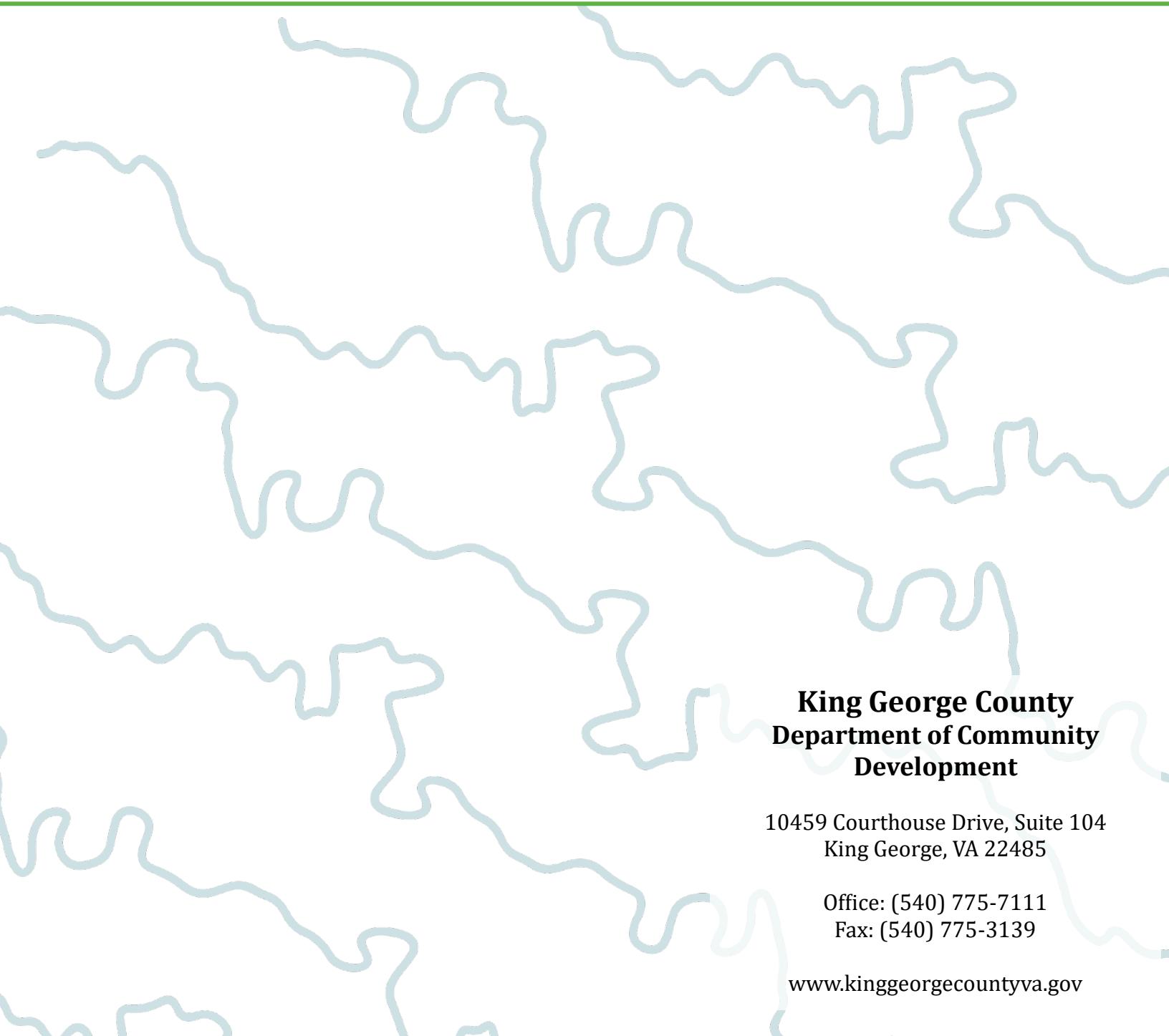




Application and Checklist for

# FAMILY SUBDIVISIONS



**King George County  
Department of Community  
Development**

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King George, VA 22485

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## FAMILY SUBDIVISION APPLICATION

A Family Subdivision is a subdivision of land for simultaneous conveyance to a member of the immediate family, or beneficiaries of a trust, of the property owner. As defined in the Zoning and Subdivision Ordinance, members of the immediate family include the natural or legally defined offspring, stepchild, spouse, sibling, grandchild, grandparent, or parent of the owner, who is 18 years or older. A final plat is required for all Family Subdivisions. *See Final Plat Application and Checklist.*

Family Subdivisions are subject to a different set of standards. The following is a summary of these standards, with full details being found in Article 10, *Subdivisions*, of the Zoning and Subdivision Ordinance:

