

ORANGE COUNTY
DEPARTMENT OF PLANNING AND ZONING

COMMUNITY DEVELOPMENT
128 WEST MAIN STREET
ORANGE, VIRGINIA 22960



PHONE: (540) 672-4347
FAX: (540) 672-0164
orangecountyva.gov

APPLICATION FOR PLAT REVIEW

I. TO BE COMPLETED BY APPLICANT

Part A: Required Information:

Applicant Name: _____ Phone: _____

Mailing Address: _____

Email Address: _____ N/A

Application must be made by the Landowner or with his/her permission. If Applicant is not the Landowner, attach (1) a completed Authorized Agent Affidavit or (2) a letter of permission from the landowner.

Same as Applicant

Landowner Name: _____ Phone: _____

Mailing Address: _____

*(Place a * beside your preferred method of correspondence above)*

Part B: Required Signature:

I understand that initial review of plats is generally completed within ten (10) days. However, if external agency review is required, each agency has up to forty-five (45) days to complete review of each submittal provided to them. Upon receipt of all external agency approvals, if required, final approval may take up to thirty-five (35) days. I further understand that if any revisions or additional documents are required for approval I will be notified in writing via the method indicated above (if not indicated, e-mail will be the default).

*** A completed plat checklist is a required element of this application ***

SIGNATURE: _____ **DATE:** _____

NOTE: All subdivision proposals involving private roads must be pre-approved by the Orange County Planning Commission. If this applies, do not submit this form; you must submit the Application for Private Subdivision Road and the related materials.

II. TO BE COMPLETED BY DEPARTMENT STAFF

Part A: Type of submittal: (for vacations of plats/easements/rights-of-way/etc., use the *Application for Plat Vacation*)

- Boundary line adjustment Lot consolidation Subdivision – Record plat Subdivision – Preliminary plat
- Family subdivision Agricultural subdivision Easement plat Other: _____

Tax parcel number(s): _____ Zoning of parcel(s): _____

Part B: Owner verification:

Verify Landowner by (check one): County real estate records Copy of purchase contract / Other document

Part C: Tracking:

Submittal accepted by: _____ Date: _____ Fee paid: \$ _____

of record plats submitted: _____ # of VDH plats submitted: _____ N/A Checklist submitted: Yes No

Improvements plans submitted: Yes: # of copies: _____ No Road maintenance agreement submitted: Yes No

Deed(s) submitted: Yes No Road name request submitted: Yes No Other: _____