

MIDDLESEX COUNTY

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

LOT LINE ADJUSTMENT SUBMISSION REQUIREMENTS

In order to expedite the review of Lot Line Adjustment 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 Lot Line Adjustment applications must adhere to the regulations found in the Middlesex County Zoning Ordinance.

- Completed Subdivision application.
- Lot Line Adjustment application fee of \$25 plus \$1 per lot line adjusted.
- A minimum of three (3) copies of the Lot Line Adjustment plat. The plat must provide the following information:
 - a. The name of the subdivision, preparer of plat and owner of record.
 - b. The date of the drawing, scale and north point.
 - c. The pre-adjustment and post-adjustment layout, boundaries, area and frontage of the parcel(s) or tract(s) to be adjusted.
 - d. The location of all Chesapeake Bay Preservation Act features, including the Resource Protection Area (RPA) and Resource Management Area (RMA).
 - e. 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.

CERTIFICATION:

I hereby certify that the attached plats and this completed application form contain all the required information for a Lot Line Adjustment 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 Lot Line Adjustment plat.

Signature

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SUBDIVISION APPLICATION

OFFICE USE ONLY

Application #: _____

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

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.

