

## How Do I Get More Information?

For additional information, please contact the Department of Planning and Community Development Office.

Phone: 804-633-4303

Fax: 804-633-1766

P.O. Box 424

233 W. Broaddus Avenue

Bowling Green, VA 22427

[www.visitcaroline.com/planning.html](http://www.visitcaroline.com/planning.html)

Additional information on:

## FAMILY SUBDIVISIONS

CAROLINE COUNTY DEPARTMENT OF  
PLANNING & COMMUNITY  
DEVELOPMENT

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## What is a Family Subdivision?

A family subdivision is the subdivision of land for an immediate family member.

## Immediate Family

Immediate Family is defined as:

- Parents
- Grandparents
- Children
- Grandchildren
- Siblings
- Aunt, Uncle, Niece, Nephew

## Special Requirements

- The parcel of land transferred to a family member must be at least 2 acres.
- The residual tract must retain at least half of its original size **or** 10 acres, whichever is less (the original size is the size since 1989 prior to any previous family subdivisions)
- Immediate family member must retain the property for at least 5 years.
- Property must be zoned Rural Preservation (RP)

## Pre-Application Meeting

A pre-application meeting with staff is strongly encouraged. This meeting will allow staff to make recommendations and see the project before it starts.

This meeting will lessen the potential for problems at the time of submission.

## Drainfields

Drainfields must be located on all properties (new and residual) by a Certified Soil Scientist (AOSE). A current list of AOSE in the Commonwealth can be located on the Virginia Department of Health Website at: [www.vdh.virginia.gov/onsite/AOSE.asp](http://www.vdh.virginia.gov/onsite/AOSE.asp)

Prior to submitting AOSE paperwork to the Health Department, a septic application must be filled out and submitted to the Department of Planning and Community Development.

## Rights-of-Way & Road Frontage

- A shared entrance is required unless there is at least 425 feet of separation between existing and proposed entrances
- A twenty (20) foot right-of-way must be provided to access all properties
- If more than three (3) properties are being created, a Road Maintenance Agreement will need to be signed and recorded at the County Clerk's Office

## What is Required?

- A completed Land Development Application
- Drainfield Paperwork from the Health Department for all parcels created and residual
- Original plats from the engineer/surveyor with owner signatures
- A signed, executed deed transferring the property (will be recorded with the plat after approval)
- Surveyor Checklist from Family Subdivision Application Packet

## How Much Will It Cost?

- Septic Application: \$175 per lot at the Department of Planning and Community Development **and** \$200 per lot at the Health Department
- Family Subdivision: \$100 per subdivision
- Engineer/Surveyor costs vary

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