

# RECORD PLAT APPLICATION PACKET



**Spotsylvania County Planning Department**

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**<http://www.spotsylvania.va.us>**

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## Introduction

Chapter 20, Subdivisions of the Spotsylvania County Code, establishes the regulation standards and procedures to assure the orderly subdivision and development of land within the County and to further the goals and objectives of the Comprehensive Plan and to implement the Chesapeake Bay Preservation Act. The regulations are adopted in accordance with the provisions of the Code of Virginia.

Subdivisions in Spotsylvania County are generally divided into two categories – minor and major. Minor subdivisions, consisting of three (3) or less lots, are commonly built off of an existing public road with all lots having road frontage; while major subdivisions, consisting of four (4) or more lots, are usually associated with public infrastructure being constructed, i.e. roads, waterlines, sewer lines, etc. When public infrastructure is being built within a proposed subdivision, the developer is responsible for additional and more detailed requirements, including: bonding the cost of the materials and installation of the infrastructure; and a Subdivision Agreement, which is the legal document that binds the Applicant to providing the bonded infrastructure within a specified time period. Although each type of subdivision has different requirements, the procedures for preparation, review, and approval are very similar.

Please be aware that subdivision of a lot enrolled in the land use taxation program (administered by the Commissioner of Revenue) may disqualify the property owner from the program. Once the property changes, the owner is responsible for paying the County a roll-back tax based on the amount of taxes that were deferred. The deferred tax is the difference between taxes paid based on the land use value versus the regular assessed value. While Virginia Code Sec. 58.1-3237 requires the landowner to report a change in use, zoning, or property configuration to the Commissioner of Revenue within sixty (60) days of the action, **it is advisable to contact the Commissioner of the Revenue prior to an application for subdivision to the Planning Department. Changes in the land use status may increase your property taxes. The Commissioner of the Revenue can be contacted at 540-507-7053.**

The following outline has been prepared by the County's Planning Department to assist individuals, developers, and others in achieving their goal of effectively navigating through the subdivision process to the successful completion of their project. The "process" is generally defined and more fully discussed in each of the following sections:

- I. Pre-Application Meeting
- II. Submission
- III. Review
- IV. Comments
- V. Resubmission and Second Review
- VI. Final Review
- VII. Recordation

## I. Pre-Application Meeting:

Prior to submitting an application for subdividing a parcel, it is strongly recommended, although not required, that you arrange for a Pre-Application Meeting with a Staff Planner. Items discussed in a Pre-Application Meeting may include:

- The subdivision review process;
- Submission requirements;
- The appropriateness of the submission of a drainfield plat\* for the project;
- The estimated time for completion.
- Fees

The County and the Virginia Department of Health (VDH) have different standards for subdivision applications. Sometimes, both standards can be satisfied on the final 'Record Plat'. At times, the nature of the subdivision may dictate that a separate 'Drainfield Plat' be prepared to satisfy VDH requirements. If the Applicant chooses to submit a Drainfield Plat, three (3) copies of the Drainfield Plat must be submitted with the completed Application for a Record Plat to the County.

Please note that if you are creating lots fifteen (15) acres or larger, no soil reports or drainfield plats are required, but a note will need to be placed on the plat (see p. 9).

Call (540-507-7434) or visit the Planning Office at 9019 Old Battlefield Blvd., Suite 320, Spotsylvania, Virginia 22553 to schedule the Pre-Application Meeting with a Staff Planner.

## II. Submission:

The *initial* submission for a Record Plat *shall* consist of:

- Ten (10) copies of the record plat
- A surveyor prepared, sealed, dated and signed plat;
- Two (2) copies of the OSE prepared Soil Report for each drainfield proposed (when required);
- Three (3) copies of the Drainfield Plat (if applicable);
- A completed Application form signed by the property owner;
- One (1) original signed copy of the completed "Commonwealth of Virginia Application for Subdivision Review"; and
- All fees.

A *complete* Application *shall* consist of the items identified above, and:

- any necessary legal documents, as noted in this packet and as identified in the initial review of the project.

Submit original copies of all the above to the "Intake Desk" located in the Community Development Office on the 3rd Floor of 9019 Old Battlefield Blvd., Suite 300, Spotsylvania Virginia 22553.

## III. Review:

Upon submission of an Application:

- The Case Planner is assigned to the project, becomes the point of contact for the project, will review all documents, be responsible for preparing the formal comment letter; and bring all other related issues to a successful conclusion;
- A letter will be sent to the Applicant documenting the receipt of the project by the Planning Department and providing the Case Planner's contact information;
- The project is routed to the appropriate County, state departments and agencies: (GIS, Utilities, VDOT, Health Department, etc.) for review and comment within

- ten (10) business days of receipt of the project. This review must be completed within sixty (60) days [VA Code 15.2-2259 (A)].

#### IV. Comments:

Upon receipt of all comments from all departments, agencies, etc.:

- The Case Planner will generate a formal comment letter within ten (10) business days, which outlines all the necessary revisions and specifies any other documents (Subdivision Agreement, Letters of Credit, etc.) required for a complete and final review before approval.

#### V. Resubmission and Second Review:

Resubmissions of the plat and/or legal documents are required until a complete package meeting all of the requirements of the Subdivision Ordinance is met. **Each additional review must be completed within a new forty-five (45) day review period. Please note that fees will be assessed with the 3<sup>rd</sup> review and subsequent reviews thereafter; (see Fee Schedule: Planning Development Review Fees).**

- If the revisions and/or additional reviews are solely the result of a County request and the request was not made in previous comment letters by the County, then a fee **will not** be assessed.
- If Minor revisions that result from comments by non-Spotsylvania County government agencies that were not requested in previous reviews and are not the result of revisions to some portion of the plan **will not** generate additional fees.
- Minor changes such as: incorrect parcel numbers, errors or omissions in notes, typos, etc.; that are not material to the development plan and do not require significant review time **will not** generate additional fees.
- If the revisions and/or additional reviews are necessitated by an oversight by Applicant's engineer/surveyor for not making the changes required by staff as noted in previous reviews or for changes to the plan by the Engineer/Applicant that result in additional revisions then additional fees **will** be required.

#### VI. Final Review:

Once all project documents and the plat are accepted by the Case Planner, the project will be submitted in its entirety for a final review by County staff. This review normally takes two (2) weeks to complete. If additional deficiencies are identified during this review, the Applicant will be notified in writing by the Case Planner.

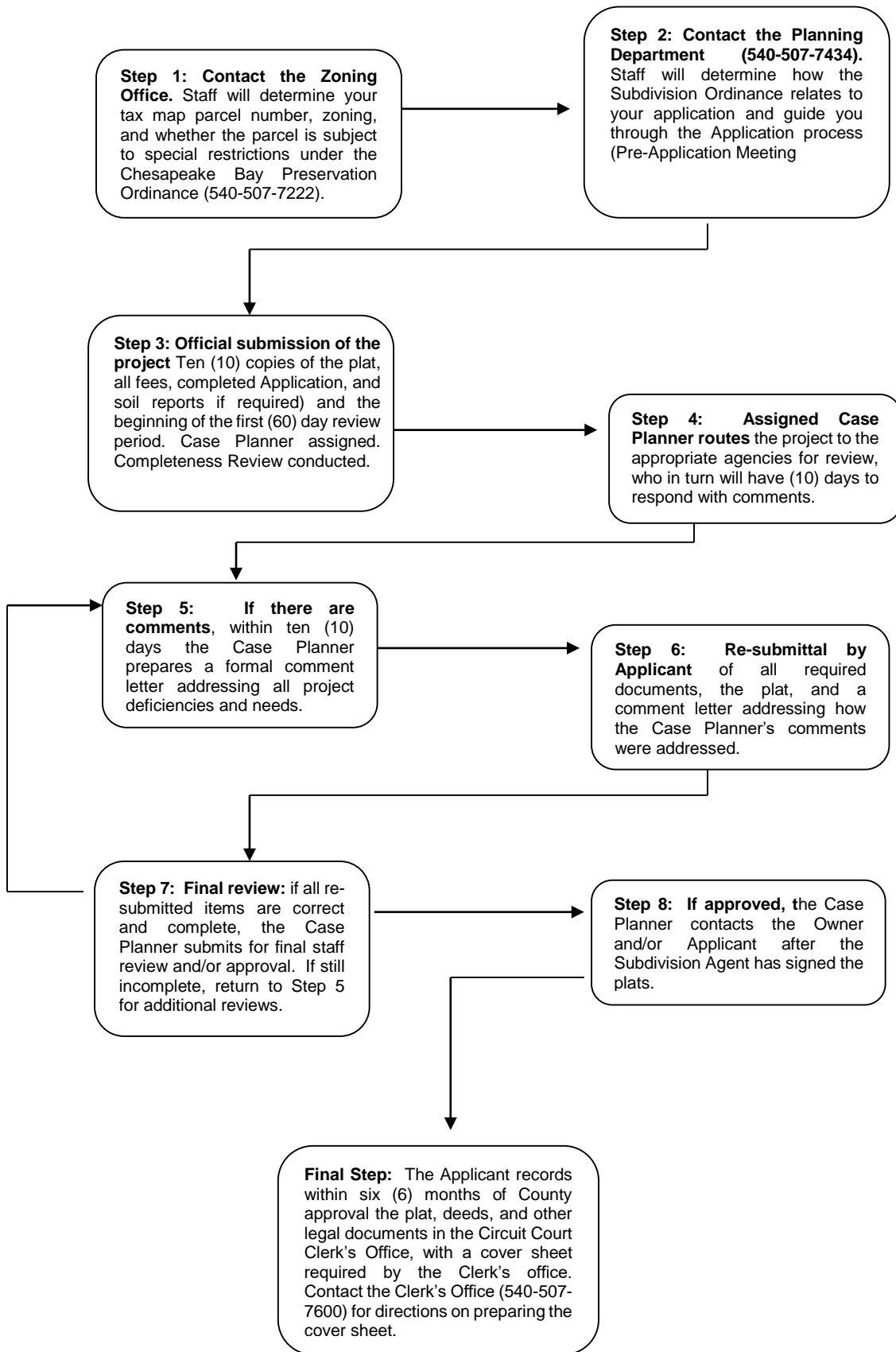
#### VII. Recordation:

Upon final approval of the project, the Case Planner will:

- Notify the Applicant by phone or email to arrange pick up of the approved plat and documents at the Planning Department Office;
- Advise the Applicant of any additional fees that may have been incurred during the review of the project;
- Provide the Applicant with recording instructions as needed; including:
  - ❖ Advise the Applicant that the project must be recorded within six **“(6) months of County approval or the project will be null and void”**;

**NOTE: Projects that have additional fees assessed against them (for example third reviews) will not be released for recordation until all fees are paid in their entirety.**

## Record Plat Process Flow Chart



## Summary Table of Record Plat Documents

The following chart represents those documents normally required to complete a Record Plat project. Those shown are the most frequently used and are attached to this packet as Appendices 1 - 8. If an instrument not otherwise attached hereto is required for your project, you can find it on the Planning Department's website listed below. ***Please take special note that the models provided are prepared in a "pre-approved and accepted format" that all submitted documents should follow. Failure to use them as presented could cause delays in the approval of your project.***

	Existing Streets/No New Streets		New Private Streets		New Public Streets	
	Public Easements	No Public Easements	Public Easements	No Public Easements	Public Easements	No Public Easements
Deed of Dedication*						X
Deed of Easement*	X		X			
Deed of Dedication & Easement*					X	
Subdivision Agreement	X		X	X	X	X
Engineer's Estimate	X		X	X	X	X
Surety Bond or Letter of Credit	X		X	X	X	X

(\* If the property being subdivided has a BMP Agreement recorded on it, additional language is required.)

