

2020

**Boundary Line Adjustment, Lot Consolidation, Minor  
and Family Subdivision Application Packet**



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# Charles City County Minor Subdivision Requirements



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

## **A MINOR SUBDIVISION IS:**

- The division of 4 or fewer lots which all front on an existing public road (including residual or parent tract);
- Family Subdivision;
- A Boundary Line Adjust where no new lots are created;
- Lot Consolidation – Where two or more lots are combined to form a new larger parcel(s).

## **ROADS:**

- A private road is synonymous with an all-weather road
- Ingress/Egress easements are private driveways – not roads

## **INITIAL CONSULTATION**

Call the County Department of Community Development to discuss your proposal and obtain the minor subdivision application or access it from the County's website. It is highly recommended that the applicant discusses the subdivision with staff prior to having a Certified Design Professional (CDP (typically a surveyor or engineer)) initiate work on the subdivision documents. This discussion involves the process, including regulations, placement of lots, soil work, lot dimensions, well/septic systems, access, addressing and other relevant information.

## **OBTAINING HEALTH DEPARTMENT APPROVAL FOR MINOR/FAMILY SUBDIVISION**

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

1. Obtain an application for a septic permit from the Virginia Department of Health (VDH). A fee established by the Health Department will be required. The fee is to be paid to the Health Department. The Health Department is located at 7501 Adkins Road, Charles City, VA 23030
2. Contact the Health Department about the process to obtain a Septic Certification Letter and/or Septic Permit.
  - a. All parcels, new and residual or parent tract, must have a suitable septic location.
    - i. If the residual tract 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 the Health Department. However, a

reserve drain field location is required on all lots.

- ii. If the residual or parent tract DOES NOT have an existing house and septic system, then a suitable septic location must be identified and certified by the Health Department.
3. Once a suitable septic location has been identified and approved by the Health department, contact your CDP who is licensed by the Commonwealth of Virginia to prepare the survey plat. The CDP must show the primary and reserve drain field locations for each parcel on the plat.

### **PROPERTY ELIGIBLE FOR MINOR AND FAMILY SUBDIVISIONS & ACCESS REQUIREMENTS**

#### ***Family Subdivisions:***

All zoning districts in Charles City County a family subdivision is a permitted use. In Agricultural (A-1), Residential (R-1), and Multi-family Residential (R-2) zoning districts a non-family minor subdivision is permitted use. If the property uses a private well and septic the minimum lot size is one (1) acre. If there is central water and sewer the minimum lot size is 20,000 square feet (R-1 and R-2 Districts only). If County services are available, the subdivision must be connected to the County system. If County facilities are within 500-feet of the subject property, the lines must be extended by the subdivider.

The purpose of the family division is to provide a building lot for the **URGENT/IMMEDIATE** housing needs of a member of the immediate family member as proscribed in the Code of Virginia, 15.2244 and 2244.1, 1950 as amended and in Section 7 of the Charles City Subdivision ordinance. Each lot must meet the minimum zoning requirements for the district in which they are created. If the family division does not have frontage of a state highway then a private right-of-way (ingress/egress easement) shall be provided to the parcel. If the easement serves more than 2 lots, it must meet VDOT sight distance requirements. There shall be no reserve or "spite strips" and therefore any adjoining parcel has the right to use the easement (See 6-23 D of the subdivision ordinance). The width of such easement shall be a minimum of 20-feet with a minimum. In order to keep state roads in Charles City County safe and efficient lots created through the family division process must use the ingress/egress easement for access to the state road (if applicable).

Staff strongly encourages that the easement be 50-feet in width and be constructed to the requirements of the Charles City subdivision ordinance Section 6-2.5b, c. Multiple minor subdivisions from the same parent tract that increases the total lot count of the combined subdivisions to more than 4-lots (lots, tracts, parcels, are synonymous terms) shall not be permitted (See Section 7.4-F of the subdivision ordinance). Therefore, existing ingress/egress easements cannot be extended for further subdivision activity.

