

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

Additional information on:

MINOR SUBDIVISIONS

CAROLINE COUNTY DEPARTMENT OF
PLANNING & COMMUNITY
DEVELOPMENT

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What is a Minor Subdivision?

A minor subdivision is defined as “any subdivision containing not more than two (2) lots”

Minor subdivisions include:

- Creating one new parcel from an existing parcel (if existing parcel was created after 1989, contact the Department of Planning and Community Development)
- Boundary Line Adjustments (no new lots are created)
- Lot Line Vacations (combining of lots)
- Family Subdivisions (see Family Subdivision Brochure)

What is Required?

- A drainfield site must be located on both parcels (or only the new one if a house is located on the property) by a private soil scientist and verified by the Health Department.
- A survey must be drawn up by an engineer or surveyor licensed in the Commonwealth of Virginia.
- A completed Land Development Application
- A completed Surveyor Checklist from the Minor Subdivision Application Packet

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

Drainfield must be located on both properties by a Certified Soil Scientist (AOSE) and approved by the Department of Health. 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

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

- If the property does not have extensive road frontage, a fifty (50) foot right-of-way is required to serve any property that is not along a state road.
- A shared entrance is required unless there is at least 425 feet of separation between existing and proposed entrances.

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
- Minor Subdivision: \$100
- Engineer/Surveyor costs vary

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