(NOTE: Additional model forms and checklists for deeds, surety, subdivision agreements, etc. are available on the Planning Department's website:

<http://www.spotsylvania.va.us/content/20925/20991/default.aspx>

## Required Notes

### Scenic Buffer Note

Per Section 20-5.1.9k, Lots shall have a scenic buffer strip one hundred (100) feet in width along the existing secondary or primary road frontage in which the existing vegetation and contours of the land will not be disturbed or altered. Nothing in this section shall be construed to prohibit ingress/egress on the secondary or primary road where permitted by the standards of this chapter and VDOT, nor to prohibit the placement of fences or the planting of additional landscaping within the scenic buffer strip

### Floodplain Note

The following is the preferred wording to be shown on all plats as it relates to FEMA Floodplain designations (the Engineer/Surveyor is responsible for replacing "xxx" with the correct FEMA map #):

- ❖ *"No portion of the land hereon is located in the F.I.R.M. 100-year special flood area zone "A", as indicated on FEMA map # xxx dated February 18, 1998. However, this land is located in zone "X" (areas outside of the 500-year floodplain)."*

OR

- ❖ *"Portions of the land hereon are located in the F.I.R.M. 100-year special flood area zone "A" as indicated on FEMA map # xxx dated February 18, 1998 and is so designated hereon."*

### Chesapeake Bay Preservation Act Notes

Per the Chesapeake Bay Preservation Act and the Chesapeake Bay Preservation Ordinance of Spotsylvania County, the following statements must be applied to all site plans and plats.

- ❖ *"CBPA is an overlay district for the entire Spotsylvania County and the parcel described within this plan lies within the RMA features and (does/does not) contain RPA features within the Chesapeake Bay Preservation Area Overlay District."*

### Resource Protection Area Note

If the parcel/lot does have a RPA feature on it, please include the following note:

- ❖ *"Resource Protection Area (RPA) is a 100 foot wide buffer area that shall remain undisturbed and vegetated in accordance with Spotsylvania County Code Chapter 6A- Chesapeake Bay Preservation."*

AND

- ❖ *RPA shown per County maps or RPA field delineated by (name of firm)*
- ❖ **In BOLD print: NOTICE: PERMITTED DEVELOPMENT IN THE RESOURCE PROTECTION AREA (RPA) IS LIMITED TO WATER DEPENDENT FACILITIES OR REDEVELOPMENT IN THE RPA, INCLUDING THE 100-FOOT WIDE VEGETATED BUFFER.**

### Reservoir Protection Overlay District Note

If the parcel/lot is located in a Reservoir Protection Overlay District, include the following note:

- ❖ *This parcel/tract is located in the Reservoir Protection Overlay District of the County.*

### River Protection Overlay District Note

If the parcel/lot is located in a River Protection Overlay District, include the following note:

- ❖ *This parcel/tract is located in the River Protection Overlay District of the County.*

### Highway Corridor Overlay District Note

If the parcel/lot is located in the Highway Corridor Overlay District, include the following note:

- ❖ *This parcel/tract is located in the Highway Corridor Overlay District of the County.*

### Historic Overlay District Note

If the parcel/lot is located in the Historic Overlay District, include the following note:

- ❖ *This parcel/tract is located in the Historic Overlay District of the County.*



### **Airport Corridor Overlay District Note**

If the parcel/lot is located in the Airport Corridor Overlay District, include the following note:

- ❖ *This parcel/tract is located in the Airport Corridor Overlay District of the County.*

### **VDOT Drainage**

Property owners are responsible for preserving drainage easements on/across their property. Such easements serving roadways maintained by VDOT will be maintained by VDOT only as required to protect the roadway from damage or flooding.

### **GPS Tie In Requirements**

GPS Tie In note block on the Cover Sheet, and one of the following:

- \_\_\_\_\_a. VA State Plane, North Zone, 1983 Datum X,Y coordinate values on two adjacent outer perimeter property pins or monumented corners\*, or
- \_\_\_\_\_b. Surveyed distance and bearing traverses to and between two inter-visible County, NGS, or VDOT monuments, from and between two adjacent outer perimeter property pins or monumented corners\*.

\*Tie in by one of the above methods also required to be displayed on those sheets showing any portion of a storm sewer system.

### **GPS Tie In Note**

The (plat of land/site plan) shown hereon is referenced to the Virginia Coordinate System of 1983 as computed from a field survey which ties this development boundary to (SC or NGS or VDOT) monument (insert number and name of monument).

The grid factor (elevation factor x scale factor) that has been applied to the field distance to derive the referenced coordinates is (insert complete grid factor). Unless otherwise stated the plat distances shown are intended to be horizontal distances measured at the mean elevation of the development.

The bearings shown are referenced to VCS 1983 Grid North. The foot definition used for conversion of the monument coordinates is the "U.S. Survey Foot" or 1 Ft = 1200/3937 meter.

Geodetic control monuments existing or placed within the boundaries of this development shall not be disturbed. The landowner assumes the responsibility for replacement of any disturbed monument.

### **Note for Lots 15 acres or Larger Not Demonstrating Septic Capacity**

Any plat with lots created without the submission of soil reports demonstrating primary and one hundred (100) percent reserve septic capacity shall include a note in **BOLD AND CAPITAL LETTERS STATING WHICH LOTS WERE PLATTED WITHOUT DEMONSTRATING SEPTIC CAPACITY MEETING THE REQUIREMENTS OF SPOTSYLVANIA COUNTY CODE, CHAPTER 6A.**

In **BOLD** type the following notice on plats that include lots served by on-site sewage treatment systems:  
**SEWAGE TREATMENT SYSTEM PUMP OUT IS REQUIRED EVERY FIVE (5) YEARS IN ACCORDANCE WITH SPOTSYLVANIA COUNTY CODE CHAPTER 6A-10(B)(1).**

### **More Information**

The location of GPS monuments within Spotsylvania County can be found in the GIS/Mapping section of the Spotsylvania County Website:

<http://www.spotsylvania.va.us/content/20925/20971/23730.aspx>

Final Subdivision OR Record Plat	Surveyor's Certificate	Owner's Consent	Compliance	County Review
No Streets, No Common Area	1A	4A	1	3
No Streets, Common Area (covenants)		4B		
Private Streets, No Common Area		4C		
Private Streets, Common Area (covenants)		4D		
Public Streets, No Common Area		4E		
Public Streets, Common Area (covenants)	4F			

## Model Forms

### Compliance Certificate Form #1

(Use only on a Record Plat with an approved Preliminary Plat)

### Certificate of Compliance

This plat conforms to the approved Preliminary Plat.

\_\_\_\_\_  
Planning Director or  
Authorized Representative

\_\_\_\_\_  
Date

### Surveyor's Certificate Form #1A

### Surveyor's Certificate

I hereby certify that to the best of my knowledge and belief, all of the requirements of the Board of Supervisors and ordinances of the County of Spotsylvania, Virginia, regarding the platting of subdivisions within the County, have been complied with.

The record owner of the property shown on this plat is \_\_\_\_\_ who obtained title by deed dated \_\_\_\_\_ and recorded in the Spotsylvania County Circuit Court Clerk's Office in Deed Book \_\_\_\_\_ Page \_\_\_\_\_ or Instrument # \_\_\_\_\_.

\_\_\_\_\_  
Professional Engineer  
Or Licensed Land Surveyor

\_\_\_\_\_  
Date

**The foregoing plat is not approved until all signatures have been obtained.**

### Review Form #3:

### Certificate of Approval

This subdivision known as \_\_\_\_\_  
Subdivision is approved by the undersigned in accordance with existing subdivision regulations and may be committed to record and the County accepts all dedications.

\_\_\_\_\_  
Highway Official  
(Omit if no right-of-way dedications)

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Administrator or Agent  
of the County Board of Supervisors

\_\_\_\_\_  
Date

**NOTICE: THIS PLAT SHALL BECOME NULL AND VOID AND BE OF NO FURTHER FORCE AND EFFECT IF THE PLAT IS NOT RECORDED IN ACCORDANCE WITH THE SUBDIVISION ORDINANCE OF SPOTSYLVANIA COUNTY WITHIN SIX (6) MONTHS OF THE DATE OF APPROVAL.**

**APPROVAL AND/OR RECORDING OF THIS PLAT DOES NOT CONSTITUTE ASSURANCE THAT PUBLIC SEWER OR PUBLIC WATER SERVICE WILL BE AVAILABLE TO SERVE THE LAND DESCRIBED ON THIS PLAT AT ANY PARTICULAR TIME.**

**PERMITTED DEVELOPMENT IN THE RESOURCE PROTECTION AREA (RPA) IS LIMITED TO WATER DEPENDENT FACILITIES OR REDEVELOPMENT IN THE RPA, INCLUDING THE 100-FOOT WIDE VEGETATED BUFFER.**

**Owner's Consent #4A:**

**Owner's Consent and Dedication**

The subdivision of land on this plat, containing \_\_\_ acres and designated as (subdivision name) subdivision, situated in \_\_\_\_\_ Magisterial District, in the County of Spotsylvania, Virginia, is with the free consent and in accordance with the desires of the undersigned owner(s) thereof; all easements shown on said plat are hereby dedicated to the public use.

The said \_\_\_ acres of land hereby subdivided having been conveyed to (names of owners) by \_\_\_\_\_, by deed dated \_\_\_, 20\_\_\_, and recorded in the Clerk's Office of the Circuit Court of Spotsylvania County, Virginia in Deed Book \_\_\_ Page \_\_\_ or Instrument # \_\_\_\_\_.

The said lot (lot #) adjusted hereby having been conveyed to (names of owners) by \_\_\_\_\_, by deed dated \_\_\_\_\_, 20\_\_\_, and recorded in the Clerk's Office of the Circuit Court of Spotsylvania County, Virginia in Deed Book \_\_\_ Page \_\_\_ or Instrument # \_\_\_\_\_.

Given under our hands this \_\_\_ day of \_\_\_\_\_, 20\_\_\_.

\_\_\_\_\_(Seal)

\_\_\_\_\_(Seal)

STATE/Commonwealth of \_\_\_\_\_  
CITY/COUNTY OF \_\_\_\_\_, to wit:

The foregoing instrument was acknowledged before me by \_\_\_\_\_ this \_\_\_ day of \_\_\_\_\_, 20\_\_\_.

