 1 foot = 304.8 mm.

D103.5 Fire apparatus access road gates

Gates securing the fire apparatus access roads shall comply with all of the following criteria:

1. The minimum gate width shall be 20 feet (6096 mm).
2. Gates shall be of the swinging or sliding type.
3. Construction of gates shall be of materials that allow manual operation by one person.
4. Gate components shall be maintained in an operative condition at all times and replaced or repaired when defective.
5. Electric gates shall be equipped with a means of opening the gate by fire department personnel for emergency access. Emergency opening devices shall be approved by the fire code official.
6. Manual opening gates shall not be locked with a padlock or chain and padlock unless they are capable of being opened by means of forcible entry tools or when a key box containing the key(s) to the lock is installed at the gate location.
7. Locking device specifications shall be submitted for approval by the fire code official.
8. Electric gate operators, where provided, shall be listed in accordance with UL 325.
9. Gates intended for automatic operation shall be designed, constructed and installed to comply with the requirements of ASTM F 2200.

APPENDIX D FIRE APPARATUS ACCESS ROADS

Referenced From The 2012 Frederick County Fire Prevention Code



D103.6 Signs

Where required by the fire code official, fire apparatus access roads shall be marked with permanent NO PARKING—FIRE LANE signs complying with Figure D103.6. Signs shall have a minimum dimension of 12 inches (305 mm) wide by 18 inches (457 mm) high and have red letters on a white reflective background. Signs shall be posted on one or both sides of the fire apparatus road as required by Section D103.6.1 or D103.6.2.

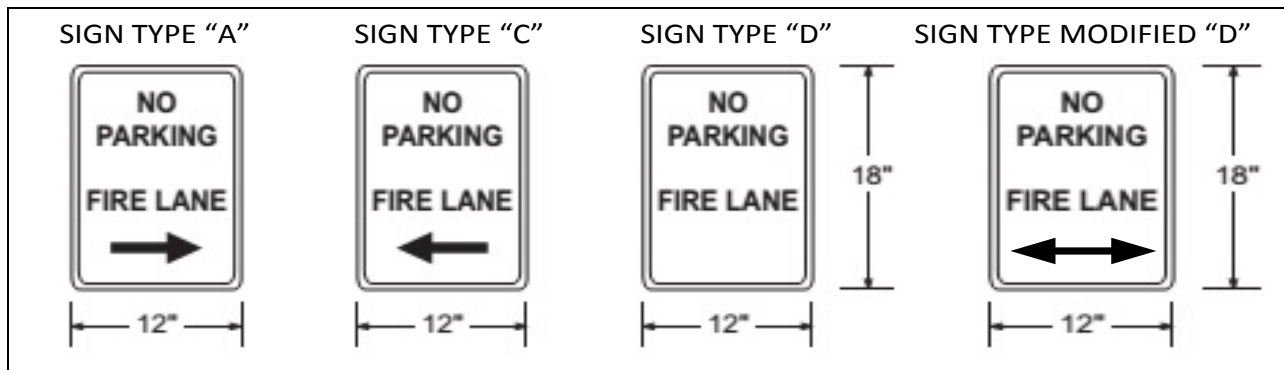


FIGURE D103.6 FIRE LANE SIGNS

D103.6.1 Roads 20 to 26 feet in width

Fire lane signs as specified in Section D103.6 shall be posted on both sides of fire apparatus access roads that are 20 to 26 feet wide (6096 to 7925 mm).

D103.6.2 Roads more than 26 feet in width

Fire lane signs as specified in Section D103.6 shall be posted on one side of fire apparatus access roads more than 26 feet wide (7925 mm) and less than 32 feet wide (9754 mm).

SECTION D104 COMMERCIAL AND INDUSTRIAL DEVELOPMENTS

D104.1 Buildings exceeding three stories or 30 feet in height

Buildings or facilities exceeding 30 feet (9144 mm) or three stories in height shall have at least two means of fire apparatus access for each structure.

D104.2 Buildings exceeding 62,000 square feet in area

Buildings or facilities having a gross building area of more than 62,000 square feet (5760 m²) shall be provided with two separate and approved fire apparatus access roads.

Exception: Projects having a gross building area of up to 124,000 square feet (11 520 m²) that have a single approved fire apparatus access road when all buildings are equipped throughout with approved automatic sprinkler systems.

