

Boundary Line Adjustments and Lot Line Vacations

Minor Subdivision Application Packet

Revised January 2021



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



Caroline County Minor Subdivision Requirements Boundary Line Adjustment or Lot Line Vacation

The Department of Planning and Community Development has established this application packet to provide an overview as to the process associated with establishing a boundary line adjustment and lot line vacation in Caroline County.

Initial Consultation

Call the County Department of Planning and Community Development (DPCD) to discuss your proposal and obtain a minor subdivision application for a boundary line adjustment and lot line vacation. 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.

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 and the two (2) completed 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 return the others.
- b. If revisions are necessary, we will notify the surveyor/engineer in regard 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.

NOTE:

Lot Line Vacations require the subject properties be deeded in the same name as shown in the tax records of Caroline County or a new deed must be provided prior to approval by the DPCD.

Required Plat Notes

The following statements shall be included on the boundary line adjustment or lot line vacation plat, if applicable to the property

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.

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



Boundary Line Adjustment or Lot Line Vacation Checklist

Applicant Checklist

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

- Payment of **\$100 for Lot Line Vacations** (Checks payable to Treasurer of Caroline County)
 - Payment of **\$200 for Boundary Line Adjustments** (Checks payable to Treasurer of Caroline County)
 - Completed Land Development Application
 - Four (4) original plats from the surveyor, signed by the property owner(s)
 - Approval from Lien Creditor for Deeds of Trust and Mortgages. This can be in the form of a letter or signature on the plat.
 - Completed Surveyor Checklist
 - Deed of Vacation (Lot Line Vacation Only)
All Lot Line Vacations require an executed deed affirming the lot line vacation in accordance with Section 15.2-2272.1 of the Code of Virginia.
- NOTE:** Lot Line Vacations require the subject properties be deeded in the same name as shown in the tax records of Caroline County or a new deed must be provided prior to approval by the DPCD.
- Boundary Line Adjustments require a Deed of Bargain or Sale if the adjustment involves more than one property owner.

For Office Use Only

Date: _____

Checked for Completion by: _____



Boundary Line Adjustment or Lot Line Vacation Checklist Surveyor Checklist

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

- Title on plat specifying that it is a Boundary Line Adjustment or Lot Line Vacation Plat
- Current location of the property lines and the proposed adjustments shown with bearings and distances or the current lot line with the language "This line is hereby vacated" indicating the line to be vacated.
- Total area of the adjusted lots or consolidated (square feet and acreage)
- Tax map number of the pre-existing parcel(s)
- The name of the property owner for all properties involved
- The current zoning of the property
- The deed book and page numbers of the lot(s)
- 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
- Chesapeake Bay Preservation Act notes as per Section 6 of the Subdivision Ordinance
- The location and dimensions of all access points or driveways from the state road
- The location of any easements and public rights-of-way
- 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
- Owner's Consent and Dedication provided on the plat.

Surveyor Signature: _____ Date: _____



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: _____