My commission expires: \_\_\_\_\_  
My Registration Number is: \_\_\_\_\_

\_\_\_\_\_  
Notary Public  
Printed Name

**Owner's Consent #4B:**

**Owner's Consent and Dedication**

The subdivision of land shown on this plat, containing \_\_\_ acres, and designated as (subdivision name) subdivision, situated in \_\_\_\_\_ Magisterial District, in the County of Spotsylvania, Virginia, is with the free consent and in accordance with the desires of the undersigned owners thereof; all easements shown on said plat are hereby dedicated to the public use; 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 \_\_\_\_\_, 20\_\_\_, and recorded in the Clerk's Office of Spotsylvania County, Virginia, in Deed Book \_\_\_ Page \_\_\_ or Instrument # \_\_\_\_\_.

The said \_\_\_ acres of land hereby having been conveyed to (names of owners) by \_\_\_\_\_, by deed dated \_\_\_, 20\_\_\_, and recorded in the Clerk's Office of the Circuit Court of Spotsylvania County, Virginia in Deed Book \_\_\_ page \_\_\_ or Instrument # \_\_\_\_\_.

Given under our hands this \_\_\_ day of \_\_\_\_\_, 20\_\_\_.

\_\_\_\_\_(Seal)

\_\_\_\_\_(Seal)

STATE/Commonwealth of \_\_\_\_\_  
CITY/COUNTY OF \_\_\_\_\_, to wit:

The foregoing instrument was acknowledged before me by \_\_\_\_\_ this \_\_\_ day of \_\_\_\_\_, 20\_\_\_.

My commission expires: \_\_\_\_\_  
My Registration Number is: \_\_\_\_\_

\_\_\_\_\_  
Notary Public  
Printed Name

**In any of the Owner's Consent and Dedication forms, please insert the word "non-private" in front of the word "easements" in the dedication line if there are any private easements reserved or shown on the plat.**

**Owner's Consent #4C:**

**Owner's Consent and Dedication**

The subdivision of land shown on this plat, containing \_\_\_ acres, and designated as (subdivision name) subdivision, situated in \_\_\_\_\_ Magisterial District, in the County of Spotsylvania, Virginia, is with the free consent and in accordance with the desires of the undersigned owners thereof; except for roadways, all easements shown on said plat are hereby dedicated to the public use. All streets in this subdivision are private and will be maintained by owners of the lots or the owners of the dwellings located in the subdivision. Prior to any future request for their addition to the state secondary highway system, they must be developed in the full compliance with the state department of transportation subdivision street requirements in effect at that time. Any such development shall be at the expense of the owners of the lots or the owners of the dwellings located in the subdivision.

The said \_\_\_ acres of land hereby subdivided having been conveyed to (names of owners) by \_\_\_\_\_, by deed dated \_\_\_\_\_, 20\_\_\_, and recorded in the Clerk's Office of the Circuit Court of Spotsylvania County, Virginia in Deed Book \_\_\_ Page \_\_\_ or Instrument # \_\_\_\_\_.

Given under our hands this \_\_\_ day of \_\_\_\_\_, 20\_\_\_.

\_\_\_\_\_(Seal)

\_\_\_\_\_(Seal)

STATE/Commonwealth of \_\_\_\_\_  
CITY/COUNTY OF \_\_\_\_\_, to wit:

The foregoing instrument was acknowledged before me by \_\_\_\_\_ this \_\_\_ day of \_\_\_\_\_, 20\_\_\_.

My commission expires: \_\_\_\_\_

My Registration Number is: \_\_\_\_\_

\_\_\_\_\_  
Notary Public  
Printed Name

**Owner's Consent #4D:**

**Owner's Consent and Dedication**

The subdivision of land shown on this plat, containing \_\_\_ acres, and designated as (subdivision name), subdivision, situated in \_\_\_\_\_ Magisterial District, in the County of Spotsylvania, Virginia, is with the free consent and in accordance with the desires of the undersigned owners thereof; except for roadways, all easements shown on said plat are hereby dedicated to the public use; 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 \_\_\_\_\_, 20\_\_\_, and recorded in the Clerk's Office of Spotsylvania County, in Deed Book \_\_\_, Page \_\_\_ or Instrument # \_\_\_\_\_. All streets in this subdivision are private and will not be maintained by either the county or the Department of Transportation. They shall be maintained by the owners of the lots or the owners of the dwellings located in the subdivision. Prior to any future request for their addition to the state secondary highway system, they must be developed in full compliance with the state department of transportation subdivision street requirements in effect at that time. Any such development shall be at the expense of the owners of the lots or the owners of the dwellings located in the subdivision.

The said \_\_\_ acres of land hereby subdivided having been conveyed to (names of owners) by \_\_\_\_\_, by deed dated \_\_\_\_\_, 20\_\_\_, and recorded in the Clerk's Office of the Circuit Court of Spotsylvania County, Virginia in Deed Book \_\_\_ Page \_\_\_ or Instrument # \_\_\_\_\_.

Given under our hands this \_\_\_ day of \_\_\_\_\_, 20\_\_\_.

\_\_\_\_\_(Seal)

\_\_\_\_\_(Seal)

STATE/Commonwealth of \_\_\_\_\_  
CITY/COUNTY OF \_\_\_\_\_, to wit:

The foregoing instrument was acknowledged before me by \_\_\_\_\_ this \_\_\_ day of \_\_\_\_\_, 20\_\_\_.

My commission expires: \_\_\_\_\_

My Registration Number is: \_\_\_\_\_

\_\_\_\_\_  
Notary Public  
Printed Name

**Owner's Consent #4E:**

**Owner's Consent and Dedication**

The subdivision of land shown on this plat, containing \_\_\_ acres, and designated as (subdivision name) subdivision, situated in \_\_\_\_\_ Magisterial District, in the County of Spotsylvania, Virginia, is with the free consent and in accordance with the desires of the undersigned owners thereof; all right of way dedicated to public street purposes and easements shown on said plat are hereby dedicated to the public use.

The said \_\_\_ acres of land hereby subdivided hereby having been conveyed to (names of owners) by \_\_\_\_\_, by deed dated \_\_\_\_\_, 20\_\_\_, and recorded in the Clerk's Office of the Circuit Court of Spotsylvania County, Virginia in Deed Book \_\_\_ Page \_\_\_ or Instrument # \_\_\_\_\_.

Given under our hands this \_\_\_ day of \_\_\_\_\_, 20\_\_\_.

\_\_\_\_\_(Seal)

\_\_\_\_\_(Seal)

STATE/Commonwealth of \_\_\_\_\_  
CITY/COUNTY OF \_\_\_\_\_, to wit:

The foregoing instrument was acknowledged before me by \_\_\_\_\_ this \_\_\_ day of \_\_\_\_\_, 20\_\_\_.

My commission expires: \_\_\_\_\_

My Registration Number is: \_\_\_\_\_

\_\_\_\_\_  
Notary Public  
Printed Name

**If dedications, of primary road right-of-way, alter the Owner's Consent and Dedication to state that the right-of-way dedication shown is dedicated to the Commonwealth of Virginia, Department of Transportation for public street purposes.**

**Owner's Consent #4F:**

**Owner's Consent and Dedication**

The subdivision of land shown on this plat, containing \_\_ acres, and designated as (subdivision name), subdivision, situated in \_\_\_\_\_ Magisterial District, in the County of Spotsylvania, Virginia, is with the free consent and in accordance with the desires of the undersigned owners thereof; all right of way dedicated to public street purposes and easements shown on said plat are hereby dedicated to the public use; all lots within the subdivision are subject to certain restrictions, reservations, stipulations and covenants as contained in writing executed by the undersigned, under date of \_\_, 20\_\_, and recorded in the Clerk's Office of Circuit Court Spotsylvania County, Virginia, in Deed Book \_\_, Page\_\_ or Instrument # \_\_\_\_\_.

The said \_\_ acres of land hereby subdivided having been conveyed to (names of owners) by \_\_\_\_\_, by deed dated \_\_\_\_\_, 20\_\_, and recorded in the Clerk's Office of the Circuit Court of Spotsylvania County, Virginia in Deed Book \_\_\_\_\_ Page \_\_\_\_\_ or Instrument # \_\_\_\_\_.

Given under our hands this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_(Seal)

\_\_\_\_\_(Seal)

STATE/Commonwealth of \_\_\_\_\_

CITY/COUNTY OF \_\_\_\_\_, to wit:

The foregoing instrument was acknowledged before me by \_\_\_\_ this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

My commission expires: \_\_\_\_\_

My Registration Number is: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
Notary Public  
Printed

# Spotsylvania County Planning Department

*(This checklist is used by planning staff to review Record Plat Applications in conjunction with relevant County Code Sections, the Design Standards Manual, and the Comprehensive Plan)*

## Record Plat Checklist:

Project Name: \_\_\_\_\_  
Project Number: \_\_\_\_\_  
Date Sent to GIS: \_\_\_\_\_  
Date Sent to VDOT: \_\_\_\_\_  
Date Sent to VDH: \_\_\_\_\_  
Date Sent for Final Review: \_\_\_\_\_

### I. Required Submissions [20-4.6.1]:

- \_\_\_\_\_ 1. Application form completed, signed, and all fees paid;
- \_\_\_\_\_ 2. Ten (10) plat copies provided (will accept without the grantor's signature(s) for the first submission only);
- \_\_\_\_\_ 3. All plat copies are to be sealed, signed, and dated (Please note if revisions were made and the seal should contain the date of the last revision) by the Surveyor/Engineer with an original signature. Blue ink is preferred. The seal must indicate if the Surveyor is either certified (Cert) or licensed (Lic.);
- \_\_\_\_\_ 4. All plats are signed by the Landowner(s) exactly as they appear in all documents and the signature(s) are correctly notarized [will accept without signature(s) and notary seal for the first submission only];
- \_\_\_\_\_ 5. The Deed of Dedication and/or Easement is completed, signed, and notarized. Upon notification by Planning, a certificate of title, title report, or an attorney's opinion letter that is not more than thirty (30) days old is provided (**Applicant should only provide the title report when called for by the Case Planner**);
- \_\_\_\_\_ 6. Completed "Commonwealth of Virginia Application for Subdivision Review";
- \_\_\_\_\_ 7. If subject to covenants recorded with a previous section, provide a copy of a supplementary declaration or fill in the reference to previously recorded covenants in the Owner's Consent and Dedication;
- \_\_\_\_\_ 8. For any subdivision section, [20-4.6.1 (b-j)] provide the following:
  - \_\_\_i. A copy of the executed covenants and/or restrictions;
  - \_\_\_ii. A copy of the articles of incorporation or other documentation of organization;
  - \_\_\_iii. A copy of the bylaws;
  - \_\_\_iv. A fiscal program for a minimum period of ten (10) years, including adequate reserve funds for the maintenance of all lands, streets, facilities, and uses under the purview of the homeowners' association;
  - \_\_\_v. A recommended time schedule for maintenance of major facilities including: streets, street signs, pools, sidewalks, parking areas, buildings, and other subdivision improvements; is provided;
  - \_\_\_vi. A copy of the notice that will be given to prospective buyers regarding the organization, assessments, and fiscal program;
  - \_\_\_vii. A copy of a deed of conveyance and a title certificate, or a commitment for a policy of title insurance issued by an insurance company authorized to do business in the Commonwealth of Virginia, assuring unencumbered title for all lands proposed to be conveyed to the County, other appropriate governmental agency, or other organization, including the homeowners' association (not older than thirty (30) days). (**Applicant should only provide a title report when called for by the Case Planner**);
  - \_\_\_viii. An executed deed of dedication and easement conveying to the County land in fee simple and easements for public/county purposes which are depicted on the record plat; and;
  - \_\_\_ix. An executed subdivision agreement and improvement guarantees.
- \_\_\_\_\_ 9. If public improvements will be constructed (streets, waterlines, sewer lines, etc.):
  - \_\_\_a. Provide completed Subdivision Agreement [20-6.1.2];
  - \_\_\_b. Provide an itemized engineer's estimate of the cost to complete all subdivision improvements [20-6.1.3 (a)];
  - \_\_\_c. Provide a Surety Bond, Irrevocable Letter of Credit, or other acceptable form of security equal to 110% of Engineer's estimate is posted. If the Subdivider has constructed all or part of the improvements, security equal to 110% of the Engineer's estimate or 10% of the total cost of improvements, whichever is greater [20-6.1.3 and 20-6.1.4]; **Cash bonds exceeding \$1,000 must be paid by certified check.**
  - \_\_\_d. Provide an Irrevocable Letter of Credit; expiration date is one month later than the Subdivision Agreement's performance date [20-6.1.4];
  - \_\_\_e. For public streets, provide a separate Bond for Snow Removal, payable to Treasurer of Spotsylvania County, in the amount according to the formula using the current fee schedule [20-6.1.8]; **Cash bonds exceeding \$1,000 must be paid by cashier's check.**
- \_\_\_\_\_ 10. No record plat developed under article 4 of chapter 20 shall be recorded or site plan for lots created under article 13 of chapter 20 approved until the form of a subdivision or infrastructure agreement and adequate surety for subdivision improvements have been approved.

