PROCEDURE FOR ALL SUBDIVISION DEVELOPMENT PROPOSALS

Informal Pre-application meeting Sub-divider/developer meets with CCZP to discuss feasibility of project. Submits proposed plat to CCZP.

Sub-divider/developer submits proposed Plat to DPNR's Divisions of SHPO & FW for their comments/clearance letters.

Sub-divider/developer submits proposed Plat to DPNR's Div. of Environmental Protection (DEP) for Tier 2 property, and DPNR's Div. of Coastal Zone Management (CZM) for Tier 1 land.

Sub-divider/developer obtains Tier 1-CZM Permit.

Sub-divider/developer submits to CCZP Application for Preliminary Subdivision, one electronic copy or two printed copies of Engineering Plans, copy of DEP comments or CZM Permit, SHPO's and DFW's comments and other pertinent data.

CCZP reviews Plat and Plans, and acts on the submission within 30 days.

Sub-divider/developer obtains approval of Preliminary Plat and Engineering Plans from DPNR Commissioner

(*Approval is effective for a maximum of 12 months, with provision for 6-month extension*).

Sub-divider/developer obtains written disapproval stating reasons, corrects Plat/Plans and resubmits to CCZP.

Sub-divider/developer obtains DPW's Engineering Division approval for road design, easements, drainage/culvert design systems.

Sub-divider/developer obtains DEP's Storm-Water Management and/or Earth Change approval(s).

Sub-divider/developer consults with Waste Management Authority (*when applicable*), WAPA and VIYA regarding the installation of required infrastructure.

Sub-divider/developer develops site per the specification of all approvals, and installs all requisite infrastructure, e.g. road, potable water/sewer, telephone, cable, and light.

Sub-divider/developer submits application for Final Plat to CCZP.

Sub-divider/developer obtains written Approval of Final Plat within 30 days

Sub-divider/developer submits approved Final Plat to Lt. Governor's Cadastral Office for recording.

Revised 12/2023