APPENDIX D FIRE APPARATUS ACCESS ROADS

Referenced From The 2012 Frederick County Fire Prevention Code



D104.3 Remoteness

Where two fire apparatus access roads are required, they shall be placed a distance apart equal to not less than one half of the length of the maximum overall diagonal dimension of the lot or area to be served, measured in a straight line between accesses.

SECTION D105 AERIAL FIRE APPARATUS ACCESS ROADS

D105.1 Where required

Where the vertical distance between the grade plane and the highest roof surface exceeds 30 feet (9144 mm), approved aerial fire apparatus access roads shall be provided. For purposes of this section, the highest roof surface shall be determined by measurement to the eave of a pitched roof, the intersection of the roof to the exterior wall, or the top of parapet walls, whichever is greater.

D105.2 Width

Aerial fire apparatus access roads shall have a minimum unobstructed width of 26 feet (7925 mm), exclusive of shoulders, in the immediate vicinity of the building or portion thereof.

D105.3 Proximity to building

At least one of the required access routes meeting this condition shall be located within a minimum of 15 feet (4572 mm) and a maximum of 30 feet (9144 mm) from the building, and shall be positioned parallel to one entire side of the building. The side of the building on which the aerial fire apparatus access road is positioned shall be approved by the fire code official.

D105.4 Obstructions

Overhead utility and power lines shall not be located over the aerial fire apparatus access road or between the aerial fire apparatus road and the building. Other obstructions shall be permitted to be placed with the approval of the fire code official.

SECTION D106 MULTIPLE-FAMILY RESIDENTIAL DEVELOPMENTS

D106.1 Projects having more than 100 dwelling units

Multiple-family residential projects having more than 100 dwelling units shall be equipped throughout with two separate and approved fire apparatus access roads.

Exception: Projects having up to 200 dwelling units may have a single approved fire apparatus access road when all buildings, including nonresidential occupancies, are equipped throughout with approved automatic sprinkler systems installed in accordance with Section 903.3.1.1 or 903.3.1.2.

APPENDIX D FIRE APPARATUS ACCESS ROADS

Referenced From The 2012 Frederick County Fire Prevention Code



D106.2 Projects having more than 200 dwelling units

Multiple-family residential projects having more than 200 dwelling units shall be provided with two separate and approved fire apparatus access roads regardless of whether they are equipped with an approved automatic sprinkler system.

SECTION D107 ONE- OR TWO-FAMILY RESIDENTIAL DEVELOPMENTS

D107.1 One- or two-family dwelling residential developments

Developments of one- or two-family dwellings where the number of dwelling units exceeds 30 shall be provided with two separate and approved fire apparatus access roads, and shall meet the requirements of Section D104.3.

Exceptions:

1. Where there are more than 30 dwelling units on a single public or private fire apparatus access road and all dwelling units are equipped throughout with an approved automatic sprinkler system in accordance with Section 903.3.1.1, 903.3.1.2 or 903.3.1.3 of the International Fire Code, access from two directions shall not be required.
2. The number of dwelling units on a single fire apparatus access road shall not be increased unless fire apparatus access roads will connect with future development, as determined by the fire code official.

D108 REFERENCED STANDARDS

ASTM F 2200—05 Standard Specification for Automated Vehicular Gate Construction	D103.5
ICC IFC—12 International Fire Code	D101.5, D107.1
UL 325—02 Door, Drapery, Gate, Louver, and Window Operators and Systems, with Revisions through February 2006	D103.5

REQUEST FOR SUBDIVISION PLAN COMMENTS



Frederick County Parks and Recreation Comment

Mail to:

Frederick County
Department of Parks & Recreation
107 North Kent Street
Winchester, Virginia 22601

Hand deliver to:

107 North Kent Street
Second Floor
Winchester, Virginia 22601
Phone: (540) 665-5678

Applicant: It is your responsibility to complete this form as accurately as possible in order to assist the agency with their review. Please attach one (1) copy of the Subdivision Design Plan with this sheet.

