

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE TO AMEND AND REORDAIN CHAPTER 19, SUBDIVISIONS, OF THE CODE OF THE COUNTY OF JAMES CITY, VIRGINIA, BY AMENDING ARTICLE II, PROCEDURES AND DOCUMENTS TO BE FILED, SECTION 19-19, PREAPPLICATION CONFERENCE AND SUBMISSION OF CONCEPTUAL PLAN.

BE IT ORDAINED by the Board of Supervisors of the County of James City, Virginia, that Chapter 19, Subdivisions, is hereby amended and reordained by amending Article II, Procedures and Documents to be Filed, Section 19-19, Preapplication conference and submission of conceptual plan.

**Chapter 19. Subdivisions**

**Article II. Procedures and Documents to the Filed**

**Sec. 19-19. Preapplication conference and submission of conceptual plan.**

- (a) Before submittal of any preliminary or final subdivision plan, the applicant is advised to confer with the subdivision agent and such other agencies of the state and county as the agent deems advisable concerning the proposed subdivision.
- (b) Prior to the submission of any major subdivision plan, the applicant or his representative is advised to submit three copies of a conceptual plan for review by the planning director, or his designee; such action does not constitute the submission of a preliminary plan and is not to be construed as an application for approval in computing time limitations in relation thereto. The planning division shall transmit comments to the applicant within 21 calendar days of submittal of a conceptual plan which meets all applicable submittal criteria.
- (c) The conceptual plan may be granted conceptual plan approval with conditions that should be satisfied prior to final plan approval by the zoning administrator; such action does not constitute final subdivision approval or preliminary plan approval. ~~Unless required by the planning director, a resubmittal of conceptual plans shall not be necessary.~~
- (d) Conceptual plans shall, at a minimum, identify or contain:
  - (1) property lines, project title, title block, legend, north arrow and graphic scale, zoning and zoning of surrounding properties;
  - (2) vicinity and location maps and site address;
  - (3) county tax parcel identification number, site boundary and parcel site information;
  - (4) building location and orientation, location of buildings on adjacent properties, building and landscape setbacks, buffers such as resource protection areas (RPA) and community character corridors (CCC);
  - (5) entrances/exits/access to the site (vehicular, pedestrian, greenway, etc.) and location of nearby roads;

- (6) greenway connections (on-site and those adjacent to the subject property);
  - (7) narrative description of the proposed use of site;
  - (8) location of stormwater management facilities;
  - (9) recorded easements (conservation, utility, rights-of-way, etc.);
  - (10) unique natural/visual features (viewsheds, water features, wetlands, etc.);
  - (11) unique natural/visual features to be preserved (mature or specimen trees, known archaeological sites, etc.);
  - (12) list of currently binding proffers or special use permit conditions;
  - (13) location of entry signs;
  - (14) existing topography of site using county base mapping (five foot contour) or other mapping sources or surveys.
- (e) If the planning director determines that one or more of the above submittal requirements is not applicable to the proposed project, the planning director may waive those requirements.

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James O. Icenhour, Jr.  
Chairman, Board of Supervisors

ATTEST:

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Teresa J. Fellows  
Deputy Clerk to the Board

	VOTES		
	AYE	NAY	ABSTAIN
HIPPLE	_____	_____	_____
LARSON	_____	_____	_____
SADLER	_____	_____	_____
MCGLENNON	_____	_____	_____
ICENHOUR	_____	_____	_____

Adopted by the Board of Supervisors of James City County, Virginia, this 12th day of March, 2019.

AmdCh19-19Subdiv-ord