

SUBDIVISION DESIGN PLAN APPLICATION PACKAGE



Frederick County, Virginia

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

Website: www.fcva.us

(Revised February 2026)

TABLE OF CONTENTS
APPLICATION FOR SUBDIVISION

Subdivision Instructions4

Subdivision Application Checklist..... 8

Subdivision Application..... 9

Subdivision Contents Checklist11

Request for Review Agency Comments.....14

Fee Schedule 15

Please read all instructions carefully.

*If you have any questions regarding this application or your subdivision,
please feel free to contact us at (540) 665-5651.*

SUBDIVISION INSTRUCTIONS

What is a Subdivision Design Plan (SDP) and when is it required?

A subdivision is the division of a lot, tract or parcel of land into two or more lots, tracts, parcels or other divisions of land for sale, development or lease; or the tracts or parcels of land resulting from the division of property. A Subdivision Design Plan (SDP) must be submitted for review and approval by the County, prior to recordation of any land division, in the RP, R4 & R5 zoning districts. Following approval of an SDP, and compliance with the County's Monetary Guarantee Policy, final plats can be prepared and submitted for review and approval.

The plans and plats for all subdivisions require the signature of the Subdivision Administrator to certify that the division complies with County regulations contained in [Chapter 144 – Subdivision Ordinance](#), and [Chapter 165 – Zoning Ordinance](#). A subdivision design plan is required prior to land disturbance and construction activities.

**A SDP may be submitted following approval of a Master Development Plan (MDP) by the Director of Planning and the County Administrator. A SDP and MDP may be submitted concurrently; if desired, please consult with Planning and Development prior to proceeding.*

SUBDIVISION DESIGN PLAN

A SDP must be prepared by a licensed surveyor or engineer and consists primarily of an overview of the subdivision showing lot lines, roads, open space, utilities, stormwater management, and detailed construction drawings for any proposed public improvements. A detailed list of what is required to be shown on an SDP is included on page 13 of this packet. ۰

Planning and Development has administrative approval authority for any SDP for which a MDP has been approved by the Director of Planning and the County Administrator. Subdivision Design Plan approval is not an assurance of final plat approval.

REVIEW AGENCY COMMENTS

Planning and Development will determine which agency review comments are required after receiving the subdivision application, supporting materials (digital and hard copy), and fee. Planning staff will distribute digital copies of all application materials and a comment sheet to the required review agencies for comments electronically. Comments are to be returned to Planning electronically and will be distributed to the applicant within 30 days.

Typical Review Agencies (varies based on scope and location):

- Frederick County (FC) Public Works
- FC Building Inspections
- FC Fire Marshal
- FC Parks and Recreation
- FC GIS
- Frederick County Public Schools (FCPS)

- Frederick Water
- Virginia Department of Transportation (VDOT)
- Virginia Department of Health (VDH)
- Winchester Regional Airport
- City of Winchester
- Town of Middletown
- Town of Stephens City

Each applicable review agency will review the subdivision to determine if it has all the necessary information. If information is missing or incomplete, the review agency will coordinate with Planning and Development staff to request missing or incomplete information. The checklist included in this package specifies the information required to be shown on or attached to a SDP. Approval must be received from the applicable review agencies prior to the SDP being approved by the Planning Department. Subsequent reviews may be required to ensure agency comments are fully addressed. Resubmissions will be provided to all agencies regardless of approval status to ensure agency approval remains "valid."

All comments and/or changes required by these agencies will need to be addressed and presented to the subdivision administrator with a revised SDP indicating the changes.

A checklist is provided to assist the applicant in meeting the ordinance requirements for SDP and final plat contents. All materials, including three (3) copies of the SDP and the completed checklist, a and a fee check made payable to the Treasurer of Frederick County for the required fees must be submitted to Planning and Development. The applicant should confirm the fee with the Subdivision Administrator prior to submission.

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.

MONETARY GUARANTY & PERFORMANCE AGREEMENTS

The County's Monetary Guaranty & Performance Agreement Application Package should be reviewed and submitted for review after completion and approval of an SDP. 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.

Generally, applicants will need to submit and receive approval of the Monetary Guaranty Estimate Worksheets and then provide a monetary guaranty matching the approved cost estimate in the form of a Letter of Credit, Corporate Surety Bond, or Cash Escrow with a signed Performance Agreement.