**II. Plat Cover Sheet to contain the following:**

- \_\_\_\_\_ 1. Proposed subdivision name;
- \_\_\_\_\_ 2. Name and address of Landowner and Developer;
- \_\_\_\_\_ 3. Name and address of Plat Preparer; Name, signature, license number, seal and address
- \_\_\_\_\_ 4. Date of Plat preparation and any subsequent revision dates;
- \_\_\_\_\_ 5. Vicinity map (with a North Arrow) at a 1" = 2000' scale;
- \_\_\_\_\_ 6. A Key if the Plat contains more than two sheets;
- \_\_\_\_\_ 7. A Surveyor's Certificate\*;
- \_\_\_\_\_ 8. An Owner's Consent and Dedication\*;
- \_\_\_\_\_ 9. A Compliance Certificate\*;
- \_\_\_\_\_ 10. A Certificate of Approval\*;

(\*See "Model Forms" listed earlier)

**III. Plat to contain the following and label each:**

- \_\_\_\_\_ 1. Lots and open space meet requirements of the applicable zoning district;
- \_\_\_\_\_ 2. 18" x 24" maximum sheet size: 1" = 100' maximum scale; 1" = 200' if lots are five (5) acres or more;
- \_\_\_\_\_ 3. Adjacent parcel labeled (include: owners' name, tax map number, and land record reference number);
- \_\_\_\_\_ 4. Show existing interior parcel boundaries;
- \_\_\_\_\_ 5. Label boundary/lot lines to be deleted: "Property/Boundary/Lot Line Hereby Extinguished";
- \_\_\_\_\_ 6. If only a portion of a tract is being subdivided, indicate the remaining tract acreage and confirm it is not less than that required by the current zoning district;
- \_\_\_\_\_ 7. Show all existing easement boundaries, with a label, referencing the recorded instrument number that created the easement;
- \_\_\_\_\_ 8. Indicate new easement location, width, and purpose. If private, label as "private" and "hereby reserved"; if public, label as "public" and "hereby granted";
- \_\_\_\_\_ 9. Label Drainage (1<sup>st</sup> 100' only), stormwater management, waterline, public sidewalk, and sewer line easements and that they are dedicated to the County. All other utility easements, if shown, (including gas, electric, cable television, etc.) are reserved by the Developer and labeled for use by the utility company;
- \_\_\_\_\_ 10. If granting a Stormwater Management Easement, please ensure that a Stormwater Management Access Easement is granted and show that access is available from the public roadway to the stormwater management facility. The SWM Access Easement must be a minimum of 12 feet in width.
- \_\_\_\_\_ 11. All lots shown with easements to be served with public water and sewer are located within the Primary Development Boundary;
- \_\_\_\_\_ 12. Is the property in the **Reservoir Overlay Protection District**? If so, mark the following that apply:
  - \_\_\_\_a. Five (5) acres for lots to be served by private septic systems adjacent to an existing/proposed reservoir [23-7.5.4 (1) a];
  - \_\_\_\_b. Two (2) acres for lots to be served by public sewer adjacent to an existing/proposed reservoir [23-7.5.4 (1) b];
  - \_\_\_\_c. Lots shall have a minimum dimension of two hundred (200) feet along the mean high water line or county acquisition line of an existing/proposed reservoir [23-7.5.4 (2)];
  - \_\_\_\_d. Buffer of one hundred fifty (150) feet at an existing/proposed adjacent reservoir [23-7.5.4 (3) a];
  - \_\_\_\_e. Buffer of seventy-five (75) feet in width to any river and perennial stream [23-7.5.4 (3) b];
  - \_\_\_\_f. A septic setback of two hundred fifty (250) feet from the mean high water lines of an existing/proposed reservoir and sewage or reserve drainfield spaces or septic tanks [23-7.5.4 (4) b];
  - \_\_\_\_g. One hundred (100) foot septic setback from flood easement (Ni Reservoir only) [22-232];
  - \_\_\_\_h. Two hundred (200) foot septic setback if under 1.25 acres (Ni Reservoir only) [22-232];
  - \_\_\_\_i. Add a note that the property lies within the County's Reservoir Protection Overlay District (see "**Required Notes**" section listed earlier);
- \_\_\_\_\_ 13. Is the property in the **River Overlay Protection District**? If so, mark the following that apply:
  - \_\_\_\_a. Minimums conform to River Protection Overlay District standards;
  - \_\_\_\_b. Five (5) acres for lots to be served by private septic systems adjacent to an existing/proposed river [23-7.4.4 (a)];
  - \_\_\_\_c. Two (2) acres served by private septic system, adjacent to an existing/proposed river provided that the lots are clustered to achieve a minimum of 50% open space or rural preservation area (PRR zoning), a one hundred fifty (150) foot buffer is maintained along waters with perennial flow, and the number of lots may not exceed a density of one (1) dwelling unit per five (5) gross acres [23-7.4. 4 (b)];
  - \_\_\_\_d. Regulated by the underlying zoning district for lots to be served by public sewer [23.7.4.4 (c)];
  - \_\_\_\_e. Add a note that property lies within the County's River Protection Overlay District (see "**Required Notes**" section listed earlier);
- \_\_\_\_\_ 14. Label existing and proposed street names, numbers, and right-of-way width [20-5.1.8 (f) and (h)];
- \_\_\_\_\_ 15. Right-of-way dedications along existing public streets are in accordance with the Design Standards

Manual (DSM) or, if noted specifically, per the Thoroughfare Plan of the Comprehensive Plan; label all right-of-way being dedicated along **primary roads** (State routes 1-600) as “Dedicated to the Commonwealth of Virginia acting by and through the Virginia Department of Transportation”. **A Deed of Dedication for primary roads must be coordinated directly with VDOT.** Right-of-way along **secondary roads** (State routes 601 & higher) should be dedicated to Spotsylvania County for public street purposes. (If Primary Road dedication only, no county deed of dedication or title report is needed. If the plat contains both primary and secondary road dedication, the secondary road right of way dedication will require a deed of dedication and title report.);

- \_\_\_\_ 16. Temporary turnaround easements are shown on stub streets eligible for VDOT acceptance. Easements included are within subdivision boundary unless adjacent un-subdivided land is under the same ownership [DSM 5-1.5C];
- \_\_\_\_ 17. For the future completion of VDOT eligible stub streets, onsite grading easements shall be dedicated for future completion of the street when the off-site area is developed [DSM 5-1.5C];
- \_\_\_\_ 18. Right-of-way for private streets is shown as parcel(s) of common area [20-7.1.1];
- \_\_\_\_ 19. Location and purpose of dedicated areas and common areas are shown;
- \_\_\_\_ 20. Lot location, dimensions, and area (in square feet if under one [1] acre) are shown;
- \_\_\_\_ 21. All watercourse locations and names are shown;
- \_\_\_\_ 22. Boundary of one hundred (100)-year floodplain, or note stating that lots are not within Zone A per FEMA maps dated 2/18/98 or later. The preferred wording can be found in the “**Required Notes**” section;
- \_\_\_\_ 23. Note specifying which lots contain moderate or high potential shrink/swell soils
- \_\_\_\_ 24. Bearings, distances, and curve data shown;
- \_\_\_\_ 25. Geodetic Control Monument Notes: (If a proposed subdivision any part of which is located within one (1) mile of any second order geodetic control monuments, the following requirements shall apply:
  - \_\_\_\_ a. Plat shall reference at least two (2) concrete monuments at the subdivision corners and the bearings shall be referenced to the VCS 1983. The geodetic control monument from which the coordinate reference is derived shall be referenced including the identifier and VCS 1983 coordinates [20-8.1.3(a)(1)];
  - \_\_\_\_ b. Provide north arrow annotated in accordance with the meridian to which the plat bearings are referenced to VCS 1983 [8.1.3(a)(2)];
  - \_\_\_\_ c. Notation on Plat: Notes shall appear on the plat and shall be prepared in accordance to the referenced note [20-8.1.3(a)(3)] (See “**Required Notes**” section);
  - \_\_\_\_ d. If there is no suitable geodetic control found within one mile of any part of this subdivision, the plat shall state: “No suitable geodetic control was found within one mile of any part of this subdivision.”
- \_\_\_\_ 26. Soil Consultant’s On-site Soil Evaluator (OSE) reports (two copies) or approved VA Department of Health permits are provided indicating availability and location of a primary drainfield area with 100% reserve capacity for each parcel (if required, Please note that if you are creating lots fifteen (15) acres or larger, no soil reports or drainfield plats are required, but a note will need to be placed on the plat (see p. 9.) together with conceptual house sites. Soil reports shall meet VDH minimum information requirements;
- \_\_\_\_ 27. The OSE Certification Statement and Health Department Statement (see “**Required Notes**”) shall be included on Record Plats when any type of Health Department approval is requested. The Statement needs to be signed by the certifying OSE;
- \_\_\_\_ 28. Chesapeake Bay Preservation Act (CBPA) note is on the plat;
- \_\_\_\_ 29. Resource Protection Area (RPA) is shown (when applicable) on the plat and labeled as either field delineated or per County maps; RPA note is shown on the plat
- \_\_\_\_ 30. One hundred (100) foot scenic buffer along existing public streets is delineated and the “Scenic Buffer” note is shown, if required. (See “**Required Notes**” section);
- \_\_\_\_ 31. Note added under the County Review Form in bold print that states: **NOTICE: THIS PLAT SHALL BECOME NULL AND VOID AND BE OF NO FURTHER FORCE AND EFFECT IF THE PLAT IS NOT RECORDED IN ACCORDANCE WITH THE SUBDIVISION ORDINANCE OF SPOTSYLVANIA COUNTY WITHIN SIX (6) MONTHS OF THE DATE OF APPROVAL.** [20-4.6.1 (a) (4)];
- \_\_\_\_ 32. Note added under the County Review Form in bold print that states: **NOTICE: APPROVAL AND/OR RECORDING OF THIS PLAT DOES NOT CONSTITUTE ASSURANCE THAT PUBLIC SEWER OR PUBLIC WATER SERVICE WILL BE AVAILABLE TO SERVE THE LAND DESCRIBED ON THIS PLAT AT ANY PARTICULAR TIME.** [20-4.6.1 (a) (4)];
- \_\_\_\_ 33. Note added under the County Review Form in bold print that states: **NOTICE: PERMITTED DEVELOPMENT IN THE RESOURCE PROTECTION AREA (RPA) IS LIMITED TO WATER DEPENDENT FACILITIES OR REDEVELOPMENT IN THE RPA, INCLUDING THE 100-FOOT WIDE VEGETATED BUFFER.** [20-4.6.1 (a) (4)];
- \_\_\_\_ 34. Lots served by on-site sewage treatment systems, add a note added under the County Review Form in bold print that states: **NOTICE: SEWAGE TREATMENT SYSTEM PUMP OUT IS REQUIRED EVERY FIVE (5) YEARS IN ACCORDANCE WITH SPOTSYLVANIA COUNTY CODE CHAPTER 6A-10(B)(1).** [20-4.6.1 (a) (4)];
- \_\_\_\_ 35. With any resubmission, please include a comment response letter addressing how all comments were or were not addressed;



