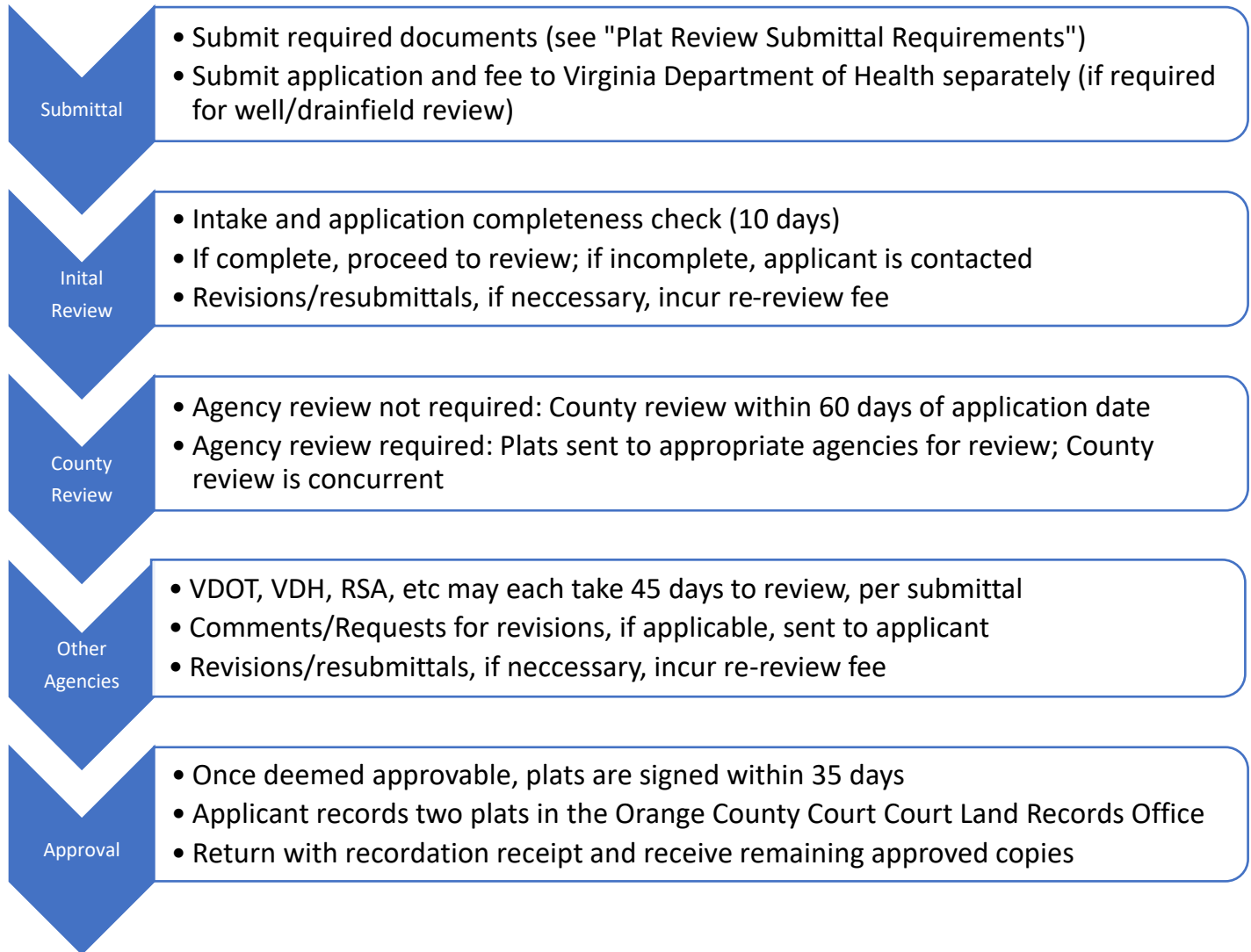


Plat Application Guide

Plat Approval Process



Notes:

- Review timeframes are maximums and are governed by state law.
- Incomplete applications and applications with needed revisions are voided if unaddressed within 1 year of application date.
- This guide is not applicable to preliminary plats (51+ lot subdivisions).

Plat Review Submittal Requirements

<p>Subdivision</p>	<p>Family Subdivision</p>	<p>Boundary Line Adjustment</p>	<p>Public Utility/Road Easement/Right-of-Way</p>
<ul style="list-style-type: none"> •7 record plats, signed and notarized •3 not-for-record plats •Plat review application •Review fee •Agent affidavit (if not property owner) •VDOT plat checklist •Private or public road requirements (if applicable; see below) •Confirmation of availability from adjacent water/sewer utility, if applicable 	<ul style="list-style-type: none"> •7 record plats, signed and notarized •3 not-for-record plats •Plat review application •Review fee •Agent affidavit (if not property owner) •VDOT plat checklist •Family Subdivision Affidavit •Draft deed(s) of conveyance •Confirmation of availability from adjacent water/sewer utility, if applicable 	<ul style="list-style-type: none"> •7 record plats, signed and notarized •3 not-for-record plats (if well/septic affected) •Plat review application •Review fee •Agent affidavit (if not property owner) •VDOT plat checklist (if modifying entrances) •Plat review application •Draft deed(s) of conveyance 	<ul style="list-style-type: none"> •7 record plats, signed and notarized •Plat review application •Review fee •Agent affidavit (if not property owner) •Draft deed(s) of easement, if applicable •Improvements plan (if applicable) •Public road requirements (if applicable; see below)
<p>Lot Consolidation</p>	<p>Agricultural Subdivision</p>	<p>Private Road</p>	<p>Public Road</p>
<ul style="list-style-type: none"> •7 record plats, signed and notarized •3 not-for record plats (if well/septic affected) •Plat review application •Review fee •Agent affidavit (if not property owner) •VDOT plat checklist (if modifying entrances) 	<ul style="list-style-type: none"> •7 record plats, signed and notarized •Plat review application •Review fee •Agent affidavit (if not property owner) •VDOT plat checklist •Draft deed of subdivision 	<ul style="list-style-type: none"> •Improvements Plan •VDOT plan checklist •Road name request form •Draft road maintenance agreement/deed of easement •Bond estimate(s) 	<ul style="list-style-type: none"> •Improvements Plan •VDOT plan checklist •Road name request form •Bond estimate(s)

Submission of a record plat checklist is strongly recommended.
Inquire with Planning & Zoning staff regarding road requirements.

This is a guide and does not replace the requirements of the Orange County Code.