

**BOUNDARY LINE ADJUSTMENT  
CONSOLIDATION  
DEDICATION  
PLAT VACATION &  
REVISION  
  
APPLICATION**



OCTOBER 2018

**Stafford County Department of Planning & Zoning**

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

Phone: (540) 658-8668  
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[www.staffordcountyva.gov](http://www.staffordcountyva.gov)

## **NOTICE**

Stafford County treats all applications and applicants equally. The County does not discriminate against religion, or on the basis of race, sex, age, national origin, or disability, in its planning, permitting, utilities, and land use processes.

Under the laws of the United States and the Commonwealth of Virginia, no government may discriminate against any religion or on the basis of race, sex, age, national origin, or disability, in its planning, permitting, utilities, and land use processes.

Under the Religious Land Use and Institutionalized Persons Act (“RLUIPA”), no government may apply its zoning or land use laws, or its policies and procedures in a manner that unjustifiably imposes a substantial burden on the religious exercise of a person, assembly, or institution.

RLUIPA also provides that no government may apply its zoning or land use laws in a manner that treats a religious assembly or institution on unequal terms with a non-religious institution or assembly.

Finally, RLUIPA provides that no government may impose or implement a land use regulation in a manner that discriminates against a religious assembly or institution.

Stafford County does not discriminate in its planning, permitting, utilities, and land use processes, practices, and policies. Stafford County treats all applications and applicants equally.

## **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), signing authority, and deed checklist along with the latest version. Deeds submitted w/latest version of the plat may be submitted along with 2<sup>nd</sup> review of plat.
7. Once the deeds are in appropriate form and staff has determined that all review comments are addressed on the plats, the deeds and plats can be signed and recorded. The final submission of the deeds will not be signed until plats are signed by VDOT AND/OR HEALTH DEPTS. 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 Subdivision Plat (type of application) for 31(number of lots) single family residential lots, on a 33 acres (area of parcel) served by well and septic(or water/sewer), located south of Smith St and approx. 1,000 ft east of Jones Drive within the \_\_\_\_\_ Election District.*
- 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 _____
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**Project Information & Primary Contacts**  
**BLA/DED/VAC**

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

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

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

<b><u>PROFESSIONAL</u></b> (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) \$                  .00  
 (If County water and/or sewer)

C. I.T. Fee:  
 (\_\_\_\_ Total number of original lots adjusted) x \$20.00= \$                  .00

**3) Consolidation**

A. Base Fee (\$150.00) \$           150.00

**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

+ **2.75%** \$                                   

**GRAND TOTAL** \$                                   

**All 3<sup>rd</sup> 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)

**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.

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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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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.

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

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



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

Completed	N/A	28 - OTHER INFO REQ
<input type="checkbox"/>	<input type="checkbox"/>	28-35 TABLE 3.1 LOT WIDTH/AREA
<input type="checkbox"/>	<input type="checkbox"/>	28-38 PERFORMANCE REGULATIONS
<input type="checkbox"/>	<input type="checkbox"/>	28-39.I.34 LOC EXISTING ITEMS
<input type="checkbox"/>	<input type="checkbox"/>	28-39.O LOC OF CEMETERIES
<input type="checkbox"/>	<input type="checkbox"/>	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#

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

**REQUIRED MONUMENTS**

<input type="checkbox"/>	<input type="checkbox"/>	22-132.A PROP CRNRS SET BY LS
<input type="checkbox"/>	<input type="checkbox"/>	22-132.B. CNTRL MONUMENT ESMT
<input type="checkbox"/>	<input type="checkbox"/>	22-132.B.4 CONTROL MONUMENTS
<input type="checkbox"/>	<input type="checkbox"/>	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.

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Signature

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Certification

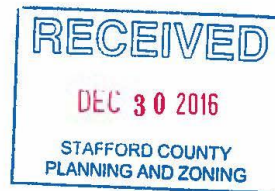
CLERK'S OFFICE  
**Stafford County Circuit Court**

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