**IV. Conformance:**

- \_\_\_\_\_ 1. Plat conforms to the approved preliminary plat and/or conforms to all requirements of Article 5 of the Subdivision Ordinance (Ch. 20) and the Zoning Ordinance (Ch. 23);
- \_\_\_\_\_ 2. Plat conforms to the approved site plan;
- \_\_\_\_\_ 3. Plat conforms to all requirements of the Chesapeake Bay Ordinance (Ch. 6A);
- \_\_\_\_\_ 4. Parcel being divided is/is not in the Land Use Program. (Mark the Application appropriately);

**V. Approvals:**

- \_\_\_\_\_ 1. VDOT official has signed the Plats (if required);
- \_\_\_\_\_ 2. VDH official has signed the Plats (if required);
- \_\_\_\_\_ 3. County Administrator has signed all legal documents;
- \_\_\_\_\_ 4. Subdivision Agent has signed the Plats;

*(Note: Additional Model forms and checklists for deeds, surety, and subdivision agreements are available on the Planning Department's website: [www.spotsylvania.va.us/departments/planning](http://www.spotsylvania.va.us/departments/planning)).*

*(Additional Note: Right-of-way dedications along primary roads are to be made to the Commonwealth of Virginia, Department of Transportation and do not require submission of a Deed of Dedication, or the associated Title Report, to the County. If the Plat contains secondary road dedications, or both primary and secondary road dedications, the secondary road right-of-way dedication will require a Deed of Dedication to the County and a Title Report that is not more than thirty (30) days old from the date of final submission.)*

## Soil Report Checklist\*

(Give this checklist to your Soil Consultant)

*Note: The following information is needed to verify that the requirements of the Chesapeake Bay Preservation Ordinance and the Reservoir Protection Overlay District that relate to parcel divisions and property line adjustments have been met. Soil reports in this format may be used to apply with the Health Department for a septic system construction permit or certification letter.*

- \_\_\_\_\_ 1. Name, title, and signature of the person preparing the report (OSE seal);
- \_\_\_\_\_ 2. Address, phone number, and fax number (if applicable) of a Contact Person;
- \_\_\_\_\_ 3. Soil profiles for all proposed drainfields and reserve areas;
- \_\_\_\_\_ 4. Statement indicating capacity of drainfield (in number of bedrooms), and percentage reserve available (at least 100%);
- \_\_\_\_\_ 5. Scaled sketch showing the following:
  - \_\_\_ a. Property lines and dimensions of existing and proposed parcels;
  - \_\_\_ b. North arrow;
  - \_\_\_ c. Tax map parcel number;
  - \_\_\_ d. Bodies of water, including ponds, lakes, streams, drainage ways, etc;
  - \_\_\_ e. Resource Protection Areas;
  - \_\_\_ f. Two hundred fifty (250) foot septic setback line from mean high water line of existing or proposed reservoirs; one hundred foot (100) foot septic setback line from flood easement;
  - \_\_\_ g. Primary drainfield and reserve areas, including existing ones within two hundred (200') feet on adjacent parcels;
  - \_\_\_ h. Footprints of existing and proposed buildings, with distance between dwelling(s) and drainfields indicated;
  - \_\_\_ i. Distance between drainfields/reserve areas and property lines (five [5'] minimum setback);
  - \_\_\_ j. Existing or proposed driveways;
  - \_\_\_ k. Existing or proposed utility easements — Underground and aboveground (ten [10'] minimum setback for drainfields/reserve areas, or written permission for encroachment obtained from utility holding the easement);
  - \_\_\_ l. Proposed wells;
  - \_\_\_ m. Existing wells and springs within two hundred (200) feet of the proposed building and drainfield/reserve area, including those on adjacent parcels;
- \_\_\_\_\_ 6. If a parcel is vacant, a primary drainfield and 100% reserve area should be located or the parcel will be stamped "Not Approved for Sewage;"
- \_\_\_\_\_ 7. If a parcel has a dwelling with an existing septic system, a 100% reserve area is identified and located;
- \_\_\_\_\_ 8. VDH Level 1 Subdivision Review (sample included);

(\*NOTE: Soil Reports are required for all parcels not on public utilities, with the exception of lots fifteen (15) acres or larger. The Report is to clearly and accurately indicate: 1) the tax map parcel number(s); and, 2) that the property(s) has/have both a primary and a one 100% reserve drainfield as required and depicted on the Plat.)

## Spotsylvania County Health Department Level I Subdivision Review

Spotsylvania TM #: \_\_\_\_\_  
 Subdivision Name: \_\_\_\_\_  
 Developer: \_\_\_\_\_  
 Surveyor: \_\_\_\_\_  
 OSE: \_\_\_\_\_  
 Reviewing EHS: \_\_\_\_\_  
 Date: \_\_\_\_\_

**Items to be reviewed & required: per Sewage Handling and Disposal and OSE Regulations**

**Commonwealth of VA State Board of Health Sewage Handling and Disposal Regulations 12VAC 5-610-360.b**

Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Original topography shown at 2 ft. intervals or less
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lot boundaries, lot line dimensions, acreage
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Overall site boundary
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Neighboring property lines within 200 ft. of outermost property line
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed roads, cuts and fills
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Drainage easements and structures
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Utility easements
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Drainfield sites, reserve areas, and water supply locations clearly shown to scale on plat

**Commonwealth of VA State Board of Health Sewage Handling and Disposal Regulations 12VAC 5-610-456 & 460**

Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing & proposed water supplies for each lot & within 200 ft. of outermost property
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Individual OSE/PE Soil Reports identified as to individual lot, section number and subdivision
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OSE certification statement, signature, seal and date
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PE certification, seal and date

**Additional information**

Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Local government letter of request received
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Significant landscape features (see county plat requirements)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Subdivision plat to scale of 1" = 100' or larger.

# Commonwealth of Virginia

VDH Use Only

Health Department ID# \_\_\_\_\_  
Due Date \_\_\_\_\_

## Application for Subdivision Review

(page 1 of 2 to be filled out by the Owner or Agent)

Owner \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_  
Phone \_\_\_\_\_  
Fax \_\_\_\_\_

Developer/Agent \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_  
Phone \_\_\_\_\_  
Fax \_\_\_\_\_

AOSE \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_  
Phone \_\_\_\_\_  
Fax \_\_\_\_\_

Directions to Property: \_\_\_\_\_  
\_\_\_\_\_

Name of Proposed Subdivision \_\_\_\_\_  
Tax Map \_\_\_\_\_ Other Property Identification \_\_\_\_\_ Dimension/Acreage of Property \_\_\_\_\_  
Number of lots proposed \_\_\_\_\_ Proposed water source (note: new or existing, public or individual) \_\_\_\_\_  
General size of lots \_\_\_\_\_ (give range if appropriate)  
Additional description of subdivision \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Overview of soils and geology (optional but encouraged) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In order for VDH to process a subdivision application you **must** attach a plat of the property showing the location of the proposed onsite sewage disposal systems and the reserve absorption areas (if required) and the location of the water supply system on each lot, if applicable. Each plat or subsection of a subdivision plat shall be accompanied by specific soil information for each lot (absorption area and reserve area). If not provided by the local subdivision ordinance, the district or local health department may require the plat to show streets, utilities, storm drainage, water supplies, easements, lot lines and original topographic contour lines by detail survey or other information as required.

When the AOSE site evaluations are reviewed, the property lines, building location and the proposed well and sewage system sites **must** be clearly marked and the property sufficiently visible to see the topography, otherwise this application will be denied.

I give permission to the Virginia Department of Health (VDH) to enter onto the property described during normal business hours for the purpose of processing this application and to perform quality assurance checks of evaluations and designs certified by an Authorized Onsite Soil Evaluator (AOSE) or a Professional Engineer (PE) as necessary until the sewage disposal system has been constructed and approved.

\_\_\_\_\_  
Signature of Owner/Agent

\_\_\_\_\_  
Date



# Virginia Department of Health Notes

(Required for properties with drainfields only)

## OSE CERTIFICATION STATEMENT:

This is to certify according to Section 32.1-163.5 of the *Code of Virginia* that each lot in this subdivision complies with the *Sewage Handling and Disposal Regulations* (and *Private Well Regulations* if applicable) of the Virginia Department of Health and all local *[insert county name]* County ordinances related to onsite sewage disposal systems and private wells. All proposed onsite sewage disposal system areas (primary and reserve) will support systems that have general approval under, or for which design criteria are contained in, the *Sewage Handling and Disposal Regulations* (excludes provisional systems, experimental systems, Code of VA 32.1-163.6 system designs, and systems with conditions). I recommend approval of this subdivision.

\_\_\_\_\_  
Signature of OSE

\_\_\_\_\_  
Date

\_\_\_\_\_  
Typed Name of OSE

\_\_\_\_\_  
OSE # and Date

## HEALTH DEPARTMENT STATEMENT:

This subdivision is approved for individual onsite sewage systems in accordance with the provisions of the Code of Virginia, the Sewage Handling and Disposal Regulations (12VAC5-610-20-et. seq., the Regulations), and Sec. 20-4.6.1(a)(1).

This subdivision was submitted to the Spotsylvania County Health Department for review pursuant to §32.1-163.5 of the Code of Virginia which requires the Virginia Department of Health to accept private soil evaluations and designs from a licensed Onsite Soil Evaluator (OSE) or a Professional Engineer working in consultation with an OSE for residential development. The Virginia Department of Health is not required to perform a field check on such evaluations. This subdivision was certified as being in compliance with the Board of Health's regulations by: [OSE/PE name, license #, phone #]. This subdivision approval is issued in reliance upon that certification.

