

**BOUNDARY LINE ADJUSTMENT
CONSOLIDATION
DEDICATION
PLAT VACATION &
REVISION

APPLICATION**



January 1, 2016

Beginning July 1, 2012, per Ordinance O12-19, a 2.75% technology fee will be assessed and collected on the total fees for all new and resubmitted applications until **June 18, 2017.**

Stafford County Department of Planning & Zoning

1300 Courthouse Road
P.O. Box 339
Stafford, VA 22555-0339

Phone: (540) 658-8668
Fax: (540) 658-6824

www.staffordcountyva.gov

Boundary Line, Consolidation and Dedication at Submittal and Approval Process

1. Once a complete application has been submitted to the CDSC/Permit Center, the application and fees are verified, logged and a project number is assigned.
2. The plats are routed to all appropriate reviewers and State Agencies.
3. A review time deadline is assigned and an email notification will be sent to the applicant and plat preparer.
4. The plat preparer has two reviews to address all County comments. If comments are not addressed, a 3rd review fee will be required prior to plat resubmission.
5. All appropriate departments plat review and comments can be viewed on the Integrated Web Response System (IWR) at **<http://hello.stafford.va.us>**.
6. Any plat showing dedication of public right of way or easements must be accompanied by a deed of dedication, a completed property ownership title report (dated within 90 days), and a deed checklist.
7. Once the deeds are in appropriate form and staff has determined that all review comments are addressed, the plats can be signed and recorded. Submit **TEN (10)** sets of the plats, which contain all **original signatures of the OSE, plat preparer, and the owners with proper notarization for recordation**. Fees are required for recordation and Payable to the **Clerk of the Court**.

Vacation Submittal and Approval Process

See Section 22-107 and 22-108 of the Subdivision Ordinance for Complete Process

8. Staff reviews application for plat vacation.
9. Plat vacation request placed on Board of Supervisors meeting agenda to authorize for a public hearing.
10. Once authorized for a public hearing, request is placed on the Board agenda for the public hearing.
11. If approved by the Board, and all staff comments have been addressed, the vacation plat may then be signed and recorded with accompanying deed. A new plat is required. The clerks office will not permit reuse of the previously recorded plat.

Application Submittal Checklist

- Completed **“Project Information & Primary Contacts”** form with description of project:
Description & Location of Project: *Final Subd Plat for 31 lots, on a min of 3 acres served by well and septic, located south of Smith St and approx. 1,000 ft east of Jones Dr.*
- Completed **“BLA/DED/VAC Review Fee Calculation”** sheet and appropriate fees payable to
“County of Stafford” **including 2.75% TECHNOLOGY FEE.**
- Signed **“Statements of Understanding”** from the owner(s) and applicant
- Completed **“BLA/DED/VAC Plat Checklist”**, signed by the plat preparer
- Ten (10) 17”x 21” sets of plan for any Dedication
- Six (6) 17”x 21” sets of plan for Boundary Line Adjustments and Vacation, but ***IF BOS ACTION REQUIRED FOR VACATION, ONLY 1 SET IS REQUIRED FOR SUBMISSION.***
- For **BOUNDARY LINE ADJUSTMENTS**; Two (2) copies of the soils report and drainfield plat prepared by a licensed On-Site Soil Evaluator (OSE) for the lots that are losing acreage
- If **VACATING** a plat or a portion of a plat, a copy of the previously recorded plat with the agent signatures and Plat Map Number (PM#) is required at submission. These plats may be obtained through Land Records in the Clerk of the Court
- All County Projects require a journal entry form at time of plan submission

RECEIVED:

DATE: _____ INITIALS _____

OFFICIALLY SUBMITTED:

DATE: _____ INITIALS _____

Project Information & Primary Contacts
BLA/DED/VAC

<u>PROJECT INFORMATION</u>		<u>PROJECT #</u> _____
_____		_____
PROJECT NAME		SECTION
_____		_____
ADDRESS (IF AVAILABLE)		TOTAL SITE ACREAGE
_____	_____	_____
TAX MAP /PARCEL(S)	ELECTION DISTRICT	ZONING DISTRICT
DESCRIPTION AND LOCATION OF PROJECT:		

<u>APPLICANT/AGENT</u>		Primary Contact Person <input type="checkbox"/>	
_____		_____	
NAME		COMPANY	
_____		_____	
ADDRESS	CITY	STATE	ZIP
_____		_____	
PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS	
_____		_____	

