

# Minor Subdivision Application Packet

Revised June 2020



Caroline County Department of Planning and Community Development  
233 West Broaddus Avenue  
Bowling Green, VA 22427  
[www.co.caroline.va.us](http://www.co.caroline.va.us)  
Phone: 804-633-4303 Fax: 804-633-1766



## Caroline County Minor Subdivision Requirements

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The Department of Planning and Community Development has established this application packet to provide an overview as to the process associated with establishing a minor subdivision in Caroline County.

### Minor Subdivision

A minor subdivision is the division of property creating no more than one additional lot.

### Initial Consultation

Call the County Department of Planning and Community Development (DPCD) to discuss your proposal and obtain a minor subdivision application. It is recommended that the applicant discuss the subdivision with staff prior to having a surveyor initiate work to discuss subdivision regulations, including placement of lots, lot dimensions and access.

Contact the Department of Public Utilities to determine if connecting to public water/sewer is required, 804.633.4390.

### Obtaining Health Department Approval

A private soil scientist (AOSE) should prepare the packet that will be submitted to the Virginia Department of Health (VDH). Once this is done, complete the following:

1. Complete the Septic Tank Permit Application form included with this packet & submit to DPCD. A \$175 fee is required per lot.
2. The DPCD will review the Septic Tank Application (3 day review time) and provide you with a signed copy to take to VDH.
3. Contact VDH regarding the process to get a Septic Certification Letter and/or Septic Permit:
  - All parcels, the new and residual, must have a suitable septic location.
  - a. If the residual parcel already has an existing house and septic system in place, then there is no need to have an additional septic location identified and certified by VDH.
  - b. If the residual parcel does not have an existing house and septic system, then a suitable septic location must be identified and certified by VDH.

The Septic Certification letter and/or Septic Permit must be submitted with the completed Minor Subdivision Application.

## Preparing the Plat

Once a suitable septic location has been identified and approved by the Virginia Department Health, contact a surveyor or engineer who is licensed by the Commonwealth of Virginia to prepare the survey. The surveyor must show the primary and reserve drainfield location for each parcel on the plat.

As stated in the Caroline County Subdivision Ordinance, Section 5-20.1: *“where a tract of land is proposed as a minor subdivision, access to the subdivided lot shall be provided by a right-of-way of at least fifty (50) feet in width...only one point of access shall be allowed for a minor subdivision unless there is more than 425 feet of separation between an existing entrance and the newly proposed entrance.”*

## NOTES TO BE INCLUDED ON MINOR SUBDIVISION PLATS

Notes for properties in the CBPA as follows:

*“This property is subject to the Caroline County Chesapeake Bay Preservation Area Overlay District Regulations. Any future activity may require a site specific RPA determination. Activities within the RPA are subject to the criteria regarding encroachments, modifications, or other allowable activities, as specified by the Caroline County Chesapeake Bay Preservation Act program. Onsite septic systems are subject to the septic pumpout and reserve drainfield requirements of the Caroline County CBPA program.”*

Additional/optional note: If RPA is shown on plat, include a note regarding the basis of the RPA:

- Existing RPA, wetland or other map sources
- Site Specific determination (include the approval date)
- Designated as RPA on CBPA map

Note for properties **not** in the CBPA

*“Subsequent action by Caroline County may result in this property being designated as being subject to the Caroline County Chesapeake Bay Preservation Area Overlay District.”*

Note for all minor subdivision plats

*“Any future subdivisions of the parent (residual) or subdivided tract will constitute a major subdivision subject to Planning Commission approval and all applicable standards of Section 5 of the Caroline County Subdivision Ordinance, including the design and construction of a road to the standards of the Virginia Department of Transportation for acceptance into the secondary road system.”*

## Submission

Submit the minor subdivision application and fees with four (4) original plats (with an executed and notarized Owner's Consent and Dedication and Surveyor's Certificate)p, one (1) copy of the Virginia Department of Health Certification Letter or Drainfield Construction permit to the Department of Planning and Community Development and the completed Applicant and Surveyor checklists included in this packet.

The Department of Planning and Community Development will review the application:

- a. If approved, the County will keep one (1) copy of the plat and certification letter and return the others.
- b. If revisions are necessary, we will notify the surveyor/engineer in regards to the necessary changes.
- c. The surveyor/engineer will make the necessary changes and resubmit the plat for County review and approval.

Once approved by the County, the plat and deed must be recorded within six (6) months or the approval is void and will need to be resubmitted for County review and approval. Before any building permits are issued, you will need to provide the Department with the Deed Book and Page Number where the plat is recorded.

If you have further questions please feel free to call the Department of Planning and Community Development at (804) 633-4303.



## Minor Subdivision Checklist

### Applicant Checklist

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Please complete the following checklist and return with the items listed below.