Pursuant to §360 of the Regulations this approval is not an assurance that Sewage Disposal System Construction Permits will be issued for any lot in the subdivision unless that lot is specifically identified as having an approved site for an onsite sewage disposal system, and unless all conditions and circumstances are present at the time of application for a permit as are present at the time of this approval. This subdivision may contain lots that do not have approved sites for onsite sewage systems.

*Note: If the approved sewage system sites are not shown on the record plat, they must be shown on a separate plat on file in the local health department. The plat showing the sewage system sites must be reconciled with the record plat. In this case the following sentence should be added to the approval letter:*

The approved onsite sewage system sites are not shown on the above referenced plat. Those sites are shown on a separate plat on file in the Spotsylvania Health Department.

\_\_\_\_\_  
Health Department Official

\_\_\_\_\_  
Date

## **APPENDICES**

DEED OF DEDICATION & EASEMENT

Prepared by: \_\_\_\_\_
Address: \_\_\_\_\_
City, State, Zip: \_\_\_\_\_

EXEMPT FROM TAXES PURSUANT TO VIRGINIA CODE 58.1-811(3).
Tax Map No. \_\_\_\_\_

THIS DEED OF DEDICATION AND EASEMENT, made this \_\_\_ day of \_\_\_\_\_ 20\_\_\_, by and between
\_\_\_\_\_, hereinafter referred to as "Landowner", Grantor, and
the COUNTY OF SPOTSYLVANIA, Virginia, hereinafter referred to as "County", Grantee.

THIS DEED WITNESSETH THAT for and in consideration of Ten Dollars (\$10.00) cash in hand paid to the
Landowner by the County and other good and valuable consideration, the receipt of which is hereby acknowledged, the
Landowner does hereby dedicate to public street purposes and convey unto the County and its successors and assigns in
fee simple, with General Warranty of title, all of that certain property identified as [quote plat label w/dedication area], as
shown on the plat dated \_\_\_\_\_, and last revised on \_\_\_\_\_, entitled \_\_\_\_\_,
(hereinafter the "Plat"), which is recorded simultaneously herewith and which is incorporated herein by this reference.

THIS DEED FURTHER WITNESSETH THAT for and in consideration of Ten Dollars (\$10.00) cash in hand paid to the
Landowner by the County and other good and valuable consideration, the receipt of which is hereby acknowledged, the
Landowner does hereby grant and convey unto the County permanent drainage and utility easements (the singular term
"easement" when used hereinafter to include the plural if applicable) for the installation, maintenance, operation, and repair
of drainage and utility lines, pipes, and facilities which easements are beneath, upon, and over strips of land which are
shown and designated as drainage and utility easements on the Plat. Such easement(s) are subject to the following:

1. All facilities, public works, and appurtenances which are installed in or on said property now or in the
future by or for the County shall be and remain the property of the County and no charge shall at any time be made by the
Landowner for the use of the property occupied by the County or for the privilege of constructing, maintaining and operating
said facilities and the necessary or appropriate appurtenances. The County accepts no responsibility for the construction,
maintenance or repair of the stormwater access and stormwater management easements but reserves unto itself the right
of access for inspection and emergency maintenance or repair. Nothing contained herein shall be deemed to supersede
the Agreement for Maintenance of \_\_\_\_\_ and Best Management Practice Facility dated
\_\_\_\_\_ by and between \_\_\_\_\_ and the County (hereinafter referred to
as "the SWM Agreement"), and recorded on \_\_\_\_\_ in the Clerk's Office of the Circuit Court of Spotsylvania
County, Virginia as Instrument No. \_\_\_\_\_, and in the event of any conflict between the SWM Agreement and
this Deed and the accompanying Plat, the terms of the SWM Agreement shall control.

2. The County and its agents and employees for the purpose of inspecting, maintaining or operating its
facilities shall have the right and easement of ingress and egress over any lands of the Landowner adjacent to the described
easement between any public or private roads and the described easement in such manner as shall occasion the least
practicable damage and inconvenience to Landowner.

3. The County shall have the right to inspect, rebuild, repair, change, alter and install such additional or
substitute lines or facilities within the easement herein granted as the County may from time to time deem advisable or
expedient, and shall have such rights and privileges as may be reasonably necessary for the full enjoyment or use for any
of the aforesaid purposes of the easement and rights herein granted.

4. The County shall have the right to trim, cut, and remove all trees, limbs, undergrowth, shrubbery,
landscape plantings of any kind, fences, buildings, structures, paving, or other obstructions or facilities within said easement



which it deems in any way to interfere with the proper and efficient construction, operation, and maintenance of the facilities in or on said easement.

5. The County shall repair or replace only ground cover now on the said easement which may be disturbed, damaged, or removed as a result of the construction of any of the County's facilities; shall remove all trash and other debris of construction or repair from the easement; and shall restore the surface thereof to its original condition as nearly as reasonably possible; all subject, however, to this exception, to-wit: that the County shall not be so obligated when it would be inconsistent with the proper operation, maintenance or use of its facilities.

6. Landowner reserves the right to make use of the land subject to the rights herein granted, which use shall not be inconsistent with the rights herein conveyed or interfere with the use of the said easement by the County for the purposes aforesaid; provided, however, that all such use shall be at Landowner's risk unless prior written approval of County is obtained and provided further that this paragraph shall not apply to property conveyed in fee simple.

7. Whether or not the easement herein conveyed is exclusive, no other party shall be granted the right to use or shall use any part of the area within such easement for any purpose or in any manner until after a review and a finding by the County in writing that such use will not be in conflict with, or inconvenient to, the County's use thereof or the purpose for which such easement was granted.

8. Nothing herein shall be deemed to prohibit the placement of structures including fences within the easement by property owners of the underlying fee without prior approval of the County; provided that any such improvements shall be placed at the risk of the property owner and the County shall have the right to remove any such improvements should they interfere with the rights granted the County herein; without any additional compensation to the owner of the underlying fee, and further provided that any such improvements shall be in conformance with all other County ordinances.

9. Landowner has seen and carefully examined a copy of the hereinabove described plat, is entirely familiar with the quantity of the land covered by this conveyance, and fully understands the effect that it will or might have on the value of the remaining property.

10. Any easement or right granted the County hereunder is intended to be and shall be usable by and for the benefit of the County as such and also any sanitary district, authority, or any other County agency or entity operated solely or partially for the benefit of the citizens of Spotsylvania County or any portion thereof, which such other agency or entity shall enjoy all of the privileges herein granted to the County as such.

11. The County may from time to time grant the right to others to locate facilities serving the public within the easement hereby conveyed, including but not limited to electric, telephone or gas utility facilities.

12. That this instrument covers all the agreements between the parties and no representations or statements, verbal or written, have been made which are inconsistent with the terms of this deed.

The County of Spotsylvania, Virginia, acting by and through its County Administrator, he being hereto duly authorized by Resolution No. 91-32, adopted by the Spotsylvania County Board of Supervisors on the 23rd day of April, 1991, does hereby accept the conveyance of the interest in real estate made by this deed.

***(Delete above paragraph if you are only vacating easements)***

The County of Spotsylvania, Virginia, acting by and through its County Administrator, he being duly authorized by Resolution 91 –33, adopted by the Spotsylvania Board of Supervisors on the 23<sup>rd</sup> day of April, 1991, and/or, by Resolutions 2013–102 and/or 2013–103, adopted by the Spotsylvania Board of Supervisors on the 13<sup>th</sup> day of August, 2013, does hereby consent to/authorize the vacation of interest in real estate made by this deed.

***(Delete above paragraph if you are only granting easements)***

WITNESS the following signatures and seals:

\_\_\_\_\_  
(Type) Name of Corporation/Partnership/LLC

By:

\_\_\_\_\_  
Signature of the Authorized Person to Sign for the Corporation/Partnership/LLC

Its:

\_\_\_\_\_  
Title of the Authorized Person to Sign for the Corporation/Partnership/LLC

STATE/Commonwealth of \_\_\_\_\_  
CITY/COUNTY OF \_\_\_\_\_, to-wit:

The foregoing document was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ who is the \_\_\_\_\_ of the corporation/partnership/LLC (if applicable.) (Title)

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_  
Registration number: \_\_\_\_\_

\_\_\_\_\_  
(Sign Individual Owner)

\_\_\_\_\_  
(Sign Individual Owner)

STATE/Commonwealth of \_\_\_\_\_  
CITY/COUNTY OF \_\_\_\_\_, to-wit:

The foregoing document was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ (Individual Owner(s))

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_  
Registration number: \_\_\_\_\_

COUNTY OF SPOTSYLVANIA, VIRGINIA

By: \_\_\_\_\_  
Ed Petrovitch  
County Administrator

COMMONWEALTH OF VIRGINIA  
COUNTY OF SPOTSYLVANIA, to-wit:

The foregoing document was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by Mark B. Taylor, who is the County Administrator of Spotsylvania County.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_  
Registration number: \_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_  
COUNTY ATTORNEY

SUBDIVISION AGREEMENT

THIS AGREEMENT, made this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by and between \_\_\_\_\_, corporation/partnership/LLC, or husband and wife, or individually, and all successors in interest, party(ies) of the first part, hereinafter referred to as "OWNER", and the COUNTY OF SPOTSYLVANIA, VIRGINIA, a political subdivision of the Commonwealth of Virginia, party of the second part, hereinafter referred to as "COUNTY".

WHEREAS, the party(ies) of the first part is (are) the owner(s) of a certain tract of land located in the County of Spotsylvania, Virginia; and

WHEREAS, the said parcel of land is being subdivided by the Owner into the subdivision known and designated as: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_,

and the Owner has caused a plat of said subdivision dated \_\_\_\_\_, and last revised on \_\_\_\_\_, to be prepared by \_\_\_\_\_, Certified Land Surveyors or Civil Engineers, which said plat the Owner desires to admit to record in the Clerk's Office of the Circuit Court for the County of Spotsylvania, Virginia; and

WHEREAS, the Owner agrees to construct and locate all physical improvements in said subdivision, as required by the Subdivision Ordinance of the County of Spotsylvania, Virginia, or shown on the development plans approved by the Agent of the Subdivision Ordinance, hereinafter to as "AGENT"; and

WHEREAS, the Owner has posted sufficient bond, letter of credit or certified check, pursuant to existing ordinances, approved as to form by the County Attorney, and with surety satisfactory to the County in the amount of \_\_\_\_\_ and 00/100 Dollars (\$ \_\_\_\_\_) guaranteeing the installation of the aforementioned improvements before \_\_\_\_\_; and

WHEREAS, the County of Spotsylvania has agreed that it will permit the recordation of the plat of said subdivision upon the execution of this agreement.

