

## **SECTION 4 - PROCEDURE FOR MAKING AND RECORDING PLATS**

### **4-1 PLATTING REQUIRED**

Any owner or developer of any tract of land situated within Caroline County who subdivides the same shall cause a plat of such subdivision to be made and recorded in the office of the Clerk of the appropriate court. No such plat of subdivision shall be recorded unless and until it shall have been submitted, approved and certified by the Commission in accordance with the regulations set forth in this ordinance. No lot shall be sold in any such subdivision before the plat shall have been recorded.

### **4-2 DRAW AND CERTIFY**

Every such plat shall be prepared by a surveyor or engineer duly licensed by the State of Virginia, who shall endorse upon each plat a certificate signed by him setting forth the source of the title of the land subdivided, and the place of record of the last instrument in the chain of title. The outlines of the several tracts shall be indicated upon such plat, within an insert block, or by means of a dotted boundary line upon the plat.

### **4-3 OWNER'S STATEMENT**

Every such plat, or the deed of dedication to which plat is attached, shall contain, in addition to the surveyor's or engineer's certificate, a statement to the effect that "the above and foregoing subdivision of (here insert correct description of the land subdivided) as appears in this plat is with the free consent and in accordance with the desire of the undersigned owners, proprietors, and trustees, if any, which shall be signed by the owners, proprietors, and trustees, if any, and shall be duly acknowledged before some officer authorized to take acknowledgments of deeds, and when thus executed and approved as herein specified shall be filed and recorded in the office of the Clerk of the appropriate court, and indexed under the names of the land owners signing such statement and under the name of the subdivision.

### **4-4 PRIVATE CONTRACTS**

This ordinance bears no relation to any private easement, covenant, agreement or restriction, nor is the responsibility of enforcing such private easement , covenant, agreement or restriction implied herein to any public official. When this ordinance calls for more restrictive standards than are required by private contract the provisions of this ordinance shall control.

### **4-5 NECESSARY CHANGES**

No change, erasure, or revision shall be made on any preliminary or final plat, nor on accompanying data sheets after approval of the Commission has been endorsed in writing on the plat or sheets, unless authorization for such changes has been granted in writing by the Commission and unless such changes shall comply with these subdivision regulations in every respect.

#### 4-6 FEES

There shall be a charge in connection with an application for the examination and approval or disapproval of every plat reviewed. At the time of filing a plat the subdivider shall deposit a check payable to the County Treasurer in the amount as reflected on the current fee schedule as adopted by the Board of Supervisors.

No fee paid pursuant to this section shall be refunded unless a written request for withdrawal of the application is received by the Department of Planning & Community Development within five (5) working days after the date of application. Any mailings, sign posting or other costs already incurred by the County shall be deducted from any requested refund. (Amended 11/13/08)