

THIS PAMPHLET OUTLINES THE PRELIMINARY PLAT PREPARATION AND PROCEDURE IN THE TOWN OF WARRENTON. THIS IS A GENERAL GUIDE FOR THE OWNER/BUILDER. PLEASE CONSULT THE CHECKLIST FOR PLAT PREPARATION AND PROCEDURE FOR SPECIFIC EXPLANATIONS OF THE CRITERIA REQUIRED FOR APPROVAL.

Plat Preparation and Procedure Definition: A preliminary drawing indicating the layout of the subdivision to be submitted to the Planning Director for approval.

Purpose of the Preliminary Plat: Any person proposing a subdivision of land shall submit to the Planning Director a Preliminary Plat showing the general design and layout of the area proposed to be subdivided. The purpose of this requirement is to enable the subdivider to determine whether his plans are in accordance with the provisions of the Subdivision Ordinance.

Preliminary Conference & Preliminary Sketch: Before the preparation of a Preliminary Plan or Plat, the subdivider is required to attend a pre-submission meeting with the Planning Director. The purpose of such a meeting is to assure that the applicant is made fully aware of all the requirements and interpretations of existing plans and ordinances plus any amendments which are pending at the time of the subdivision plan or plat preparation.

Additionally the subdivider is encouraged to submit to the Planning Director two (2) copies of a preliminary sketch of the proposed subdivision prior to his preparation of engineered Preliminary and Final Plats.

Preliminary Plat to be Submitted: Twelve (12) copies of the Preliminary Plat together with the street and utility plans shall be submitted by the subdivider to the Planning Director.

Preliminary Plat Requirements: Preliminary Plats must meet certain requirements before they can be reviewed. Please see section 3-4 of the Subdivision Ordinance for these requirements. The Subdivision Ordinance can be found on the Town's website, www.warrentonva.gov under Planning and Community Development.

Items to Accompany Preliminary Plat: See Section 3-5 of the Subdivision Ordinance for required information.

Review and Action: The Planning Commission will discuss the Preliminary Plat with the subdivider in order to determine whether or not the Preliminary Plat complies with the requirements of the Subdivision Ordinance, the Zoning Ordinance, and the Comprehensive Plan.

The Planning Commission shall approve the Preliminary Plat if the plat has been properly drawn, all additional data requested by the Planning Commission has been provided, and the proposed subdivision conforms to the requirements and purposes of the Subdivision Ordinance and the Comprehensive Plan.

Disposition of Preliminary Plat After Action: One (1) copy of the Preliminary Plat with the action of the Planning Commission noted thereon will be returned to the subdivider, and an annotated copy will be kept by the Planning Director and Town Council for comparison with future plats submitted by the subdivider.

No Guarantee: Approval of the Preliminary Plat does not constitute a guarantee of approval for the Final Plat. Likewise, official acceptance of any plat does not guarantee its approval.

Six Month Limit: Within six (6) months after receiving official notification concerning the approval of the Preliminary Plat, the subdivider must file with the Planning Director a final subdivision plat in accordance with Article 10-5 of the Zoning Ordinance. Failure to do so will render the Preliminary Plat approval null and void. The Planning Commission may, upon good cause shown and upon written request by the subdivider, grant a one-time extension of this time limit up to sixty (60) days.

Fees: The fee for processing a plat shall be established by the Town Council by resolution. Please ask a staff member for a current fee schedule.

SUBMITTED PLATS MUST INCLUDE PAYMENT OF REVIEW FEES.

IF YOU WOULD LIKE FURTHER INFORMATION OR HAVE ANY QUESTIONS REGARDING THE INFORMATION PROVIDED IN THIS PAMPHLET, PLEASE CONTACT THE TOWN OF WARRENTON, DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT AT (540) 347-2405.

**PLAT PREPARATION AND
PROCEDURE**

**TOWN OF WARRENTON PLAT
PREPARATION AND
PROCEDURE**

1. Schedule a pre-submission conference with the Planning Director before any Plat is submitted.
2. Bring two (2) copies of the preliminary sketch to the required pre-submission conference.
3. Review Preliminary Plat Requirements in the Subdivision Ordinance. Submit twelve (12) copies of the Preliminary Plat to the Planning Director. Make sure that all required documents accompany the submitted Preliminary Plats.
4. The Planning Commission will review the Plat and vote to approve or disapprove it.
5. If the Preliminary Plat is approved the subdivider has six (6) months to submit a Final Plat to the Planning Director for Town Council's Approval or Disapproval.

*Contact the Department of Planning and Community Development if you require and assistance.



**A STEP BY STEP PROCESS
FOR PLAT PREPARATION
AND
PROCEDURE**

**FOR FURTHER INFORMATION AND
ADDITIONAL HELP PLEASE
CONTACT:**

**The Department of Planning and
Community Development
18 Court Street
Warrenton, VA 20186
(540) 347-2405
Monday-Friday:
8:00 a.m. 4:30 p.m.**

**PREPARED BY:
THE DEPARTMENT OF
PLANNING AND COMMUNITY
DEVELOPMENT**