



**SUBDIVISION VARIANCE APPLICATION**

**CHESAPEAKE PLANNING DEPARTMENT**

**APPLICATION NUMBER:** \_\_\_\_\_  
*(Assigned by Chesapeake Planning Department)*

**GENERAL INFORMATION**

1. Name of Subdivision: \_\_\_\_\_
2. Applicant(s): \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Daytime Phone: \_\_\_\_\_ FAX Number: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_  
Interest in subject property: \_\_\_\_\_  
\_\_\_\_\_
3. Agent(s): \_\_\_\_\_  
Agency: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Daytime Phone: \_\_\_\_\_ FAX Number: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_
4. Owner(s) of property: (If different from applicant)  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Daytime Phone: \_\_\_\_\_ FAX Number: \_\_\_\_\_

**ACKNOWLEDGEMENT**

APPLICATION NUMBER: \_\_\_\_\_

**DECLARATION OF PLANNING COMMISSION/CITY COUNCIL INTEREST:**

Does any member of the Planning Commission or City Council own or have any personal or financial interest in the land which is subject to this application, or has any personal or financial interest in the outcome of the decisions, as defined by the Virginia Conflict of Interest Act?     No     Yes If yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_

**DECLARATION OF ACCURACY:**

I, the undersigned, certify that this application is complete, accurate and contains all required and requested information, documents and other submittals, and that all statements made herein are, to the best of my knowledge, true and correct. I further certify that I have exercised due diligence to obtain the most recent, complete and correct information available. I understand that wrongful certification or failure to provide required or requested documents that become available after the initial submittal of this application may result in a delay in, or invalidation of, any official governmental action taken. Fraudulent representations may lead to additional penalties under law.

**DECLARATION OF FINANCIAL RESPONSIBILITY FOR ADVERTISING COSTS:**

I, the undersigned, understand that the cost of newspaper advertising for public hearing notification purposes is my responsibility and agree to pay all notices of payment due and bills associated with advertising costs for this application, including all readvertisements for continuances and appeals. *Party responsible for advertising:*     Applicant     Agent

**DECLARATION OF CONSENT:**

By signing below, the applicant/agent consents to entry upon the subject property by public officers, employees, and agents of the City of Chesapeake wishing to view the site for purposes of processing, evaluating or deciding this application.

Name: (signature) \_\_\_\_\_

Name: (printed or typed) \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

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

## DESCRIPTION OF PROPERTY

1. 13-digit tax map number(s): \_\_\_\_\_, \_\_\_\_\_,  
\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_,  
\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.
  
2. Street address (or common description if no street address is available):  
\_\_\_\_\_  
\_\_\_\_\_
  
3. Brief legal description, including Deed Book and Map Book references:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
4. Planning Area: \_\_\_\_\_
5. Lot frontage (ft): \_\_\_\_\_
6. Lot depth (ft.): \_\_\_\_\_
10. Overall lot area (Acres): \_\_\_\_\_
11. Zoning classification(s) and acreage of each zoning classification:  
\_\_\_\_\_  
\_\_\_\_\_
  
12. Existing and proposed use of property to be subdivided:  
\_\_\_\_\_  
\_\_\_\_\_
  
13. Number of lots proposed: \_\_\_\_\_
14. Overlay District, where applicable: \_\_\_\_\_
  
15. Is the property subject to proffers approved with a conditional rezoning application?  
 No.  Yes: Application # \_\_\_\_\_



## SUBDIVISION VARIANCE APPLICATION CHECKLIST

The following items are required as part of the Subdivision Variance application:

- Filing fee of \$500.00.** Make check payable to: City of Chesapeake
- The original application, with original signatures, including all required development information. All information must be typed or clearly printed on the application and 8½" x 11" paper as needed. *Please include this checklist with the original application.*
- Three (3) copies of the completed application. *Please copy only the application and this completed checklist.*
- Thirty (30) copies of a subdivision plan meeting the requirements of Section 70-24 of the Chesapeake Subdivision Ordinance and clearly demonstrating any requested variances. **All site plans shall be folded to a size not larger than 9" x 14".** *Please fold with the site plan facing out.*
- Two (2) copies of the subdivision plan reduced to 11" x 17" paper.
- Two (2) copies of the subdivision plan reduced to 8½" x 11" paper.
- Submit any additional drawings, pictures, or information, which will assist the Planning Commission in making their decision.
- SIGN FEE.** The applicant is responsible for proper posting of sign(s) on the property. The sign fee is \$25.00 for the first sign, \$20.00 for each additional sign, as required. You will be phoned and advised of when the sign(s) must be posted. Applicants are encouraged to take pictures of the signs after posting and provide them to the Planning Department as proof that the signs were properly posted.
- ADVERTISING COST.** In addition to the filing fee, the applicant is responsible for all newspaper advertising costs for public hearing notifications. **The applicant or agent will be billed separately for these costs.** The average advertising cost is \$200 for the Planning Commission Public Hearing. Any additional advertising costs incurred due to continuances will also be the responsibility of the applicant. Planning Commission advertisement fees will be billed by the City of Chesapeake.
- This completed Subdivision Variance Application Checklist.