

PRELIMINARY SKETCH APPLICATION PACKAGE



Frederick County, Virginia

Department of Planning and Development
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TABLE OF CONTENTS
APPLICATION FOR PRELIMINARY SKETCH

Preliminary Sketch Instructions.....	4
Final Approval	5
Construction Activities.....	7
Application Checklist.....	8
Preliminary Sketch Application.....	9
Preliminary Sketch Contents Checklist	11
Request for Review Agency Comments	12
Fee Schedule.....	13

Please read all instructions carefully.

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

PRELIMINARY SKETCH INSTRUCTIONS

What is a rural subdivision?

In the RA (Rural Areas) zoning district, the following lots shall be permitted ([§165-401.06](#)):

- Traditional five (5) acre lots. On any parcel, lots of five acres in size or greater shall be permitted.
- Family division lots. On any parcel which contains seven (7) acres or more prior to December 11, 1991, lots as small as two (2) acres may be created, provided that the lots are conveyed to immediate family members, only one such lot shall be permitted per immediate family member, and one parcel of at least five (5) acres remains intact following the division.
- Rural preservation lots (see below).

A major rural subdivision contains four (4) or more traditional five (5) acre lots, family division lots, or rural preservation lots from a single parcel in the RA zoning district.

A minor rural subdivision contains three (3) or fewer traditional five (5) acre lots, family division lots, or rural preservation lots from a single parcel in the RA zoning district.

All subdivisions must comply with [Chapter 144 – Subdivision Ordinance](#) and [Chapter 165 – Zoning Ordinance](#) of the Code of Frederick County. Only major rural subdivisions and rural preservation subdivisions need to complete this application package.

What is a rural preservation subdivision?

Lots as small as two (2) acres are permitted on tracts over 20-acres in size subject to the following:

- A. Sixty percent or more of the parent tract shall remain intact as a contiguous parcel (Rural Preservation Tract).
- B. This acreage must be designated prior to the division of the fourth lot.
- C. No future division of this designated Rural Preservation Tract shall be permitted, other than for the widening of existing VDOT road rights-of-way or public utility dedications, unless all the following are met:
 - 1) The division results in an overall acreage increase to the Rural Preservation Tract; and
 - 2) Acreage added to the preservation tract may come from areas internal or external to the rural preservation subdivision; and
 - 3) Acreage from the preservation tract may not be adjusted into parcels outside of the rural preservation subdivision; and

- 4) The Rural Preservation Tract continues to meet all requirements of Chapters 165 and 144

Preliminary Sketch. The subdivider shall submit to the Subdivision Administrator a preliminary sketch of the proposed subdivision prior to preparation of final plats. This allows the Subdivision Administrator to advise the applicant as to whether the plans are in *general accordance* with the requirements of the Subdivision Ordinance.

Agency Comments. Any Preliminary Sketch will need to be reviewed by some, or all, of the following agencies as determined by the Subdivision Administrator:

- Frederick County (FC) Department of Public Works
- FC Fire Marshal
- Virginia Department of Transportation (VDOT)

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 compiled with other agency comments, including Planning and Development, and distributed to the applicant within 30 days.

FINAL APPROVAL

A Preliminary Sketch will receive final approval once all required information and approved review agency comments are submitted to the Department of Planning and Development. All final rural preservation subdivisions are approved administratively by the Zoning and Subdivision Administrator.

- A. Two (2) hard copy sets of Preliminary Sketch must be submitted to Planning and Development for final approval.
- B. A PDF copy of the Preliminary Sketch must be submitted with the final sets.

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 a Preliminary Sketch. 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 Plats. After approval of the Preliminary Sketch, 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 must be submitted for signature. Signatures of the Virginia Department of Health (VDH) and VDOT (where applicable) 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. 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.

APPLICATION CHECKLIST

For staff to commence review of your Preliminary Sketch application, please submit the following information. 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
 - Preliminary Sketch
- 2._____ Rural Subdivision review fee made out to the Treasurer of Frederick County.
- 3._____ Three (3) hard copy full sets of the Preliminary Sketch.

**PRELIMINARY SKETCH APPLICATION
FREDERICK COUNTY, VIRGINIA**



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: _____

Email: _____

5. Name of Proposed Subdivision: _____

6. Number of Lots: _____

7. Property Location: _____

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

8. Magisterial District: _____

9. Property Identification Numbers (P.I.N.): _____

10. Property Acreage (and Preservation Area, if applicable): _____

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 Preliminary Sketch.

Signature: _____

Name (Printed): _____

Date: _____

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

PRELIMINARY SKETCH CONTENTS CHECKLIST

The Preliminary sketch shall be drawn at a scale that is acceptable to the Subdivision Administrator. The Preliminary Sketch shall include the following information:

- _____ Scale [no greater than one to one hundred (1:100)]
- _____ North Arrow.
- _____ Zoning and total acreage of property and adjoining properties.
- _____ Proposed and existing uses of property and adjoining properties.
- _____ Street layout, street width, street connections, proposed and existing streets and road networks.
- _____ Lot layouts, number of lots and building restriction lines.
- _____ All drainage and utility easements.
- _____ Location of common open space or 60% of parcel to remain intact and all environmental features, including prime agricultural or locally significant soils as defined by Chapter [165](#), Zoning.
- _____ Topographic contours at intervals no greater than 10 feet.
- _____ Gross residential density.

REQUEST FOR PRELIMINARY SKETCH 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):

☐ Virginia Department of Transportation

☐ FC Public Works

☐ FC Fire Marshal

☐ FC GIS

☐ 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