***Minor Subdivisions:***

Minor subdivisions, a maximum of three (3) lots are permitted without a residue or four (4) including the residue. Therefore, the maximum number of lots created in these types of subdivisions is four (4). Each lot must meet the minimum zoning requirements for the district in which they are created. Lots created through this process cannot be further subdivided under a minor division process. The residue and/or parent tract counts as part of the subdivision and therefore has a new creation date of the recordation of the minor subdivision. All lots must meet all requirements (zoning and health department, etc.) of the subdivision ordinance. When the lots do not have frontage along the existing State Road, then private road(s) must be constructed and have a minimum right-of-way width of 50-feet and be consistent with Section 6-2.5 c., of the Charles City County Subdivision ordinance (an all-weather private road). There shall be no reserve or “spite” strips and therefore any adjoining parcel has the right to use the private road (See 6-23 D of the subdivision ordinance) In order to maintain the capacity and safety of public roads within Charles City County direct access is only for existing lots via a private driveway, All minor subdivision lots may only access the state roadway via a private road. In accordance with VDOT standards minimum sight distances for private road access points shall apply.

***Limits on Minor Subdivisions:***

Once a parcel has been divided via a minor subdivision (excluding boundary line adjustments and lot consolidations) any further subdivision can only be as a major subdivision with state standard roads throughout the subdivision. Additionally, once lots are consolidated, to re-subdivide them in the future such lots must meet the current subdivision and zoning regulations.

It is the responsibility of the applicant and CDP to certify that the proposed division is consistent with this limitation on subdivision. Any deed research necessary to accomplish this certification is the responsibility of the CDP. The CDP must provide demonstrable evidence that the parcel is eligible for further subdivision and certify the property is eligible for a minor/family division. Such evidence shall include a certification on the plat stating that the proposal meets the County subdivision requirements.

The lots created by minor subdivision process are subject to all other provisions of the Charles City County Code such as but not limited to Zoning, Chesapeake Bay, Stormwater, and Erosion and Sediment Control ordinances.

**WHAT IS A PARENT TRACT OR PARCEL OR RESIDUE?**

This type of property is a lot or parcel created by subdivision exemption or created prior to the adoption of subdivision regulations on May 22, 1967.

## **SUBMISSION MINOR & FAMILY SUBDIVISION APPLICATIONS**

Submit the minor subdivision application, land development application and fees with six (6) original plats on paper for County and inter-agency review (minimum size 11X17), with an executed and notarized Owner's Consent and Dedication, and all the other applicable executed certifications to the Department of Community Development, and the two(2) completed checklists included in this packet.

The Community Development Department will review the application;

1. If revisions are necessary, the County will notify the CDP in-regards to the necessary changes.
2. The CDP will make the necessary changes and resubmit the plat for County review and approval.
3. After a 3<sup>rd</sup> round of review new subdivision fees will be assessed.
4. A minimum of 5 final plats or record plats shall be submitted to the County.
5. If approved the County will keep two (1) copies of approved the plat, and the other plats be returned to applicant.
6. The Circuit Court Clerk will retain two (2) copies.
7. If the applicant wishes additional approved copies, he must provide them to the County to approve.

Once approved by the County, the plat and deed must be recorded with the Charles City County Clerk of Circuit Court within six (6) months of the approval or the approval becomes null and void. If 6-months has elapsed the applicant/CDP will then have to resubmit the application and all documents to the County (including fees) for review and approval.

**NO CONSTRUCTION OR IMPROVEMENTS ARE TO BEGIN ON THE SITE, INCLUDING CLEARING AND GRUBBING, UNTIL A SITE PLAN/LAND DISTURBANCE PERMIT HAS BEEN SUBMITTED AND APPROVED BY THE COUNTY.**

## Minor Subdivision Application Checklist



USE THIS LIST TO ENSURE YOUR SUBDIVISION APPLICATION IS COMPLETE. PLEASE COMPLETE THE FOLLOWING CHECKLIST AND RETURN WITH THE ITEMS LISTED BELOW:

- Payment of Subdivision Fee(s)
- Completed Land Development/Zoning Application
- Copy of Certification letter or Construction Permit for sewage Disposal System from the Virginia Department of Health for ALL subdivided lots and residual or parent
- six (6) original plats for review
- Five (5) original plats for boundary line adjustments and lot consolidations
- All certifications and signatures are on the subdivision plats
- Completed CDP Checklist (below)

**NOTE:**

**A SITE PLAN AND LAND DISTURBANCE PERMIT REVIEW APPLICATION AND APPROVAL IS REQUIRED PRIOR TO BUILDING PERMIT ISSUANCE**