NOW, THEREFORE, THIS AGREEMENT WITNESSETH: That for and in consideration of the premises and the approval of said subdivision and the covenants and agreements herein contained, the parties hereto agree as follows:

- 1. The Owner does covenant and agree that it will, without cost to the County, before \_\_\_\_\_, construct to the approval of the County all physical improvements as required by the Subdivision Ordinance of the County, or shown on the development plans approved by the Agent. If, in the sole judgment of the County, circumstances beyond the control of the Owner prevent the Owner from completing the improvements in the time set forth herein, then the County may at its sole discretion grant an extension of time for completion of said improvements and in such instance the County shall require an amended bond, letter of credit, or certified check, approved as to form by the County Attorney, and with surety satisfactory to the County in an amount to guarantee the installation of the aforementioned improvements.
2. It is mutually understood and agreed that in the event the Owner fails to properly complete the physical improvements provided hereinabove, the County may complete, or cause to have completed, the same and render a bill therefore to the Owner who shall be liable to the County for all proper costs so incurred by the County or the County may draw the amount necessary from the surety to complete or cause to have completed the same.
3. It is mutually understood and agreed that this agreement does not relieve the Owner of any responsibilities or requirements placed upon them by the various ordinances of the County applicable to such subdivision and development of the property, and the subdivision and development of the property will be done in strict accordance with such ordinances.
4. It is mutually understood and agreed that if the Owner shall faithfully execute each and all requirements of the said Subdivision Ordinance and the provisions of this agreement, and shall indemnify, protect and save harmless the County of Spotsylvania from all loss, damage, expense or cost by reason of any claim, suit or action instituted against the County of Spotsylvania or its agents or employees thereof, on account of, or in consequence of any breach on the part of the Owner, then the aforementioned bond, letter of credit, or certified check, shall be released by the County to the Owner.
5. The Owner does hereby agree to indemnify, protect and save harmless the County from and against all losses and physical damages to property, and bodily injury or death to any person or persons, which may arise out of or

be caused by the construction, maintenance, presence or use of the streets, utilities and public easements required by, and shown on, the development plans and the subdivision plat until such time as the said streets shall be accepted as part of the Virginia Department of Transportation's system and utilities and public easements shall be accepted as a part of the County's system. To ensure such indemnification, the County may require and the owner shall provide upon request a Certificate of Public Liability Insurance in an amount approved by the County Attorney as sufficient, including a governmental endorsement thereto, naming the County as an insured, issued by an insurance company licensed to do business in the Commonwealth of Virginia.

6. It is mutually understood and agreed, that the approval on final plat or plats of this subdivision, or section thereof, shall not be deemed to be an acceptance by the County of any street, alley, public space, sewer or other physical improvements shown on the plat or plats for maintenance, repair or operations thereof, and that the Owner shall be fully responsible therefore and assume all of the risks and liabilities therefore. Nor shall approval on final plat or plats of this subdivision be deemed to guarantee public water or sewer service or available capacity.

\_\_\_\_\_  
(Type) Name of Corporation/Partnership/LLC

By:

\_\_\_\_\_  
Signature of the Authorized Person to Sign for the Corporation/Partnership/LLC

\_\_\_\_\_  
Title of the Authorized Person to Sign for the Corporation/Partnership/LLC

STATE/Commonwealth of \_\_\_\_\_  
CITY/COUNTY OF \_\_\_\_\_, to-wit:

The foregoing document was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ who is the \_\_\_\_\_ of the corporation/partnership/LLC (if applicable.) (Title)

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_  
Registration number: \_\_\_\_\_

\_\_\_\_\_  
(Sign Individual Owner)

\_\_\_\_\_  
(Sign Individual Owner)

STATE/Commonwealth of \_\_\_\_\_  
CITY/COUNTY OF \_\_\_\_\_, to-wit:

The foregoing document was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ (Individual Owner(s))

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_  
Registration number: \_\_\_\_\_

COUNTY OF SPOTSYLVANIA, VIRGINIA

By: \_\_\_\_\_  
Ed Petrovitch  
County Administrator

COMMONWEALTH OF VIRGINIA  
COUNTY OF SPOTSYLVANIA, to-wit:

The foregoing document was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by Mark B. Taylor, who is the County Administrator of Spotsylvania County.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_  
Registration number: \_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_  
COUNTY ATTORNEY

LETTER OF CREDIT

\_\_\_\_\_  
(Issuance Date)

Spotsylvania County Board of Supervisors  
Attention: Transportation Planner  
9019 Old Battlefield Blvd., Suite 320  
Spotsylvania, VA 22553

Re: Letter of Credit Number  
Subdivision Name

We hereby establish an irrevocable and unconditional LETTER OF CREDIT in your favor in the sum of \$(amount) available by your draft or drafts. This credit is available and drafts must be drawn hereunder for the amount of \$(Amount typed out into words) for improvements to be installed and constructed in the development known as (Subdivision Name) as designated in the agreement between (Developer) and Spotsylvania County, dated \_\_\_\_\_.

All drafts drawn hereunder must be marked "drawn under LETTER OF CREDIT" number \_\_\_\_\_, of (Financial Institution)\_\_\_\_\_, dated \_\_\_\_\_. Drafts drawn pursuant to this LETTER OF CREDIT must be accompanied by a certification from the Spotsylvania County Director of Planning or Transportation Planner that improvements have not been completed in accordance with the terms and conditions of the agreement, dated \_\_\_\_\_ between \_\_\_\_\_ and Spotsylvania County. Copies of this Letter of Credit are acceptable for drafts unless the entire remaining balance is being drawn. Drafts maybe presented via overnight delivery service.

We hereby agree that drafts under and in compliance with the terms of this letter of credit will be duly honored when presented at (Financial Institution and Address) on or before (Expiration Date). This Letter of Credit shall then renew automatically from year-to-year unless and until (Financial Institution) gives ninety (90) days prior written notice to the Spotsylvania County Transportation Planner, 9019 Old Battlefield Blvd., Suite 320, Spotsylvania, VA 22553, by certified mail, return receipt requested, of its intent to terminate same at the expiration of the ninety (90) day period with a copy to Spotsylvania County Attorney, P. O. Box 308, Spotsylvania, VA 22553. This Letter of Credit shall terminate on the following terms: (1) the expiration date of this letter or any subsequent extension as set forth above; or (2) prior to such expiration date, upon the Director of Planning or Transportation Planner giving a written, signed and dated release to the (Developer) stating that it has fulfilled the obligations of the Agreement, with a copy of such release provided to (Financial Institution).

This letter of credit is subject to and governed by the laws of the Commonwealth of Virginia. Venue shall be proper in the circuit court of Spotsylvania County, Virginia.

(Name of Bank)\_\_\_\_\_

By: \_\_\_\_\_  
(Name of Authorized Signature)

Its: \_\_\_\_\_  
(title)

SEAL:

SUBDIVISION SURETY BOND

Bond No. \_\_\_\_\_

KNOWN ALL MEN BY THESE PRESENTS: That we, \_\_\_\_\_ as Principal, and \_\_\_\_\_ a \_\_\_\_\_ corporation, authorized to transact business in the Commonwealth of Virginia, as Surety, are held and firmly bound unto the County of Spotsylvania, Virginia, a Political Subdivision, as Obligee in the penal sum of \_\_\_\_\_ (\$ \_\_\_\_\_) lawful money of the United States, for payment of which, well and truly made, the said Principal and Surety bind themselves, their respective heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has received approval for recordation of the plat of the subdivision known as \_\_\_\_\_ County of Spotsylvania, Virginia, dated \_\_\_\_\_, and last revised on \_\_\_\_\_ and has entered into an agreement with the County of Spotsylvania, dated \_\_\_\_\_, providing for the installation of certain improvements in said subdivision.

NOW, THEREFORE, the condition of the obligation is such that, if the Principal shall satisfactorily complete the subdivision improvements in accordance with the plans approved by and on file with the County of Spotsylvania, the aforesaid agreement, in accordance with the Subdivision Ordinance of the County of Spotsylvania, Virginia, and shall fully indemnify and save harmless the Obligee from all costs and damages which the Obligee may suffer by reason of the Principal's failure to do so, then this obligation shall be void; otherwise, to remain in full force and effect.

PROVIDED FURTHER, that this is a continuous bond and the Surety hereby waives notice of any extension hereunder granted by Obligee to Principal.

IN WITNESS WHEREOF, the Principal and the Surety have caused their respective names to be hereunto subscribed and their seals to be hereunto affixed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, duly authorized.

CORPORATION:

(Impress Corporate Seal here)

\_\_\_\_\_  
(Print) Corporate Name

ATTEST:

By: \_\_\_\_\_

By: \_\_\_\_\_  
(Signature) Name

Its: \_\_\_\_\_  
(Print) Title



INDIVIDUAL OR PARTNERSHIP:

\_\_\_\_\_  
(print name)

By: \_\_\_\_\_  
(signature)

\_\_\_\_\_  
(print title)

\_\_\_\_\_  
(individual owner)

\_\_\_\_\_  
(individual owner)

(Impress Corporate Seal here)

\_\_\_\_\_  
Surety

\_\_\_\_\_  
Witness

By: \_\_\_\_\_  
Attorney in Fact

Name & Address of  
Resident Agent

Address of Home Office

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**POWER OF ATTORNEY MUST BE ATTACHED**

**DEED OF DEDICATION AND EASEMENT CHECKLIST**

*(Acknowledge that you have checked the following by initialing)*

Project: \_\_\_\_\_

**Applicant  
Initial:**

**Planner  
Initial:**

- |       |       |   |
|-------|-------|---|
| _____ | _____ | First page of the document bears an entry showing the name of either the person or entity who drafted the instrument, |
|       |       | Prepared by: _____  |
|       |       | Address: _____  |
|       |       | City, State, Zip: _____   |
- \_\_\_\_\_      \_\_\_\_\_      The Tax Map No. is listed at the top of the document.
- \_\_\_\_\_      \_\_\_\_\_      The Tax Map No. must be the same on plat.
- \_\_\_\_\_      \_\_\_\_\_      Owners name on documents **must** match name on plat and match the name as shown on the recorded deed where the owner acquired title.
- \_\_\_\_\_      \_\_\_\_\_      Label of land dedicated to the County must match the label shown on the plat.
- \_\_\_\_\_      \_\_\_\_\_      Signature block must match the owner:
  - \_\_\_\_\_ Individual Owner
  - \_\_\_\_\_ Corporation/Partnership/LLC
  - \_\_\_\_\_ Title of authorized person signing for the Corporation/Partnership/LLC
- \_\_\_\_\_      \_\_\_\_\_      If the person is signing for a Corporation, the person signing must be an officer (Pres, V-Pres, Secretary or Treasurer) of the corporation.
- \_\_\_\_\_      \_\_\_\_\_      If the person is signing for a LLC, the person signing must be a Member, Manager or a Managing Member. If signing otherwise, must provide copy of document that authorizes that person to sign.
- \_\_\_\_\_      \_\_\_\_\_      If the person is signing for a Partnership, the person signing must be a partner or General Partner.
- \_\_\_\_\_      \_\_\_\_\_      If the property is held in trust, the trustee or trustees must sign as a trustee(s).
- \_\_\_\_\_      \_\_\_\_\_      The signatures must be notarized in the capacity in which the person signed the deed. The title in the signature block must match the title listed in the notary clause.
- \_\_\_\_\_      \_\_\_\_\_      The Notary must list his/her commission expiration date.
- \_\_\_\_\_      \_\_\_\_\_      The Notary must list his/her registration number.
- \_\_\_\_\_      \_\_\_\_\_      If sealed, whether by hand-held or stamp, the notary seal must be able to be reproduced by photocopy.
- \_\_\_\_\_      \_\_\_\_\_      The Notary should print his/her name under his/her signature and/or the signature should be legible.
- \_\_\_\_\_      \_\_\_\_\_      Documents must have a signature block for the County Attorney to approve as to form.