<u>OWNER</u> (Provide attachments if multiple owners)		Primary Contact Person <input type="checkbox"/>	
_____		_____	
NAME		COMPANY	
_____		_____	
ADDRESS	CITY	STATE	ZIP
_____		_____	
PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS	
_____		_____	

<u>PROFESSIONAL</u> (Engineer, Surveyor, etc.)		Primary Contact Person <input type="checkbox"/>	
_____		_____	
NAME		COMPANY	
_____		_____	
ADDRESS	CITY	STATE	ZIP
_____		_____	
PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS	
_____		_____	

BLA/DED/VACATION
Review Fee Calculations

***Dedication & BLA may be combined on a plat but only the higher fee applies – both the dedication and boundary line base fees are not paid. If a BLA and a dedication are combined on plat the IT fee still applies.**

If Vacating an Easement and Rededicating on same plat, only the Dedication Plat Fee would apply.

*** Total application fee includes ONLY the 1st & 2nd Reviews

***Total application fee is for the administrative process and review of this application, and does not constitute an approval of the BLA/DED/VAC Subdivision Plat

1) **Plat Vacation Fee** (\$150.00 no tech fee required) \$ _____ 150.00
 (to vacate a recorded subdivision only-not to be combined w/other plat fees)
 (or to vacate a part of an easement that was not originally dedicated as part of a plan)
(This does not include any rededication of easements)

2) **Boundary Line Adjustment (BLA)**

A. Base Fee (\$750.00)	\$ _____ 750.00
B. Utilities Review Fee (\$160.00) (If County water and/or sewer)	\$ _____ .00
C. I.T. Fee: (_____ Total number of original lots adjusted) x \$20.00=	\$ _____ .00

3) **Consolidation**

A. Base Fee (\$150.00)	\$ _____ 150.00
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4) **Dedication Plat Fee:***

A. Base Fee (\$1,150.00)	\$ _____ 1,150.00
B. Utilities Review Fee (\$240.00)	\$ _____ .00
C. Transportation Review Fee (\$310.00)	\$ _____ .00

SUB-TOTAL \$ _____ .00

Per Ordinance O12-19, a 2.75% technology fee will be assessed and collected on the total fees for all new and resubmitted applications until June 18, 2017. + 2.75% \$ _____

Do not round

GRAND TOTAL \$ _____

All 3rd and subsequent Review Fees are as follows:

BLA – Planning & Zoning (\$350.00)	Utilities (\$95.00)	
Dedication – Planning & Zoning (\$500.00)	Utilities (\$95.00)	Transportation (\$100.00)

Per Ordinance O12-19, a 2.75% technology fee will be assessed and collected on the total fees for all new and resubmitted applications until June 18, 2017.

THE ABOVE FEES ARE TO BE MADE PAYABLE TO: **COUNTY OF STAFFORD**

Statements of Understanding

I, as owner/co-owner of the property subject to this application, do hereby certify that I have read and understood the requirements of this submission of BLA/DED/VAC Subdivision Plat for review and approval as provided under the Subdivision Ordinance, Chapter 22 of the Stafford County Code, and further, that this submittal is in compliance with the requirements and applicable provisions of the Zoning Ordinance for the zoning districts in which this project is located.

Signature of Owner/Co-Owner	Printed Name	Date
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Signature of Owner/Co-Owner	Printed Name	Date
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Signature of Owner/Co-Owner	Printed Name	Date
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I, as applicant or agent for the owner(s) of the property subject to this application, do hereby certify that I have submitted this application for Boundary Line Adjustment, Dedication and or Vacation Plat for review and approval as provided under the Subdivision Ordinance, Chapter 22 of the Stafford County Code, and further, that this submittal is in compliance with the requirements and applicable provisions of the Zoning Ordinance for the zoning districts in which this subdivision is located.