# Minor Subdivision CDP Plat Checklist



Your Certified Design Professional (CDP), surveyor or engineer, should use this list to ensure that your subdivision plat meets the minimal requirements of the ordinance for a minor subdivision submittal. After the plat is approved you will need to have a minor site plan and land disturbing permit prepared to be submitted with your building permit application (see site plan application and packet)

## Staff Review

- All executed certifications and plat notes that apply as provided in this packet
- A plat note stating that the lots are required to obtain a minor site plan approval prior to any construction occurs on any lot.
- Date of plat preparation
- Scale (maximum 1" = 200 ' )
- North Arrow
- Bearings and distances of all lines in feet and tied to state plain coordinates
- The parent tract(s) impacted by this new plat
- Acreage of all involved parcels prior to and after the new platting action
- Name(s), address(s), and email address(s) of the applicant(s)
- Name(s), address(s), and email address(s) of the person who prepared the plat
- The tax map number and zoning of the parent parcel
- Place the appropriate title for the plat in the title block (i.e. XXXX Family Division)
- Illustrate ingress and egress or private roads to the lot(s) of this subdivision
- Illustrate the Resource Protection, Resource Management area boundaries (if applicable, if not state in plat notes) as well as wetlands or other sensitive environmental feature(s). Cite source of such determinations\*
- Identify the buildable area(s)
- Identify septic drainfield (primary & reserve) and any notations
- Provide existing topo and vegetation (USGS may be used)
- Illustrate the flood plain district, including zone, map, date, and panel number, and appropriate notes (if applicable, if not state in notes)
- Names, tax map numbers, zoning of adjoining property owners and current uses of property
- In a tabular format show lot width, size, length, and frontage along right-of-way for each lot, including parent parcel
- Vicinity Map (maximum scale 1" =2000')
- Plat note under County Approval block stating "Must be recorded within 6-months, of approval date are the plat is null and void"

**\*At time of development a site plan will be required and if Bay act features present on property, must be field delineated and with a letter for a qualified professional as to what method was made for the determination and placed on the site plan documents.**

# LAND DEVELOPMENT APPLICATION

Charles City County  
Department of Community Development  
[www.co.charles-city.va.us](http://www.co.charles-city.va.us)

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**Application for (please check one): A plat or site plan must accompany this application**

- |  |   |
|--|---|
| <input type="checkbox"/> Boundary Line Adjustment                | <input type="checkbox"/> Site Plan, Major             |
| <input type="checkbox"/> Lot Consolidation                       | <input type="checkbox"/> Site Plan, Minor             |
| <input type="checkbox"/> Subdivision, Minor (includes Family)    | <input type="checkbox"/> Special Use Permit           |
| <input type="checkbox"/> Subdivision, Major                      | <input type="checkbox"/> Rezoning                     |
| <input type="checkbox"/> Preliminary                             | <input type="checkbox"/> Zoning Text Amendment        |
| <input type="checkbox"/> Final                                   | <input type="checkbox"/> Variance                     |
| <input type="checkbox"/> Subdivision, Large Lot                  | <input type="checkbox"/> Administrative Appeal        |
| <input type="checkbox"/> Subdivision, Commercial                 | <input type="checkbox"/> Administrative Variance      |
| <input type="checkbox"/> Preliminary                             | <input type="checkbox"/> Comprehensive Plan Amendment |
| <input type="checkbox"/> Final                                   | <input type="checkbox"/> WQIA, Major/Minor            |
| <input type="checkbox"/> Bay Act Exception/Administrative Waiver | <input type="checkbox"/> Land Disturbance             |
| <input type="checkbox"/> Other: _____                            | <input type="checkbox"/> Zoning                       |

**This application must be completed in its entirety. Please list *all* owners and applicants. Use additional sheets if needed.**

**General Project Information:**

Project Title: \_\_\_\_\_

Property Location: \_\_\_\_\_

Tax Map Number(s): \_\_\_\_\_

Total Acreage: \_\_\_\_\_

Acreage to be Developed: \_\_\_\_\_

Acreage to be Disturbed: \_\_\_\_\_

Responsible Land Disturber: \_\_\_\_\_ RLD #: \_\_\_\_\_

Current Number of Lots: \_\_\_\_\_

Proposed Number of Lots: \_\_\_\_\_

Current Zoning: \_\_\_\_\_

Proposed Zoning: \_\_\_\_\_

Current Use(s): \_\_\_\_\_

Proposed Use(s): \_\_\_\_\_



**LAND DEVELOPMENT APPLICATION- (Continued)**

**Contact Information:**

Property Owner: \_\_\_\_\_

Owner Address: \_\_\_\_\_

Owner Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Applicant Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Representative: \_\_\_\_\_