Applicant's Name: _____ Telephone: _____

Mailing Address: _____

Email: _____

Name of development and/or description of the request:

Location of Property:

Parks and Recreation Comments:

-FREDERICK COUNTY PARKS AND RECREATION USE ONLY-

Date Received _____ Review Number 1 2 3 4 5 (circle one)

Date Reviewed _____

Revision Required _____ Date Approved _____

Signature & Date: _____

**** Please Return Form to Applicant****

REQUEST FOR SUBDIVISION PLAN COMMENTS



Virginia Department of Health

Mail to:

Virginia Department of Health
Attn: Sanitation Engineer
107 North Kent Street
Winchester, Virginia 22601

Hand deliver to:

2nd Floor – Suite 201
107 North Kent Street
Winchester, Virginia 22601
Phone: (540) 722-3480

Applicant: It is your responsibility to complete this form as accurately as possible in order to assist the agency with their review. Please attach one (1) copy of the Subdivision Design Plan with this sheet.

Applicant's Name: _____ Telephone: _____

Mailing Address: _____

Email: _____

Name of development and/or description of the request:

Location of Property:

Health Department Comments:

-VIRGINIA DEPARTMENT OF HEALTH USE ONLY-

Date Received _____ Review Number 1 2 3 4 5 (circle one)

Date Reviewed _____

Revision Required _____ Date Approved _____

Signature & Date: _____

**** Please Return Form to Applicant****

REQUEST FOR SUBDIVISION PLAN COMMENTS



Winchester Regional Airport Comment

Mail to:

Winchester Regional Airport
Attn: Executive Director
491 Airport Road
Winchester, Virginia 22602

Hand deliver to:

491 Airport Road
(Rt. 645 off of Rt. 522 South)
Winchester, Virginia 22602
Phone: (540) 662-5786

Applicant: It is your responsibility to complete this form as accurately as possible in order to assist the agency with their review. Please attach one (1) copy of the Subdivision Design Plan with this sheet.

Applicant's Name: _____ Telephone: _____

Mailing Address: _____

Email: _____

Name of development and/or description of the request:

Location of Property:

Airport Comments:

-AIRPORT USE ONLY-

Date Received _____

Review Number 1 2 3 4 5 (circle one)

Date Reviewed _____

Revision Required _____

Date Approved _____

Signature & Date: _____

**** Please Return Form to Applicant****

REQUEST FOR SUBDIVISION PLAN COMMENTS



City of Winchester Comment

Mail to:

Winchester Planning Department
Attn: Planning Director
15 North Cameron Street
Winchester, Virginia 22601

Hand deliver to:

Rouss City Hall
15 North Cameron Street
Winchester, Virginia 22601
Phone: (540) 667-1815

Applicant: It is your responsibility to complete this form as accurately as possible in order to assist the agency with their review. Please attach one (1) copy of the Subdivision Design Plan with this sheet.

Applicant's Name: _____ Telephone: _____

Mailing Address: _____

Email: _____

Name of development and/or description of the request:

Location of Property:

City of Winchester's Comments:

-CITY OF WINCHESTER USE ONLY-

Date Received _____ Review Number 1 2 3 4 5 (circle one)

Date Reviewed _____

Revision Required _____ Date Approved _____

Signature & Date: _____

**** Please Return Form to Applicant****

REQUEST FOR SUBDIVISION PLAN COMMENTS



City of Winchester Comment - Utilities

Mail to:

Engineering Department
Attn: City Engineer
15 North Cameron Street
Winchester, Virginia 22601

Hand deliver to:

Rouss City Hall
15 North Cameron Street
Winchester, Virginia 22601
Phone: (540) 667-1815

Applicant: It is your responsibility to complete this form as accurately as possible in order to assist the agency with their review. Please attach one (1) copy of the Subdivision Design Plan with this sheet.

Applicant's Name: _____ Telephone: _____

Mailing Address: _____

Email: _____

Name of development and/or description of the request:

Location of Property:

City of Winchester's Comments:

-CITY OF WINCHESTER USE ONLY-

Date Received _____

Review Number 1 2 3 4 5 (circle one)

Date Reviewed _____

Revision Required _____

Date Approved _____

Signature & Date: _____

**** Please Return Form to Applicant****

REQUEST FOR SUBDIVISION PLAN COMMENTS



Town of Stephens City Comment

Mail to:

Town of Stephens City
Attn: Town Manager
P.O. Box 250
Stephens City, Virginia 22655

Hand deliver to:

1033 Locust Street
Stephens City Town Hall
Stephens City, Virginia 22655
Phone: (540) 869-3087

Applicant: It is your responsibility to complete this form as accurately as possible in order to assist the agency with their review. Please attach three (3) copies of the Subdivision Design Plan with this sheet.

