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3-0100 SUBMISSION REQUIREMENTS

The declarant of a condominium conversion ~~shall~~ must file with the Director six copies of all the information which is required by the [Virginia Common Interest Community Board 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~~ must be simultaneous with the filing required by the [Virginia Common Interest Community Board Commission](#).

3-0102 Distribution. The Director ~~shall~~ then distributes copies to appropriate County agencies, including the [Department of Housing and Community Development](#), the [Department of Cable and Consumer Services 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~~ will, 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 Common Interest Community Board Commission](#) under the provisions of [Virginia Code §55-79.58](#), as amended, ~~shall~~ must be submitted to the Director for review under this ordinance.

3-0200 REVIEW PROCEDURES

3-0201 Purpose. Review ~~shall be for the purpose of~~ The review will 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~~ are reviewed as a preliminary plat. This review ~~shall~~ will 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 Uniform Statewide Building Code USBC](#); and

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

3-0203 Construction Plans

3-0000 CONDOMINIUM CONVERSION REGULATIONS

- 3-0203.1 A construction plan review ~~shall be~~ is required only where public improvements are required.
- 3-0203.2 ~~It shall be~~ The policy of the County, on review of condominium proposals, is to approve a final subdivision plat within 10 days of submission to the County, where the [Virginia Common Interest Community Board](#) ~~Commission~~ has approved the plats and plans, and the steps outlined above have been adequately completed.

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