

# Minor Subdivision Application Packet

Revised October 2005



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

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

### **Minor Subdivision**

A minor subdivision includes subdivisions containing not more than two (2) lots.

### **Initial Consultation**

Call the County Department of Planning and 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 per lot.
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:

-All parcels, the new and residual, must have a suitable septic location.

- a.** If the residual parcel already has an existing house and septic system in place, then there is no need to have an additional septic location identified and certified by the Health Department.
- b.** If the residual parcel does not have an existing house and septic system, the 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 the completed Minor Subdivision Application.

## **Preparing the Plat**

Once a suitable septic location has been identified and approved by the Health Department, contact a surveyor or engineer who is licensed by the Commonwealth of Virginia to prepare the survey. The surveyor must show the primary and reserve drainfield location for each parcel on the plat.

As stated in the Caroline County Subdivision Ordinance, Section 5-20.1: *“where a tract of land is proposed as a minor subdivision, access to the subdivided lot shall be provided by a right-of-way of at least fifty (50) feet in width...only one point of access shall be allowed for a minor subdivision unless there is more than 425 feet of separation between an existing entrance and the newly proposed entrance.”*

### **The following statements shall be included on the minor subdivision plat:**

**“SUBSEQUENT ACTION BY CAROLINE COUNTY AS REQUIRED BY THE CHESAPEAKE BAY LOCAL BOARD REGULATIONS MAY RESULT IN THIS SUBDIVISION BEING DESIGNATED AS A CHESAPEAKE BAY PRESERVATION AREA. ONSITE SEWAGE DISPOSAL SYSTEMS IN SUCH AREAS WILL BE REQUIRED TO HAVE A PUMP OUT PERFORMED EVERY FIVE YEARS AND TO HAVE A RESERVE DRAINFIELD CAPACITY AT LEAST EQUAL TO THAT OF THE PRIMARY SYSTEM.”**

**“ANY FUTURE SUBDIVISIONS OF THE PARENT (RESIDUAL) OR SUBDIVIDED TRACT WILL CONSTITUTE A MAJOR SUBDIVISION SUBJECT TO PLANNING COMMISSION APPROVAL AND ALL APPLICABLE STANDARDS OF SECTION 5 OF THE CAROLINE COUNTY SUBDIVISION ORDINANCE.”**

## **Submission**

Submit the minor subdivision application and fees with three (3) original plats (four original plats if larger than 11x17) with an executed and notarized Owner’s Consent and Dedication and Surveyor’s Certificate, two (2) copies of the Health Department Certification Letter to the Department of Planning and Community Development 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

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**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
- Certification Letter or Construction Permit for Sewage Disposal from the Virginia Department of Health for all subdivided lots and the residual portion
- Three (3) original plats from the surveyor (four original plats if larger than 11x17) signed by the property owner
- Completed Surveyor Checklist

For Office Use Only

Date: \_\_\_\_\_

Checked for Completion by: \_\_\_\_\_



# Minor Subdivision Checklist

## Surveyor Checklist

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

- Title on plat specifying that it is a Minor Subdivision Plat
- Property lines of the new lot shown with bearings and distances
- Total area of the new lot (square feet and acreage)
- Total area of the parcel from which the minor subdivision was taken (residual of pre-existing tract)
- Tax map number of the pre-existing parcel
- The location of the proposed drainfield (primary and reserve)
- The current zoning of the property
- The deed book and page numbers of the parent tract of land
- 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. Lots being served by a 50 foot ingress/egress easement shall show the easement
- The location of any easements and public rights-of-way
- If fronting on a state maintained road, a minimum dedication of twenty-five (25) feet from the centerline is required for public use
- 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 lying within or partially overlapping the required building setbacks on the new or residual parcel
- Provide appropriate notes as provided on page 3 of this packet for CBPAs and future subdivisions.
- 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](http://WWW.VISITCAROLINE.COM)

OFFICIALLY SUBMITTED	
DATE: _____	INITIALS _____

CASE # _____
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- |   |  |   |
|---|--|---|
| <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 –<br>INCLUDES SITE CONSTRUCTION PLANS |   |

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

<b>V. PROPERTY INFORMATION:</b>									
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):**

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

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.