

Minor Subdivision Application Packet Boundary Line Adjustments and Lot Line Vacations

Revised October 2005



Caroline County Department of Planning and Community Development
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Caroline County Minor Subdivision Requirements

The Department of Planning and Community Development has established this application packet to provide an overview as to the process associated with establishing a boundary line adjustment and lot line vacation in Caroline County.

Initial Consultation

Call the County Department of Planning and Community Development (DPCD) to discuss your proposal and obtain a minor subdivision application for a boundary line adjustment and lot line vacation. It is recommended that the applicant discuss the subdivision with staff prior to having a surveyor initiate work to discuss subdivision regulations, including placement of lots, lot dimensions and access.

Submission

Submit the minor subdivision application and fees with three (3) original plats (or four original plats if larger than 11x17) with an executed and notarized Owner's Consent and Dedication and Surveyor's Certificate and the two (2) completed checklists included in this packet.

The Department of Planning and Community Development will review the application:

- a. If approved, the County will keep one (1) copy of the plat and certification letter and return the others.
- b. If revisions are necessary, we will notify the surveyor/engineer in regards to the necessary changes.
- c. The surveyor/engineer will make the necessary changes and resubmit the plat for County review and approval.

Once approved by the County, the plat and deed must be recorded within six (6) months or the approval is void and will need to be resubmitted for County review and approval. Before any building permits are issued, you will need to provide the Department with the Deed Book and Page Number where the plat is recorded.

If you have further questions please feel free to call the Department of Planning and Community Development at (804) 633-4303.



Minor Subdivision Checklist

Applicant Checklist

Please complete the following checklist and return with the items listed below.

- Payment of \$100 (Checks payable to Treasurer of Caroline County)
- Completed Land Development Application
- Three (3) original plats from the surveyor (or four original plats if larger than 11x17) signed by the property owner(s)
- Completed Surveyor Checklist
- Executed Deed if the Lot Line Vacation or Boundary Line Adjustment involves more than one property owner.

For Office Use Only

Date: _____

Checked for Completion by: _____



Minor Subdivision Checklist

Surveyor Checklist

To be completed by the surveyor and returned with the application package.

- Title on plat specifying that it is a Boundary Line Adjustment or Lot Line Vacation Plat
- Current location of the property lines and the proposed adjustments shown with bearings and distances or the current lot line with the language "This line is hereby vacated" indicating the line to be vacated.
- Total area of the adjusted lots or consolidated (square feet and acreage)
- Tax map number of the pre-existing parcel(s)
- The name of the property owner for all properties involved
- The current zoning of the property
- The deed book and page numbers of the lot(s)
- The location of any lakes, rivers, and/or streams on the subject parcel, the County may require the site specific delineation of the RPA boundaries for final approval
- The location and dimensions of all access points or driveways from the state road
- The location of any easements and public rights-of-way
- The surveyor's name, address, telephone and fax numbers, and seal with certificate number on each plat
- An executed surveyor's certificate
- A dotted line delineating the required building setbacks
- The location of all existing structures
- Owner's Consent and Dedication provided on the plat

Surveyor Signature: _____ **Date:** _____

SUBDIVISION APPLICATION

REVISED 3-1-2007



DEPARTMENT OF PLANNING &
COMMUNITY DEVELOPMENT
233 WEST BROADDUS AVENUE
PO BOX 424
BOWLING GREEN, VA 22427
(804) 633-4303
(804) 633-1766
WWW.VISITCAROLINE.COM

OFFICIALLY SUBMITTED	
DATE: _____	INITIALS _____

CASE # _____

- | | | |
|---|--|---|
| <input type="checkbox"/> MINOR SUBDIVISION | <input type="checkbox"/> FAMILY SUBDIVISION | <input type="checkbox"/> MAJOR SUBDIVISION FINAL/RECORD |
| <input type="checkbox"/> BOUNDARY LINE ADJUSTMENT | <input type="checkbox"/> MAJOR SUBDIVISION CONCEPT | |
| <input type="checkbox"/> LOT LINE VACATION | <input type="checkbox"/> MAJOR SUBDIVISION PRELIMINARY –
INCLUDES SITE CONSTRUCTION PLANS | |

I. APPLICANT: Name: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone: _____ Fax: _____ E-mail: _____	II. PRIMARY CONTACT INFORMATION: Contact Name: _____ Company: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone: _____ Fax: _____ E-mail: _____
III. CURRENT OWNER (provide attachment if multiple owners): Name: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone: _____ Fax: _____ E-mail: _____	IV. ENGINEER/SURVEYOR: Company/Name: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone: _____ Fax: _____ Print Name: _____ E-Mail: _____

V. PROPERTY INFORMATION:									
Tax Map/Parcel No.		Acreage			Road Frontage				
Subdivision Name				Section		Block		Lot	
Existing Zoning				Voting District					
Physical Address/Location									
A.	Existing Land Use(s)			C.	Acreage of Request				
B.	Existing Structure(s)			D.	Proposed Utilities				

PART VIII –USE AND SUBMIT THE APPROPRIATE SUBDIVISION APPLICATION PACKET WITH THIS APPLICATION

IX. FEE CALCULATION SCHEDULE (To be Completed by Staff or Engineer/Surveyor):

Minor Subdivision:	<u>\$100</u>			=	
	(Base Fee)				
Boundary Line Adjustment:	<u>\$100</u>			=	
	(Base Fee)				
Lot Line Vacation:	<u>\$100</u>			=	
	(Base Fee)				
Family Subdivision:	<u>\$100</u>			=	
	(Base Fee)				
Major Subdivision Concept	<u>\$100</u>			=	
	(Base Fee)				
Major Subdivision Preliminary	<u>\$500</u>	+	(_____)	X	<u>\$35</u>
	(Base Fee)		(No. of lots)		(\$/lot)
Major Subdivision Final/Record	<u>\$500</u>	+	(_____)	X	<u>\$35</u>
	(Base Fee)		(No. of lots)		(\$/lot)
					(Total Fees Due)

Reviewed by: _____ Comments: _____

15. I/We read this completed application, understand its intent and freely consent to its filing. The information provided is accurate to the best of my knowledge. I understand that the County may approve, conditionally approve, or deny the request for which I am applying. Furthermore, I grant permission to the Department of Planning and Community Development and other authorized government agents to enter the property and make such investigations as they deem necessary to evaluate the request. If the application requires a County consultant to review the project I agree to reimburse the County all costs associated with such a review. If the owner is different from the applicant, the owner's signature authorizes the applicant to act on his behalf under a limited power of attorney as it relates to this application.

Signature of Owner

Signature of Agent/Applicant

Owner's Name

Agent/Applicant's Name

Date

Date

Note: An application shall not be officially filed until all required plans, plats, fees and support materials are filed with the Director of Planning and Community Development.