PROCEDURE FOR ALL SUBDIVISION DEVELOPMENT PROPOSALS

Informal Pre-application meeting
Sub-divider/developer meets with Planning Staff (CCZP) to discuss feasibility of project.

Sub-divider/developer submits proposed Plat To CCZP.

Sub-divider/developer submits proposed Plat (sketch) proposed Plat to DPNR’s Divisions of SHPO & FW.

Sub-divider/developer obtains comments on project from SHPO & DFW.

Sub-divider/developer submits proposed Plat to CCZP Application for Preliminary Subdivision, 3 copies of Engineering Plans, a copy of DEP Environmental Clearance Letter or CZM Permit, SHPO’s and DFW’s comments and other pertinent data.

CCZP reviews Plat and Plans, and acts on the submission within 30 days.

Sub-divider/developer obtains Tier 1-CZM Permit.

Sub-divider/developer obtains approval of Preliminary Plat and Engineering Plans from DPNR Commissioner
(Approval is effective for a maximum of 12 months, with provision for 6-month extension).

Sub-divider/developer submits application for Final Plat to CCZP.

Sub-divider/developer obtains Approval of Final Plat within 30 days
Sub-divider/developer submits approved Final Plat to Lt. Governor’s Cadastral Office for recording.

Sub-divider/developer obtains written disapproval stating reasons, corrects Plat/Plans and resubmits to CCZP.

Sub-divider/developer obtains Tier 1-CZM Permit.

Sub-divider/developer obtains DPW’s Engineering Division approval for road design, easements, drainage/culvert design systems.

Sub-divider/developer obtains written Approval of Final Plat within 30 days

Sub-divider/developer obtains DEP’s Storm-Water Management and/or Earth Change approval(s).

Sub-divider/developer obtains written disapproval stating reasons, corrects Plat/Plans and resubmits to CCZP.

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Sub-divider/developer submits approved Plat to DPNR’s Div. of Environmental Protection (DEP) for Tier 2 property, and DPNR’s Div. of Coastal Zone Management (CZM) for Tier 1 land.

Sub-divider/developer consults with Waste Management Authority (when applicable), WAPA and VIYA regarding the installation of required infrastructure.

Sub-divider/developer develops site per the specification of all approvals, and installs all requisite infrastructures, e.g. road, potable water/sewer, telephone, cable and light.

Sub-divider/developer obtains written disapproval stating reasons, corrects Plat/Plans and resubmits to CCZP.

Sub-divider/developer obtains DPW’s Engineering Division approval for road design, easements, drainage/culvert design systems.

Sub-divider/developer obtains written Approval of Final Plat within 30 days
Sub-divider/developer submits approved Plat to Lt. Governor’s Cadastral Office for recording.