Representative Address: \_\_\_\_\_

Representative Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Certified Design Professional (CDP) \_\_\_\_\_

CDP Address: \_\_\_\_\_

CDP Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Correspondence should be sent to:  Applicant  Owner  Representative/CDP

**Note:** Unless specified above all correspondence shall be sent to the CDP

**Zoning Setback Information:**

Front: \_\_\_\_\_ Feet

Left Side: \_\_\_\_\_ Feet

Right Side: \_\_\_\_\_ Feet

Rear: \_\_\_\_\_ Feet

From other structure(s): \_\_\_\_\_ Feet

Other Information/Description: \_\_\_\_\_

\_\_\_\_\_

**Owner Affidavit:**

I have read this application, understand its intent, and freely consent to its filing. The information provided is complete and accurate to the best of my knowledge and capabilities. I understand that the county may deny, approve, or conditionally approve that for which I am applying. Furthermore, I grant permission for county officials or other governmental officials on official business to enter the property to make such investigations and inspections as they deem necessary to process this application and to ensure all requirements, conditions, codes, and proffers are met and continue to be met in perpetually.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant/CDP/Agent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant/CDP/Agent's Signature

\_\_\_\_\_  
Date

**For Office Use Only:**

Application Number: \_\_\_\_\_

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

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

Application Fee: Taxes \_\_\_\_\_

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

Paid?

Yes       No

Environmental Review:

Floodplain       Wetlands       Highly Erodible Soils

Resource       Resource Management

Additional Review Req.:

WQIA       CBPA Board       Wetland Board

Outcome:

Approved       Disapproved       Conditionally Approved

## REQUIRED CERTIFICATIONS, APPROVALS & MAINTENANCE AGREEMENTS



The following certifications are to be placed on all subdivision plats as applicable. Prior to County approval all certifications must be signed as sealed as indicated. Additionally, standard E&S notes are required which are located in the Site Plan Packet.

### A. MINOR AND FAMILY DIVISIONS SHALL HAVE THE FOLLOWING CERTIFICATIONS/NOTES ON THE PLAT:

- 1) Subdivision Classification.
- 2) The foregoing plat is not approved until all signatures have been obtained.
- 3) It is not the responsibility of any public official to enforce private easements, covenants, agreements, or restrictions implied herein.
- 4) No land disturbing activity, or continuance thereof, shall be permitted until such activity is in compliance with the applicable provisions of the Combined Water Protection Ordinance of Charles City County.
- 5) Any building locations shown on this plat are proposals only; their actual location must meet current setback requirements at the time of construction. The approval of this plat is not an approval of any particular building location.
- 6) A dedication of 25-feet from centerline as shown on plat is dedicated for public use for future widening of State Road(s).
- 7) Direct access to a public road requires an entrance permit issued by the Virginia Department of Transportation. A Land Use Permit is required for all work proposed within Department's Right of Way.
- 8) Site plan and land disturbing permit approvals are required **PRIOR** to any construction activities, including clearing and grubbing.
- 9) This plat will become null and void if not recorded within 6-months of County approval.
- 10) For subdivisions with private access easements and roads:  
The streets/roads within this subdivision are "Private", B. and will not be maintained by the Department of Transportation or the County of Charles City, and are not eligible for rural addition funds or any other funds appropriated by the General Assembly and allocated by the Commonwealth Transportation Board. A Road Maintenance Agreement pertaining to the maintenance of private road/streets within this subdivision is recorded in the Charles City County Circuit Clerk's office under Instrument #XXX.

**B. CHESAPEAKE BAY PRESERVATION AREA**

**Certification Chesapeake Bay Preservation Area**

1. The following language shall be included on all plats to certify the presence or absence of the Chesapeake Bay Preservation Area within the division:

Present:

“I certify that the areas demarcated within the boundary coordinates of this subdivision represent an accurate delineation of the Resource Protection Area and a fair and true approximation of the Resource Management Area components of the Chesapeake Bay Preservation Area.”

Date	Signature	Qualification

Absent:

“I certify that there is no Chesapeake Bay Preservation Area located within the boundary coordinates of this subdivision.”