FINAL PLAT

After approval of the SDP, and compliance with the County's Monetary Guarantee Policy, Final Plats can be submitted for review. Submission of Final Plats should include a deed of dedication (if required) and a copy of any proposed covenants or restrictions.

The Subdivision Administrator has approval authority over all final plats. Three (3) original copies of the final plat(s) must be submitted for signature. Signatures of Frederick Water and VDOT 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.

ROAD ADOPTION

The applicant will be responsible for supplying Frederick County with all paperwork required by the Virginia Department of Transportation (VDOT) 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 Monetary Guaranty 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.

*A Public Improvement Plan, requiring coordination and review by Planning and Development, Public Works, and VDOT may be required. Contact Planning and Development staff for more information regarding this requirement.

CONSTRUCTION ACTIVITY

Limited construction activity is permitted prior to final approval. This allows applicants to move ahead and prepare the site while approval is pending. Any applicant that elects to do this does so at their own risk. Applicants may apply for the following permits:

- A. Land Disturbance Permit: This permit is issued by the Frederick County Department of Public Works once a grading plan has been submitted and reviewed by the Frederick County Engineer. The cost of this permit is indicated on the attached Development Review Fee Schedule. For more information contact Public Works at (540) 665-5643.

SUBDIVISION APPLICATION CHECKLIST

The checklist shown below specifies the information which is required to be submitted as part of the subdivision application. The Department of Planning & Development will review the application to ensure that it is complete prior to accepting it. If any portion of the application is not complete, it will be returned to the applicant(s).

- _____ (1) Digital copy of all application materials. Electronic materials may be provided on a flash drive, client FTP site, or email.
 - Application form with signature
 - Subdivision Design Plan set
- _____ (2) Subdivision review fee (check) made out to the Treasurer of Frederick County.
- _____ (3) Five (5) hard copies of the plan for review with sign and seal. Four (4) full size plan set shall be provided to Planning and Development and one (1) full size plan set should be provided to VDOT (2275 Northwestern Pike Winchester, Virginia, 22603).

**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

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)

| | |
|------------------|---------------|
| Existing Zoning: | Proposed Use: |
| | |

12. Adjoining property zoning and use:

| | | |
|--------|---------|------|
| | Zoning: | Use: |
| North: | | |
| South: | | |
| East: | | |
| West: | | |

13. Has a Master Development Plan been submitted for this project? ____Yes ____No

14. Master Development Plan application number? _____

15. Does the plat contain any changes from the approved MDP? ____Yes ____No

16. If yes, specify what changes:

17. Minimum Lot Size (smallest lot): _____

18. Number of housing units in 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 SDP.

Signature: _____

Name (Printed): _____

Date: _____

**A signed Power of Attorney form is required if someone is signing on the owner(s) behalf.*

SUBDIVISION CONTENTS 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:

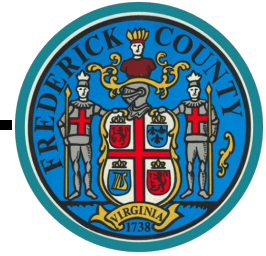
- _____ Title "Subdivision Design Plan for " _____ "
with a notation of all previous names of the subdivision.
- _____ Original property identification number.
- _____ Page number and total pages on each page.
- _____ Name of the owner and/or subdivider.
- _____ Vicinity map (scale of one to two thousand (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.

REQUEST FOR SUBDIVISION DESIGN (SDP) PLAN COMMENTS



Project Name: _____

Acreage (Disturbed Area Acreage): _____

PIN(s): _____

Address (or general location):

Existing Zoning: _____

Proposed Use: _____

Staff Name (Email Address): _____

Agency Name Completing Comments (select one):

- ☐ Frederick Water
- ☐ Virginia Department of Transportation
- ☐ Winchester Regional Airport
- ☐ Virginia Department of Health
- ☐ Historic Resources Advisory Board
- ☐ Frederick County (FC) Public Schools
- ☐ FC Public Works
- ☐ FC Inspections
- ☐ FC Fire Marshal
- ☐ FC GIS
- ☐ FC Parks & Recreation
- ☐ FC County Attorney
- ____ Other (Specify): _____

Reviewer Name (Email Address): _____

Review Agency Comments:

**Comments that may not fit in the box should be attached to the cover sheet on agency or department letterhead.*

Resubmission to address comments requested? Y ☐ or N ☐

**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