Applicant's Name: _____ Telephone: _____

Mailing Address: _____

Email: _____

Name of development and/or description of the request:

Location of Property:

Town of Stephens City Comments:

-TOWN OF STEPHENS CITY USE ONLY-

Date Received _____ Review Number 1 2 3 4 5 (circle one)

Date Reviewed _____

Revision Required _____ Date Approved _____

Signature & Date: _____

**** Please Return Form to Applicant****

REQUEST FOR SUBDIVISION PLAN COMMENTS



Town of Middletown Comment

Mail to:

Town of Middletown
Attn: Planning Director
7875 Church Street
Middletown, Virginia 22645

Hand deliver to:

Middletown Town Hall
7875 Church Street
Middletown, Virginia 22645
Phone: (540) 869-2226

Applicant: It is your responsibility to complete this form as accurately as possible in order to assist the agency with their review. Please attach one (1) copy of the Subdivision Design Plan with this sheet.

Applicant's Name: _____ Telephone: _____

Mailing Address: _____

Email: _____

Name of development and/or description of the request:

Location of Property:

Town of Middletown Comments:

-TOWN OF MIDDLETOWN USE ONLY-

Date Received _____ Review Number 1 2 3 4 5 (circle one)

Date Reviewed _____

Revision Required _____ Date Approved _____

Signature & Date: _____

**** Please Return Form to Applicant****

REQUEST FOR SUBDIVISION PLAN COMMENTS



Frederick County Public Schools Comment

Mail to:

Frederick County Public Schools
Attn: School Superintendent
1415 Amherst Street
Winchester, Virginia 22601

Hand deliver to:

Administration Building
1415 Amherst Street
Winchester, Virginia 22601
Phone: (540) 662-3888

Applicant: It is your responsibility to complete this form as accurately as possible in order to assist the agency with their review. Please attach one (1) copy of the Subdivision Design Plan with this sheet.

Applicant's Name: _____ Telephone: _____

Mailing Address: _____

Email: _____

Name of development and/or description of the request:

Location of Property:

Number of residences to be built in this development: _____

Approximate date first house/residence will be occupied: _____

Estimated completion date of development (build out): _____

Public Schools Comments:

-FREDERICK COUNTY PUBLIC SCHOOLS USE ONLY-

Date Received _____ Review Number 1 2 3 4 5 (circle one)

Date Reviewed _____

Revision Required _____ Date Approved _____

Signature & Date: _____

**** Please Return Form to Applicant****



**Special Limited Power of Attorney
County of Frederick, Virginia
Frederick Planning Website: www.fcva.us**

**Department of Planning & Development, County of Frederick, Virginia
107 North Kent Street, Winchester, Virginia 22601
Phone (540) 665-5651 Facsimile (540) 665-6395**

Know All Men By These Presents That:

Name of Property Owner/Applicant

Please note: If the property owner/applicant is an entity, the name of the entity should appear above.
If multiple persons own the property or are applicants, an executed power of attorney from each owner will be needed.

Mailing Address of Property Owner/Applicant

Telephone Number

as owner of, or applicant with respect to, the tract(s) or parcel(s) of land in Frederick County, Virginia, identified by following property identification numbers:

do hereby make, constitute, and appoint:

Name of Attorney-In-Fact

Mailing Address of Attorney-In-Fact

Telephone Number

to act as my true and lawful attorney-in-fact for and in my name, place, and stead, with the same full power and authority I would have if acting personally, to file and act on my behalf with respect to application with Frederick County, Virginia for the following, for the above identified property:

- | | |
|--|---|
| <input type="checkbox"/> Rezoning | <input type="checkbox"/> Subdivision |
| <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> Site Plan |
| <input type="checkbox"/> Master Development Plan (prelim. or final) | <input type="checkbox"/> Variance or Zoning Appeal |

and, further, my attorney-in-fact shall have the authority to offer proffered conditions and to make amendments to previously approved proffered conditions except as follows:

_____.

This appointment shall expire one year from the day that it is signed, or at such sooner time as I otherwise rescind or modify it.

