



### **SUBDIVISION REVIEW: Minor**

Please return to: City of Charlottesville  
Department of Neighborhood Development Services  
P. O. Box 911, City Hall  
Charlottesville, VA 22902  
Telephone: (434) 970-3182 Fax: (434) 970-3359

**Minor subdivisions involve fewer than ten (10) lots.**

**Please submit ten (10) paper copies of the plat at the time of application.**

**Please include \$250 administrative fee. If a Stormwater Management Plan is required please include \$400 administrative fee. If a Stream Buffer Mitigation Plan is required please include \$150 administrative fee. If a Conservation Plan is included, please include \$150 administrative fee. Checks payable to the City of Charlottesville.**

**If the applicant requests only a boundary line adjustment and no new lots are created, please include \$100.**

#### **Applicant Contact Information**

Applicant Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Street Address/Location of Subdivision \_\_\_\_\_

Number of lots \_\_\_\_\_

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#### **For Office Use Only**

Planner \_\_\_\_\_

Project Title \_\_\_\_\_

Date Received \_\_\_\_\_

Revision/Amendment Dated: \_\_\_\_\_

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Please review and send your comments to Planner by: \_\_\_\_\_

- Engineering Division
- Traffic Engineer
- Building Official
- ADA Compliance

- Neighborhood Planner
- Fire Marshal
- Utilities
- Gas

Date Received: \_\_\_\_\_

Received by: \_\_\_\_\_

Fee: \_\_\_\_\_

Cash/Check # \_\_\_\_\_