

# MIDDLESEX COUNTY

Department of Planning and Community Development  
P.O. Box 428, Saluda, VA 23149  
Phone: 804-758-3382 Fax: 804-758-0061

## FAMILY EXEMPTION SUBDIVISION REVIEW SUBMISSION REQUIREMENTS

In order to expedite the review of Family Exemption Subdivision applications, please be sure that all of the following items have been included in your Subdivision application. Please return this completed checklist with the application to assure that all items have been addressed. All Family Exemption Subdivision applications must adhere to the regulations found in the Middlesex County Zoning Ordinance.

*Per the requirements of the Middlesex County Subdivision Ordinance, a single division of a parcel is permitted for the purpose of sale or gift to a member of the immediate family of the property owner. Only one such division is allowed per immediate family member, and cannot be for the purpose of circumventing the requirements of the Subdivision Ordinance. For the purposes of a family exemption subdivision, "immediate family member" is limited to any person who is a natural or legally defined offspring, spouse, sibling, grandchild, grandparent or parent of the property owner.*

- 1. Completed Subdivision application.
- 2. Minor Subdivision application fee of \$150 plus \$15 per lot created.
- 3. A minimum of five (5) copies of the subdivision plat. The plat must provide the following information:
  - a. **As a family exemption subdivision, the plat must have a statement to indicate that it is a family exemption subdivision, the family members involved and what their family relationship is.**
  - b. Basic plat information, including name of the subdivision, name of owner, name of subdivider, name of the surveyor or engineer, date of the drawing, number of sheets, scale and north point.
  - c. A list of any proffered zoning conditions or special exception permit conditions.
  - d. An insert map (drawn to a scale of not less than two (2) inches equal to one (1) mile, showing the location of the subdivision with reference to existing streets, watercourses and other landmarks.
  - e. A boundary survey of the tract to be subdivided, including the following information:
    - The total acreage of the tract and the acreage of the subdivided area(s).
    - Existing buildings within the boundaries of the tract.
    - The locations of zoning classifications.
    - Parcel identification numbers of all parcels within the boundaries of the tract and for all properties adjacent thereto.
    - The location of any graveyard, cemetery or burial site.
    - The names of all property owners adjoining boundaries of the tract.
    - The names of property owners and their property lines within the tract.
    - When the subdivision consists of land acquired from more than one source of title, outlines of the various tracts shown by dotted lines.
  - f. The location of existing and proposed streets, both public and private, including their names, numbers and widths. All proposed streets must meet the following requirements:
    - **Each lot or parcel of property shall have access to reasonable right-of-way of not less than ten (10) feet and not more than twenty (20) feet.**
    - The plat must contain the private street statement found in Article 6, Section 6-2.F.2 of the Subdivision Ordinance.
  - g. The location, number, area and frontage of all lots; and the accurate location and dimensions by bearings and distances, and curve data, of all lot lines.

- h.** The location of all parcels of land to be dedicated for public use, including parks, conservation easements and other common areas, and conditions of such dedication.
  - i.** The location of all Chesapeake Bay Preservation Act features, including the Resource Protection Area (RPA) and Resource Management Area (RMA), and the location of primary and reserve (if required) sewage disposal sites.
  - j.** A statement to the effect that the subdivision as it appears on the plat is with the free consent and in accordance with the desires of the owners, proprietors and trustees, if any, with original notarized signatures of these parties.
  - k.** Certificates setting forth the source of title of the owners of land subdivided and the place of record of the last instrument in the chain of title.
  - l.** A certificate of approval statement of the Middlesex County Subdivision Agent, Health Officer and VDOT Residency Administrator (if proposed streets are involved).
  - m.** The accurate location and dimensions by bearings and distances of boundaries of existing and proposed utility easements.
  - n.** The exact location of all permanent reference monuments.
  - o.** The exact boundaries of all property to be dedicated for public use, and of all property to be reserved by covenant in deeds for the common use of all owners of lots in the subdivision or otherwise reserved, with a statement of the purpose to which such covenant or reservation is made or such use is restricted or limited.
- 4.** When on-site septic systems are proposed for new residential lots, the plat must also be accompanied by the following information, which will be forwarded to the Health Department for the issuance of Certification Letters:
- a.** Three (3) copies of the Authorized Onsite Soil Evaluator (AOSE) application package for Certification Letters. (**NOTE:** For one-lot subdivisions, the applicant may directly apply to the Middlesex County Health Department for a Certification Letter).
  - b.** The Certification Letter application fee of \$190 per lot (**made payable to the Middlesex County Health Department**)

