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3-0100 SUBMISSION REQUIREMENTS

The declarant of a condominium conversion shall file with the Director six copies of all the information which is required by the Virginia Real Estate Commission pursuant to Virginia Code § 55-79.89, as amended, and a copy of the formal notice required by Virginia Code § 55-79.94, as amended.

3-0101 Timing. This filing shall be simultaneous with the filing required by the Commission.

3-0102 Distribution. The Director shall then distribute copies to appropriate County agencies, including the Department of Housing and Community Development, the Department of Consumer Affairs, the branch library closest to the conversion project, and the Office of the Board member(s) in whose district the conversion is located. The Director shall, upon request, make copies available to other interested County agencies.

3-0103 Plats and Plans. Copies of any plats and plans submitted to the Virginia Real Estate Commission under the provisions of Virginia Code §55-79.58, as amended, shall be submitted to the Director for review under this ordinance.

3-0200 REVIEW PROCEDURES

3-0201 Purpose. Review shall be for the purpose of ascertaining the conformance of said plats and plans to the Zoning Ordinance, the Subdivision Ordinance and the PFM, where applicable.

3-0202 Plats and Plans. Copies of the plats and plans (or draft copies of such plats or plans) are to be submitted to the Director and shall be reviewed as a preliminary plat. This review shall assess the conformance of the proposal to:

3-0202.1 The requirements of the Zoning Ordinance (the ordinance in effect at the time of submission of the plats and plans to the Director); and

3-0202.2 The requirements of the Subdivision Ordinance; and

3-0202.3 The requirements of the Virginia USBC; and

3-0202.4 Any other applicable regulations, ordinances or laws.

3-0203 Construction Plans

3-0203.1 A construction plan review shall be required only where public improvements are required.

3-0203.2 It shall be the policy of the County, on review of condominium proposals, to approve a final subdivision plat within 10 days of submission to the County, where the Virginia Real Estate

3-0000 CONDOMINIUM CONVERSION REGULATIONS

Commission has approved the plats and plans, and the steps outlined above have been adequately completed.