

Caroline County

MINOR SUBDIVISION APPLICATION



Caroline County Department of Planning and Community Development

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County of Caroline

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The Department of Planning and Community Development has established this application package to provide an overview as to the process associated with establishing a minor subdivision in Caroline County.

Minor Subdivision

A minor subdivision includes a subdivision containing not more than two (2) lots, boundary line adjustment(s) and lot line vacations.

Initial Consultation

Call the County Department of Planning & Community Development (DPCD) to discuss your proposal and obtain a minor subdivision application. 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.

Obtaining Health Department Approval

A private soil scientist (AOSE) should prepare the packet that will be submitted to the Health Department. Once this is done complete the following:

1. Obtain an application for a septic permit from the DPCD. A \$175 fee is required.
2. The DPCD will provide you with the yellow copy of the septic permit to take to the Health Department.
3. See the Health Department about the process to get a Septic Certification Letter and/or Septic Permit
 - a. Both parcels, the new parcel and the residue must have a suitable septic location.
 - i. If the residue already has an existing house and septic system in place there is no need to have an additional septic location identified and certified by the Health Department.

- ii. If the residue does not have an existing house and septic system, then a suitable septic location must be identified and certified by the Health Department. The Septic Certification Letter and/or Septic Permit must be submitted with your minor subdivision application.

****Note – Boundary line adjustment(s) and lot line vacations do not require certification from the health department at time of plat approval unless in conjunction with application for a building permit.***

Preparing the Plat

Once a suitable septic location has been identified and approved by the Health Department contact a Surveyor/Engineer who is licensed by the Commonwealth of Virginia to prepare a survey.

- a. Be sure that the surveyor shows the primary and reserve drainfield location on the survey plat.

Submission

Submit the minor subdivision application and fees with six (6) original surveys with an executed and notarized Owner's Consent and Surveyor's Certificate, two (2) copies of the Health Department Certification Letter to the Department of Planning & Community Development and the completed checklists included in the application packet.

The Department of Planning & 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 will make the necessary changes and resubmit the plat for County review and approval.

Once approved by the County record the plat and deed within 6 months or the approval is void and you will need to resubmit your materials for County review and approval. Before any building permits are issued, you will need to provide the Planning Department with the Deed Book and Page Number of where the plat was recorded.

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

PART I – APPLICATION AND FEES

**Complete Land Development Application
Minor Subdivision \$100 per lot, adjustment or vacation**

Note: Make Checks Payable to the Treasurer of Caroline County

PART II – APPLICANT CHECKLIST

The following items are to be included with your application for a minor subdivision. Please use this checklist to ensure the application packet is complete prior to submittal.

- 1. Completed Land Development Application.
- 2. A check for appropriate fees (as stated above) made out to the *Treasurer of Caroline County*.
- 3. Certification Letter of Construction Permit for Sewage Disposal from the Virginia Department of Health for the subdivided lot and the residual. (See conditions for ***Obtaining Health Department Approval***, page 2)
- 4. Six (6) original plats from the surveyor.
- 5. The surveyor's completed checklist.

PART III – SURVEYOR CHECKLIST

You will need to submit six (6) copies of the Minor Subdivision Plat (MSP) with this application. The following elements need to be shown on your MSP, please use this checklist to ensure the plat is complete prior to submittal.

- 1. Title on Plat specifying that it is a Minor Subdivision Plat
- 3. Property lines of the new lot shown with bearings and distances
- 4. Total area of new lot (square feet and acreage)
- 5. Total area of parcel from which the minor division was taken from (residual of pre-existing tract)
- 6. Tax map number of the pre-existing parcel
- 7. Vicinity map, 1" = 2000', north arrow, scale and scale graphic Magisterial District and date prepared
- 8. The location of the proposed well and septic system (primary & reserve)
- 9. The zoning of the property
- 10. The deed book and page numbers of all properties in the division
- 11. The present zoning and principle use of subject parcel and all adjoining parcels
- 12. The location of any lakes, rivers, and/or streams on subject parcel, the County may require the RPA delineation for final approval.
- 13. The location and dimensions of all access points or drive ways from the state road
- 14. The location of any easements and public right-of-ways
- 15. If fronting on a state maintained road, a minimum dedication of 25 ft. from centerline for public use.
- 16. The surveyor's name, address, telephone/fax numbers, and seal with certificate number
- 17. An executed owners consent and dedication certificate and an executed surveyor's certificate (see appendix A for model language)
- 18. The general locations, dimensions, height, number of floors, and setbacks of all existing and proposed buildings, structures and other improvements
- 19. A dotted line delineating the required building setbacks
- 20. The location of all existing structures lying within or partially overlapping the required building setbacks

APPENDIX A
CERTIFICATES REQUIRED

Owner's Consent and Dedication

Know all men by these presents, that the subdivision of land as shown on this plat, containing _____ acres, more or less, designated as _____ Subdivision, situated in the _____ District, in Caroline County, Virginia, is with the free consent and in accordance with the desires of the undersigned owners, proprietors, and trustees; that all streets shown on said plat are hereby dedicated to the public use, and all lots within the subdivision are subject to certain restrictions, reservations, stipulations and covenants as contained in a writing executed by the undersigned under date of _____, 19__ and recorded in the Clerk's Office of Caroline County, in Deed Book _____, Page _____. The said _____ acres of land hereby subdivided having been conveyed to _____ by _____ by deed date _____, 19____, and recorded in the Clerk's Office of the Circuit Court of Caroline County, Virginia, in Deed Book _____, Page _____.

(Seal)

(Seal)

(Seal)

(Seal)

APPENDIX A - continued

Surveyor's Certificate*

I hereby certify that to the best of my knowledge and belief, all of the requirements of Caroline County and the Commonwealth of Virginia, regarding the platting of subdivisions, have been complied with and the source of title of the owner(s) of the land subdivided and the place of record of the last instrument in the chain of title is as follows:

_____. I further certify that the plat of which this certificate is a part is of land acquired from only one source of title or in the event this plat is of land acquired from more than one source of title, the outlines of the several tracts are indicated on this plat.

Given under my hand this _____ day of _____, 19____.

State Certified Engineer (or Land Surveyor)