



**County of Powhatan,
Virginia
Family Division
Application**

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

For Office Use Only	
Permit Number	
PR Case Number	

Last Revision: July 1, 2025

All plats 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 and checklist must be completed and submitted for review of family divisions, along with all other documentation listed as required.

Division Information		Infrastructure	
Subdivision Title		Water	Public (Powhatan County)
Tax Map Number(s)			Private (Individual Wells)
Total Area (Acres)		Sewer	Public (Powhatan County)
Total Number of Lots (including residual)			Private (Individual Septic System)
Number of Years Owned		Roads Choose One:	Public Road Name:
Associated Case(s) (if applicable)			Private Road Number of Lots Served:
Current Zoning District			If roads will be private, has a private road application been submitted with this application? Yes If No, explain _____
Magisterial District			
Election District			

Applicant Information	
Grantor Name	
Mailing Address	
Phone Number	
Email Address	
Grantee Name	
Relationship to Grantor	
Has the Grantee ever received land from the Grantor? ___Yes ___No	
If yes, please explain:	
Name of Surveyor or Engineer	
Company Name	
Mailing Address	
Phone Number	
Email Address	
Primary Contact	Owner
	Applicant
	Surveyor or Engineer

Owner Consent
<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 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>

Preparation by Licensed Surveyor or Engineer
The plat must be prepared by a licensed surveyor or engineer.

Subdivision Review Standards
<p>The attached checklist is to be submitted with all applications for Family Divisions as defined below.</p> <p><u>Subdivision, family division</u> means a family division is a division of a lot or parcel of land solely for the purpose of a one-time sale or gift of land from the lot or parcel owner to a member of the owner's immediate family— which is defined for purposes of regulating family divisions as any adult who is a natural or legally defined offspring, stepchild, spouse, sibling, grandchild, grandparent, or parent of the lot or parcel owner.</p>

Review Fees	
Family Division (with or without Private Road application)	\$300.00 per division

General Requirements

Checklist		Requirement	Code Reference
Applicant	Staff		
		An optional pre-application meeting was held on _____(Date). (Note: This is not required.)	Table 68-105
		Hard Copies (2) of Plat (Folded to 8½” by 14”)	Dept. Policy
		Digital Files Submitted (CADD Files in DWG Format simplified for import into GIS)	68-231
		Date (include all revision dates)	68-236
		North Arrow (with Datum)	68-236
		Scale (1 in.: 100 ft. or less)	68-236
		Page Number (Including Notation with Total Number of Pages)	68-236
		Street Lines on Adjacent Land (Including Route Number and Street Name)	Dept. Policy
		Monument References on Adjacent Land	Dept. Policy
		Intersecting Boundaries of Adjacent Parcels	Dept. Policy
		Ownership Information, Recording Information, and Tax Map Number of Subject and Adjacent Parcels	Dept. Policy
		Boundary Lines of Tract (Length of Courses: Hundredths of a Foot and Bearings: Nearest Second)	Dept. Policy
		Location and Type of All Permanent Reference Monuments	68-205
		Names and Width of All Streets	Dept. Policy
		Location, Type, and Width of All Easements (include recording instrument number)	68-236
		Lot Lines (Dimensions: Hundredths of a Foot and Bearings: Nearest Second)	68-125
		Acreage Shown within Each Lot	68-125

General Requirements

Checklist		Requirement	Code Reference
Applicant	Staff		
		Title Block with the Following Information: <ul style="list-style-type: none"> • Subdivision Title • Magisterial District • County and State • Date • Scale of Plat 	Dept. Policy
		Personal Identification (Name of the Property Owner, Developer, and Surveyor)	Dept. Policy
		Location of Existing Structures	Dept. Policy
		Location of Graves, Objects, or Structures Marking Burial Places	Dept. Policy
		Location of Rivers, Streams, and Other Watercourses	68-170, 83-471(a)
		Location of Riparian Buffers (Intermittent Streams and Wetlands: 50'; Perennial Streams: 100')	68-170(b), 83-471(a)
		Location of Floodplains	68-185

Road Access

Checklist		Requirement	Code Reference
Applicant	Staff		
		Location, Type, Size, and Spacing of All Entrances/Access Points (See Section 68-175(e)(6)(h) Access and Circulation)	68-175
Privat Roads			
Checklist		Divisions using an easement for access require administrative Private Road approval. The number of lots served is calculated in the aggregate regardless of the timing of divisions. Choose one of the following:	68-111 and 68-125(b) 5
Applicant	Staff		
		Minimum 20-foot easement for <u>one to two lots</u> served by a driveway constructed to the residential driveway standard outlined in <u>section 68-175(e)(8)b.1.</u>	68-125(b) 5 a
		For a <u>three to ten lot</u> division, the lots must, at a minimum, be served by a private road constructed to standards outlined in <u>section 68-175(e)(8)b.2.</u>	68-125(b) 5 b
		Divisions resulting in a total of <u>11 or more lots</u> , served by a public road constructed to standards outlined in <u>section 68-175(e)(8)a.</u>	68-125(b) 5 c

Notes	
Expiration	Plat approval shall expire if the plat is not recorded with the Office of the Clerk of the Circuit Court within six months after the date of plat approval [Sec. 68-111(c)(3)].

Statement of Validity of Information

Every applicant shall sign the following document to substantiate the validity of submitted information.

I, being duly sworn, depose and say that I am the Lessee/Owner of the property involved in the application. If I am not the Lessee/Owner, I will provide written certification from the owner granting me the right to submit this application.

I declare that I have familiarized myself with the rules and regulations pertaining to preparing and filing this application. I further declare that the foregoing statements and answers provided throughout the various sections of this application are in all respects true and correct to the best of my knowledge and belief.

Signature of Applicant	
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Name of Applicant (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		

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 preliminary plat approval. If the information listed above changes 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 Plat Application

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

I, _____, am the owner of the property involved in the plat application (Tax Map _____)
and consent to the plat application submitted by _____ for that property.

Signature of Owner

Name of Owner (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

Permission for Inspection of Property

I, _____, hereby grant access to the Director of Community Development, Zoning Administrator, or assigns thereof, to enter my property during reasonable hours without prior notice to make inspections as deemed necessary for the evaluation of my application.

Signature of Applicant	
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Name of Applicant (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		