- Payment of **\$250** (Checks payable to Treasurer of Caroline County)
- Completed Land Development Application
- Certification Letter or Construction Permit for Sewage Disposal from the Virginia Department of Health for all subdivided lots and the residual portion
- Four (4) original plats from the surveyor signed & notarized by the property owner
- Completed Surveyor Checklist

For Office Use Only

Date: \_\_\_\_\_

Checked for Completion by: \_\_\_\_\_



# Minor Subdivision Checklist

## Surveyor Checklist

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To be completed by the surveyor and returned with the application package.

- Title on plat specifying that it is a Minor Subdivision Plat
- Property lines of the new lot shown with bearings and distances
- Total area of the new lot (square feet and acreage)
- Total area of the residual parcel with appropriate notation regarding subsequent subdivision will constitute a major subdivision
- Tax map number of the pre-existing parcel
- The location of the proposed drainfield (primary and reserve)
- The current zoning of the property
- The deed book and page numbers of the parent tract of land
- The location of any lakes, rivers, and/or streams on the subject parcel, the County may require the site specific delineation of the RPA boundaries for final approval
- The location and dimensions of all access points or driveways from the state road. Lots being served by a 50 foot ingress/egress easement shall show the easement
- The location of any easements and public rights-of-way
- If fronting on a state maintained road, a minimum dedication of twenty-five (25) feet from the centerline is required for public use
- The surveyor's name, address, telephone and fax numbers, and seal with certificate number on each plat
- An executed surveyor's certificate
- A dotted line delineating the required building setbacks
- The location of all existing structures lying within or partially overlapping the required building setbacks on the new or residual parcel
- Provide Chesapeake Bay Preservation Act notes as per Section 6 of the Subdivision Ordinance
- Owner's Consent and Dedication provided on the plat.

Surveyor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**WELL AND SEPTIC PERMIT APPLICATION**

**Please return completed, signed application to the Department of Planning & Community Development. For new drainfields, a copy of the survey/sketch showing the drainfield & house location must accompany the application. Applications for a new drainfield have a three day review period.**

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Application for:     Drainfield Construction Permit/Certification Letter (**\$175 fee is required**)\*\*

**Number of Bedrooms Requested:** \_\_\_\_\_

Drainfield Repair (no charge)\*\*

Well (no charge)\*\*

\*\*Additional fees may be assessed by Public Utilities and Virginia Department of Health

Date of Application: \_\_\_\_\_

Owner/Applicant Name: \_\_\_\_\_

Owner/Applicant Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

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Tax Map Number: \_\_\_\_\_                      Acreage in parcel or lot size: \_\_\_\_\_

Lot of Record:            \_\_\_\_\_ before 1989                      \_\_\_\_\_ after 1989\*

\*If lot was platted after 1989, a 100% reserve is required\*

Route Number /Road Name / Subdivision / Lot Number: \_\_\_\_\_

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**I hereby certify that I have the authority to make the foregoing application and that the information given is accurate to the best of my knowledge.**

\_\_\_\_\_  
Signature of Owner or Authorized Agent

\_\_\_\_\_  
Mailing Address (if different from above)

\_\_\_\_\_  
Phone Number

**OSE Name & Contact Number:** \_\_\_\_\_

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**Public Utilities (only necessary for parcels located within the Public Utilities Service Areas)**

Required to connect - Public Water       Yes       No

Required to connect – Public Sewer       Yes       No

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Signature & Date

**Environmental**

Is any disturbed area in the:       RMA       RPA       None

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Environmental Planner Signature & Date

**Planning**

Date Paid: \_\_\_\_\_

Method of Payment: \_\_\_\_\_

Receipt #: \_\_\_\_\_

Received by: \_\_\_\_\_





# PLANNING & DEVELOPMENT APPLICATION

DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT

233 WEST BROADDUS AVENUE

BOWLING GREEN, VA 22427

(804) 633-4303

WWW.CO.CAROLINE.VA.US

DATE SUBMITTED: \_\_\_\_\_

CASE NUMBER: \_\_\_\_\_

\*NOTE: AN APPLICATION SHALL NOT BE DEEMED OFFICIALLY FILED UNTIL ALL REQUIRED PLANS, PLATS, FEES AND SUPPORTING DOCUMENTATION ARE SUBMITTED TO THIS DEPARTMENT.

