

Tax Map Number: _____
 Application Number: _____
 Project Name: _____
 Applicant: _____

Office Use Only:
 Date: _____
 County Attorney Review #: _____

STAFFORD COUNTY, VIRGINIA
Deed of Dedication and Easement Checklist

1. All deeds submitted to the County for review and approval **must** be accompanied by a completed checklist from the Applicant.
2. Acknowledge that each item is complete under the "Applicant" heading. You may write "N/A" when an item is not applicable. Provide notes/additional information if necessary.
3. The checklist requirements will be enforced stringently. Please ensure deeds are completed in accordance with this list and the sample deed.

	Applicant	Co. Att'y	Requirement	Notes
1			Tax Map No. is listed at the top of the first page of the deed.	
2			First page of the deed bears the name of the person and company/firm who drafted the instrument and complete mailing address. Attorneys must also list his/her Virginia Bar Number. (Effective July 1, 2012, VA Code § 17.1-223)	
3			First page of deed includes: 1) Grantee's Address; 2) Consideration; and 3) Brief Legal Description.	
4			Tax map number on deed must match tax map number on title report, plat, and any other supporting documents.	
5			Owner's name in every part of the deed must match the owner's name on the plat, the recorded deed by which the owner acquired title, and any supporting documents.	
6			The title of the plat must completely match the plat title provide in the deed.	
7			All dedications/easements/conveyances are accounted for on the plat AND in the deed(s). Preferably, the labels shown on the plat are provided exactly as written on the plat in the deed.	
8			If land is dedicated for a street in the deed, the plat must show a dedication for "public street purposes."	
9	_____	_____	All applicable paragraphs of the County's required condition language are included completely as provided for in the sample deed, when applicable.	
	_____	_____	Exclusive water-sewer easement condition language. ¶(a)-(c)	
	_____	_____	Non-exclusive easement condition language. ¶(a)-(e)	
	_____	_____	Grantor's further assurances of easement rights.	
10			If there is a Deed of Trust on the property, there must be language subordinating (or releasing when appropriate) the Beneficiary's/Lender's interest in the conveyances and easements.	
11			Title verification is required and will be acceptable in one of the following forms, dated within 90 days of final County approval as to form: attorney's opinion letter, Title Company report/commitment binder, or Title Company Policy.	

Signatures and Notaries:			
12			If Grantor is a Partnership, LLC, or Corporation: Provide a copy of the document that authorizes the person to sign on behalf of the Partnership/LLC/Corporation. It cannot be self-authorizing.
13			If a person is signing in the place of an individual owner, provide a copy of the Power of Attorney document authorizing the person to sign.
14	_____	_____	If there is a Deed of Trust on the Property: (1) A Trustee must sign. If Trustee is a company, provide a copy of the document that authorizes the person to sign on behalf of Trustee. It cannot be self-authorizing. (2) A Lender and/or Beneficiary must sign. If Lender/Beneficiary is a company, provide a copy of the document that authorizes the person to sign on behalf of Lender/Beneficiary. It cannot be self-authorizing.
15			All signatures must be notarized in the name and capacity in which the person signed the deed. The signature block must match the notary clause.
16			Notaries must provide his/her Commission expiration date.
17			Notaries must provide his/her registration number.
18			Notary seals must be reproducible by photocopy when received by the County. (The County will not shade in notary seals.)
19			Notaries' names must be legible whether from the name printed separately or notary stamp.
20			The signature of each person to which the notary is attesting, the notary statement, notary seal, and notary signature must be on the same page.
21	_____	_____	The County's signature page must contain: (1) the acceptance clause, as provided in the sample deed; (2) the applicable Resolution Number; and Resolution R08-474 authorizes the County Administrator or the Director of Planning and Zoning, to accept deeds of easement for interests in real property less than \$100,000, except for property conveyed to the County pursuant to any proffer. Resolution R03-153 authorizes the County Administrator to accept deeds of easement for utilities and other routine interests in real estate. (3) appropriate County signatory name and title.
22			If the deed includes a vacation, language consenting to the vacation by the County must be included on the signature page and the appropriate Virginia Code reference, i.e., Virginia Code §§ 15.2-2270, 15.2-2271, or 15.2-2272. See sample deed.
23			Deed must include a signature block for the County Attorney's Office, including "Approved as to Form; Virginia Code § 15.2-1803," and a place for the attorney's signature, printed name, and title.