Signature of Applicant/Agent	Printed Name	Date
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BLA/DED/VAC PLAT CHECKLIST

Completed	N/A	CONTENT	Completed	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	22-87.A GRAPHIC SCALE: 1"=100'	<input type="checkbox"/>	<input type="checkbox"/>	22-87.E.7 DEDICATIONS, INCLUDING ESMTS
<input type="checkbox"/>	<input type="checkbox"/>	22-87.A NORTH ARROW	<input type="checkbox"/>	<input type="checkbox"/>	22-87.E.8 EASEMENT WIDTH
<input type="checkbox"/>	<input type="checkbox"/>	22-87.A SHEET SIZE: 17" X 21"	<input type="checkbox"/>	<input type="checkbox"/>	22-87.E.8 EASEMENT LOCATION
<input type="checkbox"/>	<input type="checkbox"/>	22-87.B KEY PLAN & MATCH LINES	<input type="checkbox"/>	<input type="checkbox"/>	22-87.E.8 EASEMENT OWNERSHIP
<input type="checkbox"/>	<input type="checkbox"/>	22-87.C BOUNDARY SURVEY/GEODET	<input type="checkbox"/>	<input type="checkbox"/>	22-87.E.8 EASEMENTS USE
<input type="checkbox"/>	<input type="checkbox"/>	22-87.D CURVE DATA/TABLE	<input type="checkbox"/>	<input type="checkbox"/>	22-87.E.8 VDOT EASEMENT NOTE
<input type="checkbox"/>	<input type="checkbox"/>	22-87.E.1 VIC.MAP/1"=2,460'	<input type="checkbox"/>	<input type="checkbox"/>	22-87.E.9.A CERTIFICATE TITLE
<input type="checkbox"/>	<input type="checkbox"/>	22-87.E.1 SUBDIVISION NAME	<input type="checkbox"/>	<input type="checkbox"/>	22-87.E.9.A NAME/ADRS PLATPREP
<input type="checkbox"/>	<input type="checkbox"/>	22-87.E.1 DATE,INCL REVISIONS	<input type="checkbox"/>	<input type="checkbox"/>	22-87.E.9.B SURVEYORS CERTIFIC
<input type="checkbox"/>	<input type="checkbox"/>	22-87.E.1 NAME/ADDRESS OWNER	<input type="checkbox"/>	<input type="checkbox"/>	22-87.E.9.C OWNRS CONSNT& DED STMNT
<input type="checkbox"/>	<input type="checkbox"/>	22-87.E.1 NAME/ADDRESS SUBDR	<input type="checkbox"/>	<input type="checkbox"/>	22-87.E.9.D CERTIFICATE APRVL
<input type="checkbox"/>	<input type="checkbox"/>	22-87.E.1 TOTAL ACRES OF PARENT PCL	<input type="checkbox"/>	<input type="checkbox"/>	22-87.E.9.D. AGENT SIGNATURE BLOCK
<input type="checkbox"/>	<input type="checkbox"/>	22-87.E.1 ZONING	<input type="checkbox"/>	<input type="checkbox"/>	22-87.E.9.D. HEALTH DEPT SIGNATURE BLOCK
<input type="checkbox"/>	<input type="checkbox"/>	22-87.E.2 ACREAGE/OPEN SPACE	<input type="checkbox"/>	<input type="checkbox"/>	22-87.E.9.D. VDOT SIGNATURE BLOCK
<input type="checkbox"/>	<input type="checkbox"/>	22-87.E.2 AREA OF EACH LOT	<input type="checkbox"/>	<input type="checkbox"/>	22-87.E.10 ADDRESS OF EACH LOT
<input type="checkbox"/>	<input type="checkbox"/>	22-87.E.2 ASSESSOR'S PARCEL NO	<input type="checkbox"/>	<input type="checkbox"/>	22-87.E.11 PRIVATE WELL NOTE
<input type="checkbox"/>	<input type="checkbox"/>	22-87.E.2 LOT BEARING/DISTANCE	<input type="checkbox"/>	<input type="checkbox"/>	22-87.E.12.OSE NOTES/HEALTH NOTES
<input type="checkbox"/>	<input type="checkbox"/>	22-87.E.2 LOT TABULATION	<input type="checkbox"/>	<input type="checkbox"/>	22- OTHER INFO REQ
<input type="checkbox"/>	<input type="checkbox"/>	22-87.E.2 NUMBERED CONSECUTIVELY	<input type="checkbox"/>	<input type="checkbox"/>	22-87.E.12.B HEALTH DEPT NOTE