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**CERTIFICATION:**

I hereby certify that the attached plats and this completed application form contain all the required information for a Minor Subdivision plat in accordance with the Middlesex County Subdivision Ordinance. I understand that the submission of incomplete or inaccurate information may delay the processing of this Minor Subdivision plat.

\_\_\_\_\_  
Signature

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## SUBDIVISION APPLICATION

### OFFICE USE ONLY

Application #: \_\_\_\_\_

Subdivision Classification/Fee:  Major (\$400 + \$25.00 per lot)  Minor (\$150 + \$15 per lot): \_\_\_\_\_  
 Lot Line Vacation (\$25 + \$1 per lot): \_\_\_\_\_  
 Lot Line Adjustment (\$25 + \$1 per lot): \_\_\_\_\_  
 Family Exemption (\$150 + \$15 per lot): \_\_\_\_\_

Reviewing Authority: \_\_\_\_\_ Hearing Date: \_\_\_\_\_

Decision:  Approved  Denied Tax Query:  Current  Delinquent

Conditions/Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Subdivision Agent Signature \_\_\_\_\_ Date \_\_\_\_\_

*Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_*

*My commission expires: \_\_\_\_\_ NOTARY PUBLIC: \_\_\_\_\_*

### APPLICANT INFORMATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

### PROPERTY OWNER INFORMATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

### PROJECT INFORMATION

Parcel Number: \_\_\_\_\_ E911/Street Address: \_\_\_\_\_

Magisterial District: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Original Lot Size (in Acres): \_\_\_\_\_ CBPA District: \_\_\_\_\_

Number of Old Parcels: \_\_\_\_\_ Number of New Parcels: \_\_\_\_\_

Type of Proposed Street(s):  Public  Private  None

Width of Existing/Proposed Street(s): \_\_\_\_\_

Type of Proposed Drainfield(s):  New Primary and Reserve  New Primary  Existing  None

**APPLICANT STATEMENT**

I hereby certify that I have the authority to make the foregoing application, that the information given is complete and correct to the best of my knowledge, and that the plat conforms to the regulations as set forth in the Middlesex County Subdivision and Zoning Ordinances as written and also with the description contained in this application.

\_\_\_\_\_  
Applicant's Signature (if not Property Owner)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature (if not Property Owner)

\_\_\_\_\_  
Date

*Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_*

*My commission expires: \_\_\_\_\_ NOTARY PUBLIC: \_\_\_\_\_*

**PROPERTY OWNER STATEMENT**

I hereby certify that I/we own the above described property, that the information given is complete and correct to the best of my knowledge, that the plat conforms to the regulations as set forth in the Middlesex County Subdivision and Zoning Ordinances as written and also with the description contained in this application, and that the above person(s), group, corporation or agent has the full and complete permission of the undersigned owner(s) to make application for a subdivision as set forth in the Middlesex County Subdivision and Zoning Ordinances as written.

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Date

*Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_*

*My commission expires: \_\_\_\_\_ NOTARY PUBLIC: \_\_\_\_\_*

**CONDITIONS**

1. This permit application is not valid unless all property owner(s) signatures are affixed and dated.
2. All permit application charges are nonrefundable, regardless of whether the permit application is approved or denied once submitted. All checks for payment should be made payable to Middlesex County.