



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

For Office Use Only	
Permit Number	
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 <i>Consent of Owner(s) to Permit Plat Application</i>).</p> <p>If there are multiple owners, all owners must sign the application or provide other documentation consenting to the application (see form entitled <i>Ownership Disclosure</i>).</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	

Section 4: What is the purpose of the Survey Plat? (check all that apply)	
No Change to Parcel	
	<p>Resurvey of Existing Parcel</p> <ul style="list-style-type: none"> • Include on the plat the instrument number containing the legal description of the parcel. • Include on the plat the location of all existing structures.
Lot Line Adjustment: no new lot is created, includes conveying part of parcel to an adjoining parcel.	
	<p>Parcel lines to be adjusted</p> <ul style="list-style-type: none"> • Application must include <i>Consent of Owner(s) to Permit Plat Application</i>. • Identify the "Old Lot Line(s)" on the plat, shown as dotted lines. • Provide updated deeds for all affected properties. • Include the location of all existing structures.
	<p>Parcels are to be combined</p> <ul style="list-style-type: none"> • Provide a deed that describes the parcels being combined.
Single-Cut Subdivision: For lots of record as of April 18, 1988	
	<ul style="list-style-type: none"> • Provide deed instrument creating lot. • If accessed by an easement provide deed of easement road maintenance agreement.
Easement	
	<ul style="list-style-type: none"> • Easement Plat Creating New Access Easement (not a Private Road) Provide a deed describing proposed easement. For an easement serving an existing lot using driveway standards in section 68-175 (e)(9)(a) of the subdivision ordinance.
Right-of-Way	
	Right-of-Way Dedication
Section 5: Relocation or Creation of Easements (not for access)	
	Yes
	No
If yes, please describe:	

Section 6: Access to the Property

	Frontage on a State Road	State Route Number:
		Road Name:
	Existing Private Road: <i>shares access easement with other lot(s).</i>	Road Name:
		Deed Instrument Number:
	Individual Recorded Easement to a State Road <i>Provide deed and 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:	DVD
	CD
	Email

Section 9: Review Fees

Application Review Fee	\$200.00	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.

Signature of Applicant

Name of Applicant (Printed)

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_____.

Notary Public		Seal
Commission Expires		
Notary Number		

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.

Signature of Owner	
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Name of Owner (Printed)	
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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_____.

Notary Public		Seal
Commission Expires		
Notary Number		