## 1. TYPE OF REQUEST

REZONING: FROM \_\_\_\_\_ TO \_\_\_\_\_

PROFFER AMENDMENT \_\_\_\_\_  
(REZONING CASE #)

SPECIAL EXCEPTION: \_\_\_\_\_  
(ORDINANCE SECTION)

SITE PLAN: \_\_\_\_\_ MAJOR \_\_\_\_\_ MINOR

VARIANCE: \_\_\_\_\_

ADMINISTRATIVE APPEAL \_\_\_\_\_

COMP. PLAN AMENDMENT \_\_\_\_\_

OTHER \_\_\_\_\_

SUBDIVISION (MAJOR)

\_\_\_\_\_ PRELIMINARY \_\_\_\_\_ FINAL

\_\_\_\_\_ CONCEPT

SUBDIVISION (OTHER)

\_\_\_\_\_ MINOR \_\_\_\_\_ BLA/VACATION

\_\_\_\_\_ FAMILY

## 2. PROPERTY INFORMATION

TAX MAP NUMBER \_\_\_\_\_

CURRENT ZONING \_\_\_\_\_

ACREAGE OF REQUEST \_\_\_\_\_

TOTAL ACREAGE \_\_\_\_\_

PHYSICAL ADDRESS/LOCATION \_\_\_\_\_

VOTING DISTRICT \_\_\_\_\_

UTILITIES: \_\_\_\_\_ PUBLIC \_\_\_\_\_ PRIVATE \_\_\_\_\_ EXISTING \_\_\_\_\_ NEW

### 3. APPLICANT / OWNER INFORMATION

**OWNER OF RECORD:**

---

NAME

---

MAILING ADDRESS

---

MAILING ADDRESS

---

PHONE NUMBER

---

E-MAIL

**APPLICANT:**

---

NAME

---

MAILING ADDRESS

---

MAILING ADDRESS

---

PHONE NUMBER

---

E-MAIL

**AGENT/DEVELOPER/ENGINEER:**

---

NAME

---

MAILING ADDRESS

---

MAILING ADDRESS

---

PHONE NUMBER

---

E-MAIL

**MAIN POINT OF CONTACT:**

---

NAME

---

MAILING ADDRESS

---

MAILING ADDRESS

---

PHONE NUMBER

---

E-MAIL

**4. I/WE READ THIS COMPLETED APPLICATION, UNDERSTAND ITS INTENT AND FREELY CONSENT TO ITS FILING. THE INFORMATION PROVIDED IS ACCURATE TO THE BEST OF MY/OUR KNOWLEDGE. I UNDERSTAND THAT THE COUNTY MAY APPROVE, CONDITIONALLY APPROVE, OR DENY THE REQUEST FOR WHICH I AM APPLYING. FURTHERMORE, I GRANT PERMISSION TO THE DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT AND OTHER AUTHORIZED GOVERNMENT AGENTS TO ENTER THE PROPERTY AND MAKE SUCH INVESTIGATIONS AS THEY DEEM NECESSARY TO EVALUATE THE REQUEST.**

\_\_\_\_\_ OR \_\_\_\_\_  
 OWNER SIGNATURE AGENT/APPLICANT SIGNATURE

\_\_\_\_\_ \_\_\_\_\_  
 OWNER'S NAME AGENT/APPLICANT NAME

\_\_\_\_\_ \_\_\_\_\_  
 DATE DATE

**5. FEE SCHEDULE**

REZONING	_____	+	( _____ X <u>\$50</u> ) = _____	
	BASE FEE		ACREAGE \$/ACRE	TOTAL
PROFFER AMENDMENT	_____	+	( _____ X <u>\$100</u> ) = _____	
	BASE FEE		NO. OF REQUESTS \$/REQUEST	TOTAL
SPECIAL EXCEPTION	_____	+	( _____ X <u>\$50</u> ) = _____	
	BASE FEE		ACREAGE \$/ACRE	TOTAL
SITE PLAN: MAJOR	_____	+	( _____ X <u>\$50</u> ) = _____	
	BASE FEE		ACREAGE \$/ACRE	TOTAL
SITE PLAN: MINOR	<u>\$400</u>	X	_____ = _____	
	BASE FEE		NUMBER OF REQUESTS	TOTAL
COMP PLAN AMENDMENT	_____	X	_____ = _____	
	BASE FEE		NUMBER OF REQUESTS	TOTAL
VARIANCE/ADM. APPEAL	<u>\$600</u>	X	_____ = _____	
	BASE FEE		NUMBER OF REQUESTS	TOTAL
SUBDIVISION: MINOR			<u>\$250 - MINOR</u> <u>\$200 - BLA</u> <u>\$100 - VACATION</u> = _____	
TYPE: _____			<u>\$200 + \$50 PER NEW LOT - FAMILY</u>	TOTAL
SUBDIVISION: MAJOR	_____	+	( _____ X <u>\$50</u> ) = _____	
	BASE FEE		NUMBER OF LOTS \$/LOT	TOTAL
CONCEPT PLAN	<u>\$250</u>	X	_____ = _____	
	BASE FEE		NUMBER OF REQUESTS	TOTAL
OTHER	_____	X	_____ = _____	
				TOTAL

CHECK # \_\_\_\_\_  CASH  CHARGE RECEIPT # \_\_\_\_\_

**REVIEW BY / COMMENTS:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_