Date	Signature	Qualification

2. In addition to the Certification Statement, all plats showing parcels within the Chesapeake Bay Preservation Area shall also include the following notations:

- \* “An undisturbed and vegetated one-hundred (100) foot wide Resource Protection Area (RPA) buffer shall be retained on all applicable parcels within this approved subdivision”
- \* “All on-site and off-site sewage treatment systems shall be pumped out at least once every five years and/or in accordance with any and all sewage treatment system maintenance agreements, or every five years submit certified documentation that the tank does not need to be pumped out”
- \* “All created parcels requiring drain fields shall have one-hundred (100) percent reserve drainfield sites for both on-site and off-site sewage treatment systems”
- \* “Any development within the one-hundred (100) foot wide Resource Protection Area (RPA) buffer is limited to only water dependent facilities, roads or drivewayssatisfying specific criteria, a flood control or stormwater management facility meeting certain criteria, and/or redevelopment, as defined in the Chesapeake Bay Preservation Ordinance of Charles City County”
- \* “An environmental site assessment and Resource Protection Area (RPA) delineation subject to the requirements of the Chesapeake Bay Preservation Ordinance of Charles City County shall be completed prior to any construction on each of ~~the~~ created parcels”

**C. CERTIFICATES**

**SURVEYOR'S CERTIFICATE**

I hereby certify that to the best of my knowledge and belief, all of the requirements of the Board of Supervisors of Charles City County, Virginia and ordinances of the County of Charles City, Virginia have been complied with. Given under my hand on (Date) \_\_\_\_\_

\_\_\_\_\_  
State Certified Engineer (or Land Surveyor)

Place Seal below certificate

**OSE CERTIFICATION**

Pursuant to the regulations this approval is not an assurance that sewage disposal system construction permits will be issued for any lot in the subdivision and unless all conditions and circumstances at the time of application for a permit are present on that lot is specifically identified as having an approved site for an onsite sewage disposal system at the time of this approval. This subdivision may contain lots that do not have approved sites for onsite sewage systems. This subdivision approval is issued in reliance upon certification that approved lots are suitable for traditional systems, however actual system designs may be different at the time construction permits are issued.

Approval Signature \_\_\_\_\_ DATE: \_\_\_\_\_  
OSE

HEALTH DEPARTMENT

Approval Signature \_\_\_\_\_ DATE: \_\_\_\_\_  
Environmental Health Specialist

**D. ROAD MAINTENANCE AGREEMENT**

**ROAD MAINTENANCE AGREEMENT**

This Road Dedication and Maintenance Agreement made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, by \_\_\_\_\_, the owners of the following parcels of land as shown on a plat of survey dated \_\_\_\_\_ by \_\_\_\_\_ and entitled \_\_\_\_\_. This agreement shall be binding on present and subsequent owners of these tracts.

**WITNESSETH:**

**WHEREAS**, The Virginia Department of Transportation (VDOT) and the County of Charles City shall not maintain or improve this private roadway at any time. Maintenance of the road or access easement is the responsibility of the signers of this agreement.

**WHEREAS** said owner recognizes that such private road must be maintained from time to time to keep it in a safe and passable condition.

**NOW, THEREFORE**, for and in consideration of the covenants contained herein, and the approval of the aforesaid subdivision by Charles City County, owner does agree for himself, his heirs and assigns as follows:

1. The right of way shown on said plat is hereby reserved for and dedicated to its use as a right of way for ingress and egress and for electrical and telephone utilities to serve the aforesaid parcel(s), such use to be in common with others having a similar right.
2. All landowners owning property which abuts said street/drive (including all additions thereto or extensions thereof) will maintain the street/drive in a safe and passable condition and agree to pay their pro-rate cost of maintenance, not to exceed \_\_\_\_\_ per year per parcel.
3. At the present time, there are \_\_\_\_\_ parcels of land served by the street/drive. As it is expected that some parcels may be combined, it is the intent of this agreement that a landowner owning more than one parcel be assessed based on the number of dwellings generating traffic rather than the number of parcels. In the event Lot \_\_\_\_\_ is subdivided (if permitted by County Ordinances), this obligation of maintenance and expenditure up to \_
4. per year to each new parcel which is served by the street/drive, it being the intention of the parties that the cost hereto shall be pro-rated based on the number of separated parcels or dwellings, not the size of the various parcels or number of owners.
5. This agreement will apply only to those parts of said street/drive subject to the use of individuals other than the owner of the parcel on which said street/drive is located, it being the intention of the parties hereto that individual private drives will be maintained only by their respective owners.
6. In order to ensure continuity and continuous maintenance of the street/drive, the owners shall meet once each year in the month of September to determine what maintenance action are necessary, if any, and to assess cost and responsibility.
7. The right to maintain said street/drive (and to require the contributions set out herein) shall be vested in a Road Maintenance Association made up of all such property owners, every lot to have one vote in the conduct of its business.
8. This agreement will apply to and be binding upon all subsequent owners of land served by said street/drive.