<input type="checkbox"/>	<input type="checkbox"/>	22-87.E.2 NUMBER OF LOTS	<input type="checkbox"/>	<input type="checkbox"/>	22-87.E.14 DXF/COMP DISK
<input type="checkbox"/>	<input type="checkbox"/>	22-87.E.2 SECTION NUMBER	<input type="checkbox"/>	<input type="checkbox"/>	22-67 MATCH PRELIM/TECH CHANGE
<input type="checkbox"/>	<input type="checkbox"/>	22-87.E.3 FLOOD PLAIN BOUNDARY	<input type="checkbox"/>	<input type="checkbox"/>	22-108 RESTRICTED ACCESS ENTRANCES
<input type="checkbox"/>	<input type="checkbox"/>	22-87.E.4 GPS BEARING WHEN REQ	<input type="checkbox"/>	<input type="checkbox"/>	22-118 UTILITIES
<input type="checkbox"/>	<input type="checkbox"/>	22-87.E.4 GPS NOTES	<input type="checkbox"/>	<input type="checkbox"/>	22-118.1 URBAN SERV AREA/SEWER
<input type="checkbox"/>	<input type="checkbox"/>	22-87.E.4 TWO CNTRL MNMNTS/PLAT	<input type="checkbox"/>	<input type="checkbox"/>	22-118.4 &5 ONSITE WATER & SEWER
<input type="checkbox"/>	<input type="checkbox"/>	22-87.E.5.A LR# OR ROUTE # OF ST.	<input type="checkbox"/>	<input type="checkbox"/>	22-141 PRE-EXISTING LOTS
<input type="checkbox"/>	<input type="checkbox"/>	22-87.E.5.A EXISTING STREETS	<input type="checkbox"/>	<input type="checkbox"/>	22-142 LOT SIZE
<input type="checkbox"/>	<input type="checkbox"/>	22-87.E.5.A EXISTG STREET LOCATION	<input type="checkbox"/>	<input type="checkbox"/>	22-143 5:1 SHAPE RATIO/ELONGATED
<input type="checkbox"/>	<input type="checkbox"/>	22-87.E.5.A EXISTG STREET DIMENSION	<input type="checkbox"/>	<input type="checkbox"/>	22-144 LOT FRONTAGE
<input type="checkbox"/>	<input type="checkbox"/>	22-87.E.5.A PROPOSED STREETS	<input type="checkbox"/>	<input type="checkbox"/>	22-145 CORNER LOT (ZONING 28-38)
<input type="checkbox"/>	<input type="checkbox"/>	22-87.E.5.A STREET NAMES	<input type="checkbox"/>	<input type="checkbox"/>	22-146 SIDE LOT LINES
<input type="checkbox"/>	<input type="checkbox"/>	22-87.E.5.B TEMP CUL-DE-SAC	<input type="checkbox"/>	<input type="checkbox"/>	22-147 OUT LOTS NOT PERMITTED
<input type="checkbox"/>	<input type="checkbox"/>	22-87.E.5.C PAE NOTES	<input type="checkbox"/>	<input type="checkbox"/>	22-148 SEPARATE OWNERSHIP
<input type="checkbox"/>	<input type="checkbox"/>	22-87.E.5.C VDOT EASEMENT NOTE	<input type="checkbox"/>	<input type="checkbox"/>	22-149 DOUBLE FRONTAGE
<input type="checkbox"/>	<input type="checkbox"/>	22-87.E.5.C.1 LOTS SRVD BY PAE	<input type="checkbox"/>	<input type="checkbox"/>	22-151 REVERSE FRONTAGE OR SHARED D/W
<input type="checkbox"/>	<input type="checkbox"/>	22-87.E.5.C.2 PC APRVL DAT/PAE	<input type="checkbox"/>	<input type="checkbox"/>	22-152.A SWM REQ IN OPEN SPACE
<input type="checkbox"/>	<input type="checkbox"/>	22-87.E.5.C.3 INELIGIBLE/VDOT	<input type="checkbox"/>	<input type="checkbox"/>	22-152.B FACILITY REQ STM DRN ESMT
<input type="checkbox"/>	<input type="checkbox"/>	22-87.E.5.C.3 PAE MAINT NOTE	<input type="checkbox"/>	<input type="checkbox"/>	22-152.C SWM ACCESS/EASM
<input type="checkbox"/>	<input type="checkbox"/>	22-87.E.5.E PRMY HWY ROW NOTE	<input type="checkbox"/>	<input type="checkbox"/>	22-153 LOT REQ FOR BUFFERS
<input type="checkbox"/>	<input type="checkbox"/>	22-87.E.6 RESTRICTIONS REFERENCED	<input type="checkbox"/>	<input type="checkbox"/>	22-156 BLOCK LENGTH

