

Family Subdivision Plat Review

Contact and Plat Name: \_\_\_\_\_

Meets Ordinance		Requirements	Description	Section
Yes	No			
		<b>Area and depth</b>	Each lot, including residual parcel shall contain one acre or more. An additional lot per family member may be granted after five years. If fronts on state-maintained road, depth must be greater than width.	2-43-2, 4-2-5, 6-1
		<b>Frontage and/or access</b>	Each lot or parcel shall have required frontage and width on public street or front upon an access easement 20 ft or greater in width. If access by easement, there must be a statement on plat that the access ways are not streets approved by VDOT and will not be maintained by VDOT. Any drive or road within the R-O-W shall be maintained by adjacent landowners in passable condition in all weather by emergency vehicles. If there are 3 or more lots, VDOT must review.	2-20, 4-2-3, 5-4-4
		<b>Width and Set-back</b>	Lots located on a public street must be at least 100 ft wide. (There is no width requirement when access by easement.) In the defined setback area, no building or structure may be built.	2-37, 4-2-5, 6-3,6-4,6-5
		<b>Agency approval</b>	A family subdivision does NOT require approval by the Health Department, however, every parcel not served by public water or sewer, or when individual well or septic tank permit has not been issued, a statement must be included on the final plat affirming that "This site has not been approved for a private water and/or wastewater system." Plat must be approved by the E-911 Coordinator. Plats with 3 or more parcels must be reviewed by VDOT. If proposed drainfield and/or reserve are shown on plat, plat must be approved by Virginia Department of Health.	4-2-6, 7-1-4
		<b>Copies to Subdivision Office</b>	Family subdivision of 3 parcels or less (one per family member, including retained parcel), may be reviewed by the Agent (two plats will be kept by this office). Plats with four or more parcels (including retained) must be reviewed by the the Planning Commission (PC). For PC review, ten first generation plats shall be submitted to the Subdivision Office one week prior to the monthly PC meeting (meeting is third Tuesday of each month.)	6-10, 6-11
		<b>Water &amp; wastewater</b>	Existing well or private septic (including reserve area) must be retained on the same parcel as the house and must be shown on plat. See agency approval above.	5-4-16-1
		<b>Signature of Owner(s)</b>	Final plats must be signed by all owner(s) and surveyor with a notary public attesting the plat.	5-1-3, 6-12-3
		<b>Affidavit signed by grantee/s and grantor/s</b>	Grantor/s and grantee/s must submit a signed and notarized affidavit stating the family relationship and that newly created family lot/s shall not be conveyed to a person other than a member of the immediate family for a period of three years from the date of original transference from grantor/s to grantee/s. The holding period for a family subdivision from property held in trust is 15 years.	4-2-10, 4-2-11
		<b>Boundary Survey</b>	While the parcel being given or sold to a family member must be surveyed, the residual parcel need not be surveyed. The residual parcel must have a notarized statement that it contains at least 1 acre and has required frontage on public street or an access easement of 20 ft or greater in width.	6-10-3
		<b>Plat Title</b>	The Plat must include a Title indicating type(s) of division(s). The Title block or a narrative on the plat must name each parcel involved and indicate any transfers of ownership involved.	6-10-1
		<b>Other Info</b>	Location map, existing or proposed streets, floodplain designation.	6-10
		<b>Purpose</b>	Plat must meet the general meaning, purpose and requirements of the Ordinance.	1-1, 3-1-10

**NO LOT SHALL BE CONVEYED UNTIL A FINAL PLAT FOR THE SUBDIVISION IS APPROVED AND RECORDED (6-5-1)**

*A copy of this page and any previous written comments by the Agent should be submitted with the Final Plat.*

Office \_\_\_\_\_

For Administrative Purposes Only; does not substitute for Ordinance

**COMMENTS ON OTHER SIDE**