Witness the following signatures:

\_\_\_\_\_

STATE OF VIRGINIA,  
COUNTY OF CHARLES CITY, to-wit:

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_, 20  
\_\_\_\_\_ by

\_\_\_\_\_  
My commission expires \_\_\_\_\_.

SEAL  
Notary Public

**E. JOINT ENTRANCE MAINTENANCE AGREEMENT**

**Joint Entrance Maintenance Agreement**

This Joint Entrance Dedication and Maintenance Agreement made this \_\_\_\_\_ day  
of \_\_\_\_\_, 20\_\_\_\_ by  
\_\_\_\_\_ the owners

of the following parcels of land **as** shown on a plat of survey dated \_\_\_\_\_ by  
\_\_\_\_\_

and entitled \_\_\_\_\_. This agreement shall be binding on present and  
subsequent owners of said tracts.

**WITNESSETH:**

**WHEREAS** said owner recognizes that such private joint entrance must be  
maintained from time to time to keep it in a safe and passable condition.

**NOW, THEREFORE**, for and in consideration of the covenants contained herein, and  
the approval of the aforesaid subdivision by Charles City County, owner does agree for  
himself, his heirs and assigns as follows:

1. The joint entrance right of way shown on said plat is a 25' X 100' shared driveway entrance that is hereby reserved for and dedicated to its use as a right of way for ingress and egress to serve the aforesaid parcels.
2. The owners of Lots \_\_\_\_\_ and \_\_\_\_\_ would maintain the shared driveway entrance in a safe and passable condition and agree to pay their pro-rate cost of maintenance, not to exceed \_\_\_\_\_ per year per parcel.
3. This agreement will apply only to the shared driveway entrance. Beyond the shared driveway entrance the roadway will part to serve the use of individuals owning the parcel on which said drive is located, it being the intention of the parties hereto that individual private drives will be maintained only by their respective owners.
4. To ensure continuity and continuous maintenance of the joint entrance, the owners may meet once each year to determine what maintenance action are necessary, if any, and to assess cost and responsibility.
5. This agreement will apply to and be binding upon all subsequent owners of land served by said street/drive.

Witness the following signatures:

\_\_\_\_\_

**STATE OF VIRGINIA,  
COUNTY OF CHARLES CITY, to-wit:**

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 by \_\_\_\_\_.

My commission expires \_\_\_\_\_.

SEAL  
Notary Public

**F. OWNER'S CONSENT**

**Owner's Consent for Minor, Major, Commercial Subdivisions**

(All Owner Consent statements shall include language for Notary to witness the owners' signatures.)

**Owner's Consent and Dedication**

Know all persons by these presents, that the subdivision of land as shown on this plat, containing \_\_\_\_\_ acres, more or less, and designated as \_\_\_\_\_ Subdivision, situated in \_\_\_\_\_ District in the County of Charles City, Virginia, is with the free consent and in accordance with the desires of the undersigned owners thereof; and, all lots within the subdivision are subject to certain restrictions, reservations, stipulations and covenants as contained in a writing executed by the undersigned, on (Date), and recorded in the office of The Circuit Clerk of Charles City County, Virginia, under Instrument # \_\_\_\_\_.

**Owner's Consent for Family Subdivisions**

(All Owner Consent statements shall include language for Notary to witness the owners' signatures.)

**Owner's Consent and Dedication**

This Family Subdivision and plat are with the free consent and in accordance with the wishes of the undersigned owners. The undersigned owner certifies that this is a bonafide Family Subdivision under the provisions of the Charles City County Subdivision Ordinance and is not submitted for the purpose of circumventing the said ordinance. This Family Subdivision is being made for the purpose of transferring a lot, by sale or gift to the Grantee, (Name), an immediate family member, specifically the Grantor's (Relationship). All lots created by this Family Subdivision shall be held by the Grantee for whom the division is made for a period of no less than five years from date of plat recordation; and, the Grantee has not received land prior hereto from the Grantor under Family Subdivision provisions.



