THIS PAMPHLET OUTLINES THE PROCESS FOR AN ADMINISTRATIVE SUBDIVISION PLAT IN THE TOWN OF WARRENTON. THIS IS A GENERAL GUIDE FOR THE OWNER/BUILDER. PLEASE CONSULT SECTION 2-7.4 OF THE SUBDIVISION ORDINANCE FOR MORE INFORMATION.

Administrative Subdivision Plat

Definition: The Zoning Administrator may permit the separation of one (1) parcel from a tract, as it exists at the time of adoption of the Subdivision Ordinance without complying with all the requirements of the Subdivision Ordinance if...

*It is not in conflict with the general meaning and intent of the Subdivision Ordinance
*no new streets are required to serve the parcel as or the residual tract,
*neither the parcel nor the residual tract is less than provided in the Zoning Ordinance.
*both lots meet the lot frontage and width requirements as provided in the Zoning Ordinance.

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

SUBMITTED ADMINISTRATIVE SUBDIVISION PLATS MUST INCLUDE PAYMENT OF REVIEW FEES.

TOWN OF WARRENTON ADMINISTRATIVE SUBDIVISION PLAT PROCESS

Step by step.....

1. Pick up A Step by Step Process for Administrative Subdivision Plats.
2. Complete a Land Development application form.
3. Pay review fees.
4. Contact the Department of Planning if you need help.

All information can be found under Article 2-7.4 of the Subdivision Ordinance located within the Zoning and Subdivision Ordinance of the Town of Warrenton, Virginia

STILL HAVE QUESTIONS???????

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.

ADMINISTRATIVE SUBDIVISION PLAT PROCESS

A STEP BY STEP PROCESS FOR AN ADMINISTRATIVE SUBDIVISION PLAT

PREPARED BY:
THE DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT