

## Draft Appendix A

### Subdivision Procedure

The following Flow Charts were developed to show the General Procedures for Subdivisions, and should be used for informational purposes only. Additional Steps or Procedures may be necessary on a case by case basis. The Developer can appeal decisions to the Subdivision Process in accordance with the Town of Pearisburg Subdivision Ordinance. The Agent as defined in the Town of Pearisburg Subdivision Ordinance will be able to provide additional resources as necessary.

In cases where the Agent has the authority (as granted by the Town of Pearisburg Subdivision Ordinance) to approve Subdivision Plats, appeals for any such denials shall follow the standard Subdivision Process as found in the Town of Pearisburg Subdivision Ordinance.

# Sketch Plat

Developer Applies in Writing for approval of the Subdivision plat.

Developer Submits the Sketch Plat to the Town of Pearisburg's Agent.

Developer Submits the Sketch Plat to the VDOT Resident Highway Engineer/Advisor.

The Agent will obtain necessary Agency Comments (Town Engineer/County Health Dept. /etc.)

Agent Reviews Agency Comments.

Comments

Comments returned to Developer.

Developer submits Preliminary Plat.

# Preliminary Plat

Developer Applies in Writing for approval of the Subdivision plat.

Developer Submits the Preliminary Plat to the Town of Pearisburg's Agent.

The Agent will obtain necessary Agency Comments (Town Engineer/County Health Dept. /etc.)

Agent Reviews Agency Comments.

Comments returned to Developer.

If Plat is Unacceptable

Developer Revises the Preliminary Plat.

If Plat is Acceptable

Developer Submits the Revised (if necessary) Preliminary Plat to the Town of Pearisburg's Agent for Planning Commission Review.

Planning Commission will decide (recommendation as necessary) on the Plat

# Final Plat

Developer Submits the Final Plat to the Town of Pearisburg's Agent.

The Agent will obtain necessary Agency Comments (Town Engineer/County Health Dept. /etc.)

Agent reviews Agency Comments.

Comments returned to Developer.

If Plat is Unacceptable

Developer Revises the Final Plat.

If Plat is Acceptable

Town Council Reviews the Final plat and Planning Commission recommendation.

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for Town Council.

If Plat is Approved.

Developer revises the Final Plat as necessary. A new Preliminary Plat may be required in which case the process will begin at that stage.

If Plat is

Denied

Final Plat Recorded