

# 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 \$35 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.

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### 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 (\$35 + \$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: \_\_\_\_\_

Email: \_\_\_\_\_

### PROPERTY OWNER INFORMATION

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

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

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

Email: \_\_\_\_\_

### 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.

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

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

*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.

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

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

*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.

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## ADDENDUM TO SUBDIVISION APPLICATION LOT LINE VACATIONS

The vacation of the property lines of the following described lands:

\_\_\_\_\_  
*Legal Description for Each Parcel*

noted as line(s) \_\_\_\_\_ on the attached plat is of free consent and in accordance with the desire of the undersigned owners, proprietors and trustees, if any.

Witness the following signatures and seals;

\_\_\_\_\_  
*Owner, Proprietor or Trustee* (SEAL)

\_\_\_\_\_  
*Owner, Proprietor or Trustee* (SEAL)

State of Virginia, County of \_\_\_\_\_: The foregoing was subscribed and sworn to me by  
\_\_\_\_\_ and \_\_\_\_\_, this day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
*Notary Public*

My commission expires: \_\_\_\_\_, \_\_\_\_\_

Approved,  
\_\_\_\_\_  
*Subdivision Agent* (SEAL)

On behalf of and at direction of the  
Middlesex County Board of Supervisors.

State of Virginia, County of \_\_\_\_\_: The foregoing was subscribed and sworn to me by  
\_\_\_\_\_ and \_\_\_\_\_, this day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
*Notary Public*

My commission expires: \_\_\_\_\_, \_\_\_\_\_