

Subdivision Plans

(See Town Code [§ 70-203](#), Subdivision Site Plan and Zoning Ordinance [§ 78-152](#) Application process and procedures)

The Town of Herndon Zoning Ordinance User Guide series provides the public with general information on land use regulations affecting activities undertaken by the public and administered by the Herndon Department of Public Works. It is not intended to be a complete statement of all applicable regulations. Individuals are encouraged to use the town website at www.herndon-va.gov and contact the Department of Public Works at planreview@herndon-va.gov or 703-435-6853 for complete requirements.

Subdivision Plans & Plan Revisions

Require the Submission of a

VDOT Chapter 527 Review Process Applicability Certification

Please refer to the certification form included with the application. The completed form must be notarized.

Estimated completion time for the initial review of the plan is 60 days. Depending on the completeness and quality of the plan subsequent reviews may be necessary and are completed within 30 days after submission.

Neighborhood meetings are encouraged for subdivision plans prior to application.

The review process steps are described in detail in [§ 78-152](#), Application process and procedures. *The flow chart on the next page summarizes the process.*

When is a Subdivision Plan required?

Any time property is subdivided into more than one lot, a subdivision plan is required. When more than 50 lots are created, a preliminary plan is also required. In those instances, the subdivision plan would be submitted after preliminary plan approval. Regardless of the number of lots created, the subdivision plan is submitted prior to submission of subdivision plats.

What is the process when submitted an application?

A **pre-application conference** with town staff is required prior to submission. This provides an opportunity for staff to clarify the process, requirements, and regulations and discuss any possible challenges to the application. To schedule this meeting contact the Department of Community Development.

Once submitted and accepted, plans are reviewed administratively. Plan sets are distributed to several departments and reviewing agencies. Comments are collected and sent to the applicant when the review is complete.

The applicant is responsible for receiving separate plan approval by the Fairfax County Fire Marshall.

What is required at submission?

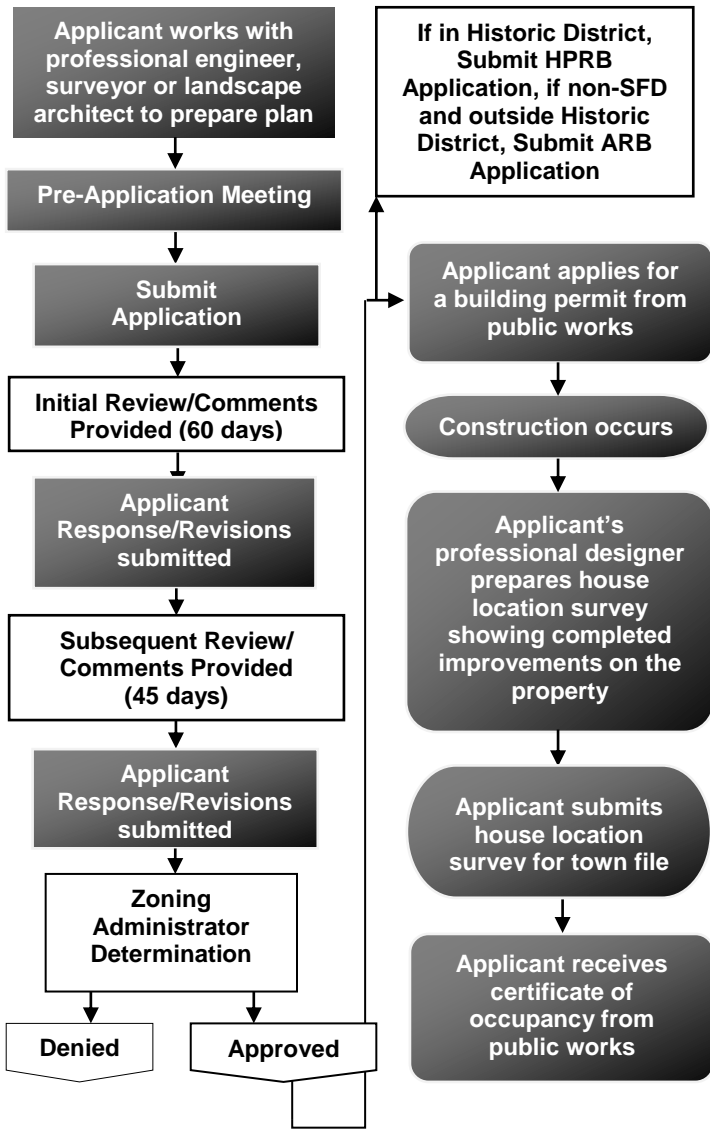
Submission should be made in accordance with [Section 78-155.6](#), *Submittal Requirements*. Plans should be completed with the information listed in the applicable *Plan Content Requirements table*.

Submission requirements are also listed in *User Guide Plan Review Procedures*.

How long is a Subdivision Plan valid?

A Subdivision Site Plan automatically expires at the end of a five-year period following the date of the last recorded final plat if a building permit for at least one building in the development proposed in the Subdivision Plan is not approved, if buildings are planned. If no buildings are planned, the Subdivision Plan automatically expires at the end of a five-year period following the date of its approval by the reviewing authority. A change in ownership of the property does not affect this time frame.

Subdivision Plan Review Process



Is it possible to get an extension?

Yes. An applicant can submit a written application at least 30 days prior to the expiration of the Subdivision Plan. The reviewing authority that approved the Subdivision Plan may grant a six month extension if the applicant demonstrates good cause for requesting the extension. The approval is deemed extended until the reviewing authority has acted on the extension request.

What happens after the Subdivision Plan is approved?

If the project also includes exterior building improvements, following subdivision plan approval, submission of application to the Architectural Review Board or Heritage Preservation Review Board may be required. This process can occur after plan approval by the Zoning Administrator.

After final plan approval and review board approval, the applicant may continue to permitting.

A **house location survey** must be submitted per [§70-203\(g\)](#) prior to the issuance of a Certificate of Occupancy for any new or replacement single-family detached or duplex dwelling built in accordance with a Subdivision Plan.

Upon completion of the development, an **as-built site plan** must be submitted to show the result of the improvements and to serve as a record of the improvements made on the lot. It is kept in the Town's files for reference. The as-built site plan must be prepared by a licensed surveyor or engineer and must meet certain standards (see Zoning Ordinance [§78-203\(h\)](#)).

Need more information?

Have a question regarding plan review process or requirements? Call 703-435-6853 or e-mail planreview@herndon-va.gov to make an appointment to see the Plan Review Coordinator.

Have a question regarding Building Permits or construction codes? Call 703-435-6850 or e-mail buildinginspections@herndon-va.gov to make an appointment to see the Building Official.

Visit the Planning/Zoning page on the Town's web site at www.herndon-va.gov to view the Department of Public Works web site for the Zoning Ordinance User Guide series or to access the town code. Town offices are located at the Herndon Municipal Center at 777 Lynn Street, Herndon, Virginia, 20170.