Completed N/A

<input type="checkbox"/>	<input type="checkbox"/>

22- OTHER INFO REQ

- 22-157 BLOCK WIDTH
- 22-158 BLOCK ORIENTATION
- 22-167 ROW DEDICATION
- 22-177 TH ACCESS
- 22-179 STREET DEDICATION TO PUBLIC USE
- 22-186 VDOT STANDARDS SERVING 3 OR >
- 22-187 STREET CONTINUATION
- 22-187 STREET ALIGNMENT
- 22-188 STREET ANGLE
- 22-189 STREET HALF/CENTER LINE
- 22-190 STREET ACCESS CONNECTIONS
- 22-191.A # LOTS/LENGTH CUL-DE-SAC
- 22-191.B. TEMPORARY CUL-DE-SAC
- 22-212 MIN WIDTH ROW
- 22-213 STREET NAMES
- 22-217 SHARED D/W NOTE

Completed N/A

<input type="checkbox"/>	<input type="checkbox"/>

28 - OTHER INFO REQ

- 28-35 TABLE 3.1 LOT WIDTH/AREA
- 28-38 PERFORMANCE REGULATIONS
- 28-39.I.34 LOC EXISTING ITEMS
- 28-39.O LOC OF CEMETERIES
- 28-62 CRPA

DEVELOPER CONTRIBUTION TO OFF-SITE SEWERAGE & DRAINAGE FACILITIES

22-168 UTIL PRO-RATA SHARE

FILING

- 22-86.A TEN COPIES OF PLATS
- 2 COPIES OSE SOIL REPORTS
- CONSTRUCTION PLAN PREV SUBMITTED AP#

REQUIRED MONUMENTS

<input type="checkbox"/>	<input type="checkbox"/>

- 22-132.A PROP CRNRS SET BY LS
- 22-132.B. CNTRL MONUMENT ESMT
- 22-132.B.4 CONTROL MONUMENTS
- 22-132.B.5 EXIST MONUMENT USE

SURVEYOR'S CERTIFICATION OF PLAT COMPLETION:

I, _____ duly licensed/certified in the Commonwealth of Virginia, do hereby certify that the plat submitted with this checklist conforms to the requirements of the Stafford County Code. I further certify that the above checklist is both complete and accurate.

Signature

Certification

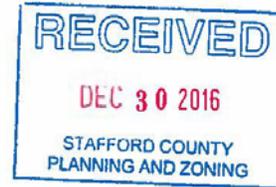
CLERK'S OFFICE
Stafford County Circuit Court

MICHAEL E. LEVY
Resident Judge
CHARLES S. SHARP
Resident Judge
VICTORIA A. B. WILLIS
Resident Judge

P.O. BOX 69
STAFFORD, VIRGINIA 22555
(540) 658-8750

KATHLEEN M. STERNE
Clerk of Court

DAWN E. CRISP
Chief Deputy



December 27, 2016

Stafford County
Planning and Zoning
PO Box 339
Stafford, VA 22555

Attn: Jeff Harvey

RE: Recording of Plats

Dear Mr. Harvey:

As per our discussion in regard to the State Standards for Recorded Instruments with LeaAnn Ennis and Andrea Hornung, we have determined from plats that have been previously recorded in our land records, the shaded areas on the documents, once scanned, are appearing black and non-readable. This is not beneficial to any parties involved. Any future patrons or title examiners looking for the information recorded on such document will not be able to use the document, if in fact, they need the information where it has blackened out.

One of the duties of the Clerk of Court is to preserve and protect the history of Stafford's records. I would like to think that would be everyone's goal. With that said, I understand that your office works very hard to manage the wealth of information that comes through your office, so with your help in heading off these plats with the shading, we would like to set the date of January 15, 2017 as a date in which we will no longer take plats with shading that when imaged, produce blackened areas where the shading is.

Thank you in advance for all your help, and I apologize for any inconvenience this causes your office.

Respectfully,

Kathy Sterne
Kathy Sterne
Clerk of Court