- \_\_\_\_\_
- \_\_\_\_\_ Acceptance paragraph for the County to accept the conveyance must be included in the document:
- \_\_\_\_\_ “The County of Spotsylvania, Virginia, acting by and through its County Administrator, he being hereto duly authorized by Resolution No. 91-32, adopted by the Spotsylvania County Board of Supervisors on the 23<sup>rd</sup> day of April, 1991, does hereby accept the conveyance of the interest in real estate made by this deed.”
- \_\_\_\_\_
- \_\_\_\_\_ Make sure all applicable paragraphs shown on the County’s form are included in the submitted document.
- \_\_\_\_\_
- \_\_\_\_\_ Title report can be accepted in the form of:
1. Attorney’s opinion letter dated within 30 days, or
  2. Title Company report (commitment binder) dated within 30 days, or
  3. Title Company Policy dated within 30 days.
- \_\_\_\_\_
- \_\_\_\_\_ If there is dedication language in the deed, the plat must show dedication of the property for public street purposes.
- \_\_\_\_\_
- \_\_\_\_\_ If someone other than the owner is signing on behalf of the owner, he/she must provide a copy of a document authorizing a power of attorney to sign for any party to the document.
- \_\_\_\_\_
- \_\_\_\_\_ Is there a BMP Agreement for the site? If yes, use deed with SWM language.
- \_\_\_\_\_
- \_\_\_\_\_ The County will not accept drainage easements for **on-site** stormwater.
- \_\_\_\_\_
- \_\_\_\_\_ If there is a Deed of Trust, the Deed of Trust must be subordinated or released as to the easements and released as to the right-of-way dedication. There must be a copy of such written release.
- \_\_\_\_\_
- \_\_\_\_\_ The title of the plat in the deed must match the title of the plat.
- \_\_\_\_\_
- \_\_\_\_\_ RPA is shown on the plat if present on the parcel with an explanatory note.

**SUBDIVISION AGREEMENT CHECKLIST**

**Project:** \_\_\_\_\_

<b>Applicant Initial:</b>	<b>Planner Initial:</b>	
_____	_____	Signature block must match the Owner:
	_____	Individual Owner
	_____	Corporation/Partnership/LLC
	_____	Title of authorized person signing for the Corporation/Partnership/LLC
_____	_____	If the person is signing for a Corporation, the person signing must be an officer (Pres, V-Pres, Secretary or Treasurer) of the corporation.
_____	_____	If the person is signing for a LLC, the person signing must be either a Member, Manager or a Managing Member.
_____	_____	If the person is signing for a Partnership, the person signing must be either a Partner or General Partner.
_____	_____	If the property is held in trust, the trustee or trustees must sign as a Trustee(s).
_____	_____	The signatures must be notarized in the capacity in which the person signed the subdivision agreement. The title must match the title listed in the notary clause.
_____	_____	The Notary must list his/her commission expiration date.
_____	_____	The Notary must list his/her registration number.
_____	_____	If sealed, whether by hand-held or stamp, the notary seal must be able to be reproduced by photocopy
_____	_____	Documents must have a signature block for the County Attorney to approve as to form.
_____	_____	A date when the improvements will be completed must be provided [which must be thirty (30) days prior to expiration of LOC]
_____	_____	The name of the subdivision must match the name of the subdivision on the Plat.
_____	_____	Written dollar amount must match numerical amount.
_____	_____	Engineer's estimate with letter of approval as to amount is provided.

LETTER OF CREDIT CHECKLIST

**Applicant  
Initial:**

**Planner  
Initial:**

- \_\_\_\_\_      \_\_\_\_\_      The lending institution shall guarantee payment of funds in an amount equal to the estimated cost of completing all required improvements.
- \_\_\_\_\_      \_\_\_\_\_      The Letter of Credit may not be withdrawn or reduced in amount until released by the Subdivision Agent;
- \_\_\_\_\_      \_\_\_\_\_      The Subdivision Agreement involved must contain a performance date which is a minimum of one (1) month (30 days) prior to expiration of the Letter of Credit. The Letter of Credit must be irrevocable during any such period.
- \_\_\_\_\_      \_\_\_\_\_      It is the County's preference to receive a Letter of Credit that automatically renews on its expiration date.
- \_\_\_\_\_      \_\_\_\_\_      Must follow County form
- \_\_\_\_\_      \_\_\_\_\_      Name of Subdivision matches name of subdivision on plans.
- \_\_\_\_\_      \_\_\_\_\_      Date of Subdivision Agreement matches date shown on Subdivision Agreement
- \_\_\_\_\_      \_\_\_\_\_      Written dollar amount must match numerical amount.

**BOND CHECKLIST**

<b>Applicant Initial:</b>	<b>Planner Initial:</b>	
_____	_____	The dates listed on the bond referring to the date of the Plat and the date of the Subdivision Agreement must match the date of those documents.
_____	_____	The written dollar amount must match the numeric dollar amount.
_____	_____	Signature block must match the Owner:
	_____	Individual Owner
	_____	Corporation/Partnership/LLC
	_____	Title of Authorized Person signing for the Corporation/Partnership/LLC
_____	_____	If the person is signing for a Corporation, the person signing must be an officer (Pres, V-Pres, Secretary or Treasurer) of the corporation.
_____	_____	If the person is signing for a LLC, the person signing must be either a Member, Manager or a Managing Member.
_____	_____	If the person is signing for a Partnership, the person signing must be either a Partner or General Partner.
_____	_____	If the property is held in trust, the trustee or trustees must sign as a Trustee(s).
_____	_____	The bond must name the state of incorporation of the insurance company, and that it is "authorized to transact business in the Commonwealth of Virginia, as Surety".
_____	_____	Check the County's Surety Bond Form and ensure the bond conforms to that document. (Appendix B – Form A)
_____	_____	The name of the Owner/Developer on the Bond and the Subdivision Agreement must match.
_____	_____	The Power of Attorney must be an original.

**SURETY GUARANTEES**

The following types of surety guarantees may be used:

- *Corporate surety bond* means a surety bond signed by an insurance company licensed to transact fidelity and surety insurance business in Virginia guaranteeing installation and maintenance of the improvements. (Must follow Chapter 20, Appendix Form A)
- *Cash account* means a cashier's check, certified check or cash to be deposited with the Treasurer of Spotsylvania County.
- *Irrevocable Letter of Credit* means an instrument provided by a lending institution guaranteeing payment to the county in the event the Subdivider defaults in performance under its Subdivision Agreement. (Must follow Chapter 20, Appendix B-Form C)



## SPOTSYLVANIA COUNTY PLAT APPLICATION

Submit the completed application with the required plats, all supplemental documents and information, and fees to Code Compliance Permit Intake  
9019 Old Battlefield Blvd, Suite 320  
Spotsylvania, Virginia 22553

**Planning Department**  
9019 Old Battlefield Blvd., Suite 320  
Spotsylvania, Virginia 22553  
(540) 507-7434 (voice)

www.spotsylvania.va.us

<b>FEES</b>		
<b>July 1, 2018 Fee Schedule</b>		
Planning:	110-0000-316-16-03 (39)	\$
Zoning:	260-0000-313-03-45 (017)	\$
Processing Fee:	260-0000-318-99-14 (017)	\$ 65.00
GIS:	110-0000-316-16-10 (334)	\$
<b>TOTAL FEE PAID:</b>		<b>\$</b>

**Type: (Check One) NOTE: All plats must be folded prior to submission**

- Preliminary Plat:** 12 plats - Planning fee: (50 lots or less) \$1,840; (51 lots or more) \$3,020 + \$15 per each 5 lots or portion > 55; GIS fee: \$280 + \$5 per lot > 10 lots; Zoning fee: \$50;
- Record Plat/Final Plat:** 10 plats - (Planning fee: Minor (3 lots or less) \$1,755; Major (4 or more lots) \$3,200 + \$15 per lot > 10 lots; GIS fee: \$815 + \$10 per lot > 3 lots; Zoning fee: \$50;
- Non-Residential/Article13 Plat:** 12 plats- (Planning fee: \$1,500 + \$15 per lot > 10 lots; GIS fee: \$815 + \$10 per lot > 3 lots; Zoning fee: \$50);
- Family Exempt Division:** 7 plats (Planning fee: \$1,255; GIS fee: \$580; Zoning \$50)
- Annual Exempt Division:** 7 plats (Planning fee: \$1,145; GIS fee: \$580; Zoning \$50)
- Consolidation or Adjustment:** 7 plats (Planning fee: \$1,145; GIS fee: \$580; Zoning \$50)
- Easement /Right of Way Plat:** 8 plats (Planning fee: \$1,480; GIS fee: \$580; Zoning \$50)
- Easement Exhibit** 7 exhibit plats (Planning fee: w/legal docs. \$865.00; w/out legal docs \$480.00; GIS \$460; Zoning \$50)

**Subdivision Name or Owner's Name:** \_\_\_\_\_

**Section #: \_\_\_\_\_ # of lots: \_\_\_\_\_ Nearest State Route #: \_\_\_\_\_ Zoning District: \_\_\_\_\_**

**Voting District:** \_\_\_\_\_ **Magisterial District:** \_\_\_\_\_ **Public Water:** Y N **Public Sewer:** Y N **Public Streets:** Y N

**Tax Map #:** \_\_\_\_\_ **Parcel Acreage:** \_\_\_\_\_ **In Land Use Program:** Y N

Developer (Owner if no developer) \_\_\_\_\_

Engineer/Surveyor \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone Number \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone Number \_\_\_\_\_

Contact Person \_\_\_\_\_

E-mail: \_\_\_\_\_

E-mail: \_\_\_\_\_

E-mail will only be used to send comments as a result of the project's review.

**Signature(s):** All owners must sign the application or submit an agent authorization letter. Signature(s) of owner(s) or authorized agent: \_\_\_\_\_

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

I hereby certify by my signature above that I am the owner of record of the named property or that I am authorized to act on behalf of all the owners of record of the named property to execute this application. I further certify that all information I have provided thereon is complete and accurate. I agree on behalf of myself and all owners to conform to the Zoning Ordinance, Subdivision Ordinance, Virginia Uniform Statewide Building Code, Erosion Ordinance, Chesapeake Bay Preservation Ordinance, the Water and Sewer Construction Specifications of Spotsylvania County, and all other applicable laws and regulations of this jurisdiction.

**\*\*Refunds (Planning) – All refunds must be requested in writing to the Planning Director. Refunds will be issued in the following circumstances: 95% of Planning fees if application is withdrawn within two (2) business days of submission; 80% of Planning fees if application is withdrawn during the initial review period (time varies depending on application type); 40% of Planning fees if application is withdrawn within ten (10) business days after initial review comments are issued. \*\***

**FOR OFFICE USE ONLY**

Application received by \_\_\_\_\_

Date \_\_\_\_\_

Application Number \_\_\_\_\_