



LANCASTER COUNTY, VIRGINIA
Department of Planning and Land Use
Application to Subdivide Property

Tax Map Number: _____ Date: _____

Applicant Name(s): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Proposed Use of Subdivided Property: (single family houses, townhouses, condominiums, industrial, commercial, etc.): _____

Do you intend to further subdivide this property? ____Yes ____No
If yes, attach one copy of a sketch outlining future plans for further division of this property.

The Attached Instructions are Yours to Keep.

They list the required materials which must accompany this application.

ALL REQUIRED MATERIALS MUST BE SUBMITTED

Signature of Applicant/Agent: _____

FOR OFFICE USE ONLY:

Received by: _____ Date Received: _____

Application Number: _____ Application Fee: \$50.00

Number of Lots/Parcels: _____ +\$20 per lot/parcel: _____

Total Fee: _____

REQUIREMENTS TO SUBDIVIDE PROPERTY IN LANCASTER COUNTY, VIRGINIA

When you submit your application, you must include six copies of the surveyed plat. The plat size shall be between 8 ½" x 11" and 18"x24". The scale shall be appropriate to the size of the paper. The plat shall be prepared in accordance with Virginia regulation VR 440-01-137.6 (Standard for Plats) and shall contain the following information:

- a. Name of subdivision (if any); magisterial district; county; state; owner; true, magnetic or Virginia State Grid north point; scale of drawing and number of sheets. If shown on more than one sheet, matched lines shall clearly indicate where the sheets join. A blank rectangular space, 1 ½" x 3", shall be reserved for the use of the approving authority.
- b. A boundary survey with an error of closure within the limits of one in ten thousand (1/10,000) related to the Virginia Coordinate System true or magnetic meridian and showing the location and composition of all monuments. The boundary survey shall be prepared in accordance with the minimum standards and procedures for the Land Boundary Survey Practice (Section 54, Code of Virginia). The plat shall show the delineation of the RPA boundary and the delineation of the required buffer areas. All wetland permits required by the law and all necessary maintenance agreements must be on file with the County's Administrative Office before final plat is approved.
- c. Certificates signed by the surveyor or engineer setting forth the source of title of the owners of the land subdivided and the place of record of the last instrument in the chain of title.
- d. A signed and notarized statement to the effect that the subdivision, as it appears on this plat, is with the fee consent and in accordance with the desires of the owners, proprietors and trustees, if any.
- e. When the subdivision consists of land acquired from more than one source of title, the outlines of the various tracts shall be indicated by dash lines and the identifications of the respective tracts shall be placed on the plat.
- f. Health Department approval of proposed drainfield sites (primary and reserve) must be on all copies of plats prior to final approval by subdivision agent.