Signature _____

Title (if signing on behalf of an entity) _____

State of _____, County/City of _____, To wit:

I, _____, a Notary Public in and for the jurisdiction aforesaid, certify that the person who signed the foregoing instrument personally appeared before me and has acknowledged the same before me in the jurisdiction aforesaid this _____ day of _____, 20__.

Notary Public

My Commission Expires: _____
Registration Number: _____

**FREDERICK COUNTY
DEVELOPMENT REVIEW FEES**

Revised - 03/21/2023

COMPREHENSIVE PLAN AMENDMENT

\$3,000 non-refundable

REZONING

\$1,000 – Proffer amendments not requiring a public hearing

\$5,000 base + \$100/acre – 2 acres or less

\$10,000 base + \$100/acre

More than 2, less than 150

\$10,000 base + \$100/acre first 150

+ \$50/acre over 150 acres

SUBDIVISION

Non-Residential \$1,000 base

Design Plan \$200/lot

Plat \$100/lot

Residential (RP, R4, R5)

Design Plan \$2,500/base \$100/lot

Plat \$200/lot to 50 lots

\$100/lot over 50 lots

Rural Areas (RA)

Sketch (Design) \$2,500 base \$200/acre

Plat \$200/lot

Rural Areas (RA)

Minor – 3 lots or less \$200/lot

Lot Consolidation \$200/lot

Boundary Line Adj. \$200/lot

VARIANCE \$400

BZA APPEAL \$250

ZONING CERTIFICATION LETTER \$250

ZONING DETERMINATION LETTER \$100

**SUBDIVISION ORDINANCE
EXCEPTION** \$500

MASTER DEVELOPMENT PLAN

\$3,000 base + \$100/acre for first 150

+\$50/acre over 150 acres

CONDITIONAL USE PERMIT

Cottage Occupation \$75

Telecommunication Tower greater than 50-FT in height \$750

Other \$750

ADMINISTRATIVE TOWERS PER 165-204.19

Up to five facilities/structures \$100

Each additional facility \$50

Small Cell Facilities \$50

Co-location on an existing wireless structure \$50

SITE PLAN

Non-residential: \$2,500 base
\$200/acre to 5 acres
\$100/acre over 5 acres

Residential: \$3,500 base
\$300/unit to 20 units
\$100/unit over 20 units

Minor Site Plan: \$500 for a new site plan that does not exceed 10,000 SF of disturbed area and/or that increases existing structure area by 20% or less.

POSTPONEMENT of any Public Hearing or Public Meeting by Applicant after Advertisement, to include Applicant requests to **TABLE** an agenda item \$750/occurrence.

THIRD & SUBSEQUENT PLAN REVIEWS

(Including County Attorney review) for a single development application \$500/review.

BOND MANAGEMENT

Establishment of bond \$ 500

Reduction/Release \$ 300

Replacement \$ 300

TDR PROGRAM

TDR Application Review \$300

(*Review includes TDR Letter of Intent)

TDR Certificate \$200

Certificate Ownership Transfer \$50

Receiving Property Approval \$200

Review of Sending Property

Deed Covenant \$100

Review of Deed of Transfer (Extinguishment Document)

\$100

CHAPTER 161 FEES

Installation License \$300

Septic Haulers Permit \$200

Residential Pump and Haul \$50

Commercial Pump and Haul \$500

SHORT-TERM LODGING (STL)

Permit \$200

STL Permit Renewals \$100

Application Process Evaluation

We would like to learn how we might improve this process. Please complete this form and submit it to the Planning Department. You can submit it to us separately from the application if you wish. You may submit it anonymously.

1. Which type of application did you complete?

Rezoning _____	Site Plan _____
Master Development Plan _____	Subdivision _____
Conditional Use Permit _____	Variance _____

2. Which part, if any, of the application process did you find particularly difficult? (Check as many as you wish)

Completing the application form _____
Tax verification _____
Agency review comments _____
Adjoiner identification information _____
Other (Please Specify) _____

3. Did you have a discussion with a staff member before submitting the application?
Yes _____ No _____

4. Were you able to receive the assistance or information that you needed from the staff?
Yes _____ No _____

5. What portion of this process took the longest for you?

Completing plans _____
Completing the application _____
Tax Verification _____
Agency review comments _____
Other (Please Specify) _____

6. What do you think could have been done differently to make this process quicker?

7. Do you have any suggestions about what we could do to make this process work better?