



**County of Powhatan,  
Virginia**  
Application for  
Non-Subdivision Plat Approval

For Office Use Only	
Tax Map Number	
Date Approved	
Type of Plat	

Powhatan County, Virginia  
Department of Community Development  
3834 Old Buckingham Road: Suite F  
Powhatan, VA 23139

A non-subdivision plat must be submitted to the Department of Community Development for review and approval prior to recordation at the Office of the Clerk of the Circuit Court. The following application must be completed and submitted for review, along with all other documentation listed as required.

Section 1: Applicant Information	
Name of Applicant	
Mailing Address	
Phone Number	
Email Address	
Section 2: Ownership Information <i>(if different than applicant)</i>	
Name of Property Owner	
Mailing Address	
Phone Number	
Email Address	
<p>If the applicant is not the owner, the applicant must provide written documentation that the current property owner consents to the application (see form entitled <a href="#">Consent of Owner(s) to Permit Plat Application</a>).</p> <p>If there are multiple owners, all owners must sign the application or provide other documentation consenting to the application (see form entitled <a href="#">Ownership Disclosure</a>).</p>	
Section 3: Legal Description of Property <i>(please describe all parcels involved)</i>	
Tax Map Parcel Number(s)	
Zoning of Property	
Address(es), if available	
Subdivision and Lot Number, if applicable	

<b>Section 4: What is the purpose of the Survey Plat? (check all that apply)</b>	
<b>No Change to Parcel</b>	
	<p><b>Resurvey of Existing Lot or Parcel</b>  Deed Book and Page Number: _____  Survey must show the location of any existing structures.</p>
<b>Lot Line Adjustment: no new lot is created, includes conveying part of parcel to an adjoining parcel.</b>	
	<p><b>Parcels are to be adjusted</b>  Application must include <a href="#">Consent of Owner(s) to Permit Plat Application</a>; and  Identify the "Old Lot Line(s)" on the plat, shown as dotted lines.</p>
	<p><b>Parcels are to be combined</b>  Provide a deed that includes a statement to the effect that: "Parcel(s) shown on the attached plat shall be combined with Tax Map _____, Parcel _____."</p>
<b>Creating New Parcel(s)</b>	
	<p><b>Family Division Lot: <i>deeding lot to parent, brother, sister, child, grandparent, grandchild, or spouse.</i></b>  Attach the <a href="#">Family Division Affidavit</a> and <a href="#">Owner's Consent Form</a></p>
	<p><b>Single-Cut Subdivision: <i>single division of a parcel recorded prior to April 18, 1988 (2 acre minimum).</i></b>  When was the parent parcel originally recorded? _____</p>
	<b>Minor Division</b>
	<b>Division by Will Among Legal Heirs of a Parcel</b>
<b>Easements and Right-of-Way</b>	
	<b>Easement Plat Creating New Easement(s)</b>
	<b>Right-of-Way Dedication</b>
<b>Section 5: Relocation or Creation of Easements</b>	
Are any drainage, utility, or other easements being relocated or created with this plat?	Yes
	No
If yes, please describe:	

**Section 6: Access to the Property**

	<b>Frontage on a State Road</b>	State Route Number:
		Road Name:
	<b>Existing Private Road:</b> <i>shares access easement with other lot(s).</i>	Road Name:
	<b>New Private Road:</b> <i>shares access easement with other lot(s).</i>	Complete the <a href="#">Private Road Application</a> .
	<b>Individual Recorded Easement to a State Road</b> <i>Provide details on connecting state route in section to the right.</i>	State Route Number:
		Road Name:

**Section 7: Preparation by Licensed Surveyor or Engineer**

Was the survey plat prepared by a licensed surveyor or engineer?	Yes
	No

**Section 8: Digital File Submission**

Digital File Submission Method: <i>Note: if a digital file is not submitted, applicant must pay digitization fee (see below)</i>	DVD
	CD
	Email

**Section 9: Review Fees**

<b>Application Review Fee</b>	\$50.00	Date Paid: _____
<b>Digitization Fee</b> <i>(if no digital file submitted)</i>	\$35.00 + \$10.00 per parcel	Amount Paid: _____ Date Paid: _____

**Section 10: Application Certification**

I hereby certify that to the best of my knowledge all of the above statements are true.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Applicant

\_\_\_\_\_

Print Name

**Ownership Disclosure**

List below the names and addresses of all owners or parties in interest of the land subject to this request.

If this request is in the name of a corporation, artificial person, joint venture, trust, or other form of ownership, all officers, directors, and any stock holders owning ten percent or more of such stock must be listed.

Name	Address

I, \_\_\_\_\_, do hereby swear and affirm to the best of my knowledge and belief, the above information is true and that I am the applicant requesting non-subdivision plat approval.

If the information listed above changes at any time while this request is being considered, I will provide Powhatan County with an updated list of owners.

<b>Signature of Applicant</b>	
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<b>Name of Applicant (Printed)</b>	
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Commonwealth of Virginia

County of \_\_\_\_\_, to wit:

Sworn and subscribed to before me a Notary Public in and for the jurisdiction aforesaid by \_\_\_\_\_, whose name is signed to the above, on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

<b>Notary Public</b>		<b>Seal</b>
<b>Commission Expires</b>		
<b>Notary Number</b>		

**Consent of Owner(s) to Permit Plat Application**

If the applicant is not the owner, the applicant must provide written documentation that the current property owner consents to the non-subdivision plat application.

I, \_\_\_\_\_, am the owner of the property involved in the non-subdivision plat application (Tax Map \_\_\_\_\_) and consent to the non-subdivision plat submitted by \_\_\_\_\_ for that property.

<b>Signature of Owner</b>	
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<b>Name of Owner (Printed)</b>	
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Commonwealth of Virginia  
 County of \_\_\_\_\_, to wit:  
 Sworn and subscribed to before me a Notary Public in and for the jurisdiction aforesaid by \_\_\_\_\_, whose name is signed to the above, on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

<b>Notary Public</b>		<b>Seal</b>
<b>Commission Expires</b>		
<b>Notary Number</b>		