

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS
PERMIT OPERATIONS DIVISION
OFFICE OF THE SURVEYOR

REQUEST FOR SUBDIVISION

***Initial fee: \$440.00**

****Deed Required**

S.O. No. _____

***An Additional fee will be charged for more difficult lots**

***PLEASE PROVIDE A COPY OF THIS FORM WHEN SUBMITTING MYLAR TO ZONING.**

**** SUBDIVISIONS WILL NOT BE PREPARED WITHOUT COPY OF DEED.**

I hereby furnish the following information and request that a plat of subdivision be prepared as hereinafter described:

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LOCATION: Address: _____
Square _____ Lots _____

OWNERS OF RECORD (Please Type or Print) Number of Lots to Be Created _____

(a) If Corporation

(Corporation Name) Give Names and Titles

(Name and Title)

(Name and Title)

(b) If Partnership or Joint Venture *(Give Names and Titles)*

(Association Name)

(c) If Individual

If additional space is required, please attach a supplemental sheet. It should be noted that the above information must be accurate because these names will appear on the subdivision plat, and they must be the owners of record as of the date of signing and recording the subdivision. **ANY INACCURACIES MAY RESULT IN DELAY AND/OR ADDITIONAL EXPENSES.**

I certify that the above information is true, complete and correct to the best of my knowledge and belief.

Signature of Owner or Authorized Agent

Mailing Address

Email address

Print Name

Phone Number

ADDENDUM

The Zoning Administrator requires the following information in order to review and sign any subdivision plat for zoning compliance. The provisions of DCMR 10, Section 2703 require a preliminary sketch, drawn to scale and including but not limited to the following;

1. Boundary of the land to be divided (Plat showing how the land is currently configured **before** subdivision);
2. Provide a building location survey (Man made features, such as buildings, structures, walls, fences, culverts and sewers must be shown, be sure to indicate length and width dimensions, setbacks, and number of stories);
3. If you are subdividing Assessment & Taxation lot(s), provide the date the lot(s) were created (Subdivision history)

When submitting the original Mylar plat for approval by the Zoning Administrator, the scaled sketch showing the above items must be provided with the subdivision plat.

The Department of Energy & Environment (DOEE) at DCRA reviews all subdivisions to determine whether the land, included in the subdivision application is within a Special Flood Hazard Areas (Zone A or AE).

1. If the land is within Zone X, DOEE will note the Zone X status (without elevation) and sign off a subdivision plat without collecting any fee.
2. If the land is within Zone A or AE, DOEE at DCRA will direct the applicant to DOEE HQ to obtain a flood zone and flood elevation determination.
 - a. DOEE HQ will provide an official determination of a flood zone and flood elevation for a specific location for a fee of \$100.
 - b. DOEE at DCRA will sign off on the subdivision plat with a DOEE approved flood zone and Flood Plain Information Request Form.

DOEE requires, for review and approval for compliance with DCMR 20, Chapter 31 – Flood Hazard Rules, that any subdivision located in whole or in part in a Special Flood hazard (SFHA) that is greater than 50 lots or 5 acres, whichever in the lesser, shall provide Base Flood Elevation* (BFE) data with the subdivision application, pursuant to 20 DCMR 3104.5

1. BFE data can be obtained from the Federal Emergency Management Agency's (FEMA) Flood Insurance Rate Map (FIRM) and Flood Insurance Study (FIS) for the District of Columbia, effective date September 27, 2010.
2. Pursuant to 20 DCMR 3104.8, if BFE data is not available from the FIRM or FIS, the applicant shall develop BFE in accordance with current accepted hydrologic and hydraulic engineering practices. When developed by the applicant, BFE data shall be certified by a District registered professional engineer (PE).

*Base Flood Elevation is the elevation of the 100-year flood (the flood having a one percent (1%) chance of being equaled or exceeded in any given year.