**Owner's Consent for Boundary Line Adjustments/Lot Consolidations**

(All Owner Consent statements shall include language for Notary to witness the owners' signatures.)

**Owner's Consent and Dedication**

Know all persons by these presents, that the Boundary Line Adjustment/Lot Consolidations of land as shown on this plat, containing \_\_\_ acres, more or less, and designated as Boundary Line Adjustment/Lot Consolidation, situated in \_\_\_\_\_ District in the County of Charles City, Virginia, is with the free consent and in accordance with the desires of the undersigned owners thereof.

**G. CERTIFICATES OF APPROVAL**

**Certificate of Approval for Family Subdivisions**

This Family Subdivision is in accordance with the Subdivision Ordinance. This subdivision has not been reviewed as to soils or setbacks suitable for residential use. Conveyance of this Family Subdivision within five years may invalidate this Family Subdivision and may be considered an attempt to circumvent the Subdivision Ordinance. Approve for recordation.

---

Planning Department

Date

**Certificate of Approval for Boundary Line Adjustments/Lot Consolidations**

This plat is only for description purposes of property to be conveyed to and combined with an adjoining parcel and is not creating a new parcel or the subdivision of property. Approved for recordation.

---

Planning Department

Date

**Certificate of Approval for Major & Commercial Subdivisions**

This subdivision known as \_\_\_\_\_ Subdivision is approved by the undersigned in accordance with existing subdivision regulations and may be committed to record.

_____	Highway Engineer	_____
(Signature)		(Date)
_____	Health Officer/OSE	_____
(Signature)		(Date)
_____	Government Body	_____
(Signature)	(Subdivision Agent/Representative)	(Date)

**H. RESTRICTIONS**

**Restriction on Large Lot Subdivisions**

This Restrictive Covenants made this day of \_\_\_\_, 20\_\_ By \_\_\_\_\_, grantor.

Whereas, grantor is the owner of Tax Map Parcel Number \_\_\_\_\_ containing \_\_\_\_\_ acres of land, \_\_\_\_\_ of which are being subdivided into the Large Lot Subdivision named \_\_\_\_\_ and,

Now Therefore, in recognition of the approval of the aforesaid Large Lot Subdivision the grantor does hereby declare and make known that the restrictions listed below will apply to all lots created and any residue of the aforementioned tax parcel that:

- 1) The aforesaid Large Lot Subdivision is zoned Limited Residential Agricultural (A-20);
- 2) All lots (existing or newly created) Shall Not be less than 20 acres in size;
- 3) Any division made for a family member shall be in accordance with the Subdivision Ordinance, and Shall Not be less 20 acres in size

Witness the following signature and seals.

Owner \_\_\_\_\_ Address \_\_\_\_  
Name \_\_\_\_\_

STATE OF VIRGINIA,  
COUNTY OF CHARLES CITY, to-wit:

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_,  
By \_\_\_\_\_ . My commission expires: \_\_\_\_\_

Notary Public \_\_\_\_\_

**Restrictions Minor Subdivisions**

This Restrictive Covenant made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, by \_\_\_\_\_, grantor.

Whereas grantor is the owner of a tract of land containing \_\_\_\_\_ acres, \_\_\_\_\_ of which are being subdivided into the minor subdivision named \_\_\_\_\_; and,

Whereas a major subdivision would be required if there were more than four lots (three lots plus a residue);

Now, therefore, in recognition of the approval of the aforesaid subdivision and the possibility of future subdivision that would result in more than four lots, (or three lots not including the residue), the grantor does hereby declare and make known that the restrictions listed below will apply to the tract (subdivided land and residue), which is briefly described as follows:

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1) If the tract is subdivided at any time so that there are a total of more than four lots, then all such lots (including the lots of the current subdivision) must meet all the requirements of the Subdivision Ordinance of Charles City County for major subdivisions.

Witness the following signature and seals.

Owner \_\_\_\_\_ Address \_\_\_\_\_

**STATE OF VIRGINIA,  
COUNTY OF CHARLES CITY, to-wit:**

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_ by \_\_\_\_\_ .

My commission expires \_\_\_\_\_.

Notary Public \_\_\_\_\_ SEAL