

ORANGE COUNTY
PLANNING COMMISSION

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GEORGE YANCEY, DISTRICT 2
DONALD BROOKS, DISTRICT 3
JENNIFER BOYER, DISTRICT 4
JIM HUTCHISON, DISTRICT 5



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JOSH FREDERICK, AICP
DIRECTOR OF PLANNING & ZONING

PRIVATE SUBDIVISION ROAD APPLICATION

The Orange County Planning Commission is the body responsible for reviewing and approving requests for private roads, which are defined as any privately-maintained vehicular travelway serving more than 2 lots. This includes all new private roads (whether in conjunction or not in conjunction with a new subdivision), extensions of existing private roads, and subdivisions along existing private roads which are not subject to a recorded road maintenance agreement. Any subdivider wishing to employ any of these options must seek approval from the Planning Commission before making the plat/plan review application to the Planning & Zoning Department.

For any scenario listed above, this application must be submitted to and approved by the Planning Commission before an application for plat/plan review will be accepted by the County.

Applicant Name: _____ Phone: _____

Mailing Address: _____

Email Address: _____ N/A

Application must be made by the Landowner or with his/her permission. If Applicant is not the Landowner, attach (1) a completed Authorized Agent Affidavit or (2) a letter of permission from the landowner.

Same as Applicant

Landowner Name: _____ Phone: _____

Mailing Address: _____

I am requesting approval to (*check one*):

<input type="checkbox"/>	Construct a new private road (whether or not to serve a subdivision)
<input type="checkbox"/>	Extend an existing private road in order to subdivide additional lots
<input type="checkbox"/>	Subdivide additional lots along an existing private road

Tax parcel #(s) of property to be subdivided: _____ N/A

of existing lots along the road: _____ N/A # of proposed lots along the road: _____

If applicable, the surface of the existing road is:

N/A Paved Partially-paved/gravel Gravel Partially-graveled Dirt

What state road provides the primary access? _____

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Minimum submittal requirements:

<input type="checkbox"/>	A preliminary sketch prepared by a land surveyor or engineer, which shows the existing lot layout (if applicable), the proposed lot layout, and the general location, course, and extent of the private road. The sketch should note any prominent environmental features, existing/proposed turnaround areas, and whether the road is gated or proposed to be gated.
<input type="checkbox"/>	Current photos of the property which show the following: <ul style="list-style-type: none">• The view looking left when turning onto the state road from the private road• The view looking right when turning onto the state road from the private road• The view from the state road to the private road entrance location approx. 400' - 500' away (in both directions)• For existing private roads, the view of the private road after turning onto it• For existing private roads, photos of the road surface at various spots along it
<input type="checkbox"/>	A narrative justifying the request, which addresses the following required elements: <ul style="list-style-type: none">• Consistency of the proposal with the future land use map and objectives of the Orange County Comprehensive Plan• An explanation of how the proposal will impact the adequacy or safety of the state road network in the area• Identification of other easements or other means of accessing the property, if any• Identification and description of any sensitive environmental areas on the property, including streams, waterbodies, wetlands, steep slopes, and the like, and how the proposal will impact these areas• An explanation on the suitability of the property, if served by the private road, to accommodate new utility installations, including electricity, telecommunications, and water/wastewater (either wells/septic drainfields or public utilities)• A description of the surrounding area and general neighborhood character

By signing below, you grant permission to Orange County Planning Staff and members of the Orange County Planning Commission to make all necessary inspections of the property subject to this request. This permission shall expire once the Planning Commission renders a decision on the application. Additionally, you understand that approval of a private road by the Planning Commission does not necessarily verify feasibility or authorize construction of said road, which must meet all requirements of the Orange County Code, VDOT, erosion control and stormwater management regulations, and all other regulations pertaining to road construction projects. Lastly, per Orange County Code, you understand that the Planning Commission's approval or denial of a private road application is final and unappealable.

Applicant signature: _____ Date: _____

Submittal deadlines: To be considered at the next regularly-scheduled Planning Commission meeting, this completed application should be submitted to the Planning & Zoning Department by the first Friday of the month. The Planning Commission meets (and considers private road requests) on the first Thursday of each month.

OFFICE USE ONLY

Submittal accepted by: _____ Date: _____

Application #: PRD _____ - _____ Planning Commission decision rendered on: ____ / ____ / _____

Application approved?: Yes - resolution #: _____ No