1. Only one division within King George County for each immediate family member.
2. The subject property has been owned for at least 5 consecutive years by the current owner or member of the immediate family.
3. Grantee agrees to place a restrictive covenant on the subdivided property that would prohibit the transfer of the property to a nonmember of the immediate family for a period of 15 years. All lots or parcels, including the parent tract, created under this Article shall remain titled in the name(s) of the grantor for the 15-year period, from the date of recordation of the deed of conveyance, with a few exceptions noted in the Zoning and Subdivision Ordinance.
4. The minimum width, yard, and area requirements of all lots or parcels, including the remaining property from which the lot or parcel is subdivided, shall be in accordance with the applicable provisions of this Ordinance.
5. Each lot or parcel shall front on a public street or upon a private driveway or street that is in a permanent easement.
6. Property not served by a community water and sewer system shall have its water source and sewage disposal facilities approved by the Virginia Department of Health and be in accordance with all applicable King George County Service Authority Regulations and all applicable requirements of Article 7, Article 8, and Article 10 of the Zoning and Subdivision Ordinance.

<b>ATTACHMENTS – FOR ALL REQUESTS, the following must be submitted:</b>
<ol style="list-style-type: none"><li>1. Completed Application</li><li>2. Two (2) physical copies and one (1) digital copy of the Final Plat</li><li>3. Affidavit of Eligibility (one affidavit for each lot being created)</li><li>4. Application Fee (as determined by the Planning and Zoning Fee Schedule)</li></ol>

**FAMILY SUBDIVISION CHECKLIST**

<u>Applicant</u>	<u>KGZO Section</u>	Checklist Key: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No N/A= Not applicable	<u>Staff</u>
<input type="checkbox"/>	Section 10-7-2 (B)	1. Plat prepared by a qualified professional engineer or land surveyor trained and experienced in the layout of subdivisions;	<input type="checkbox"/>
<input type="checkbox"/>	Section 10-7-2 (B)	2. Blueline or blackline prints;	<input type="checkbox"/>
<input type="checkbox"/>	Section 10-7-2 (B)	3. Sheets must be a minimum size of 24" x 36" and a maximum size of 30" x 42" with a scale of not more than 100 ft. to the inch;	<input type="checkbox"/>
<input type="checkbox"/>	Section 10-7-2 (B)	4. North arrows and graphic scales on each sheet;	<input type="checkbox"/>
<input type="checkbox"/>	Section 10-7-2 (B)	5. Title block with application type, tax map number, lot number, total number of sheets, and signature line for approving authority;	<input type="checkbox"/>
<input type="checkbox"/>	Section 10-7-2 (B)	6. Reference to the deed book, page number, and/or instrument number where the title is recorded;	<input type="checkbox"/>
<input type="checkbox"/>	Section 10-7-2 (B)	7. Note of any features shown that were acquired from the King George County GIS inventory;	<input type="checkbox"/>
<input type="checkbox"/>	Section 10-7-2 (B)	8. King George County Tax Map Sheet Grid lines present on, or located across, the subject parcels (if applicable);	<input type="checkbox"/>
<input type="checkbox"/>	Section 10-7-2 (B)	9. Names and email address of the developer;	<input type="checkbox"/>
<input type="checkbox"/>	Section 10-7-2 (B)	10. Name and email address of person preparing the Final plat and professional seal, if applicable;	<input type="checkbox"/>
<input type="checkbox"/>	Section 10-7-2 (B)	11. Date of drawing (including any revision dates) and a list of revisions, if applicable;	<input type="checkbox"/>
<input type="checkbox"/>	Section 10-7-2 (B)	12. Boundary survey with field of error of closure that meets current surveying practices as administered by the State;	<input type="checkbox"/>
<input type="checkbox"/>	Section 10-7-2 (B)	13. Zoning designation of the property being divided;	<input type="checkbox"/>
<input type="checkbox"/>	Section 10-7-2 (B)	14. Consecutive sheet numbers;	<input type="checkbox"/>
<input type="checkbox"/>	Section 10-7-2 (B)	15. Minimum width, setback, and area requirements of all lots, including the remaining property from which the lot is subdivided;	<input type="checkbox"/>
<input type="checkbox"/>	Section 10-7-2 (B)	16. Location of any mapped dam break inundation zones and any grave, object, or structure marking a place of burial;	<input type="checkbox"/>
<input type="checkbox"/>	Section 10-7-2 (B)	17. Boundary lines of all existing and proposed blocks and lots located within the subdivision, except when the lines in any tier of lots are parallel, it shall be sufficient to make bearings of the outer lines of one tier thereof;	<input type="checkbox"/>

Applicant	KGZO Section	Checklist Key: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A= Not applicable	Staff
<input type="checkbox"/>	Section 10-7-2 (B)	18. Easements shown by centerline and width when lines are parallel to a boundary, otherwise boundary bearings and distances shall be shown;	<input type="checkbox"/>
<input type="checkbox"/>	Section 10-7-2 (B)	19. Dimensions along all boundaries of all lots and the acreage marked within the lots;	<input type="checkbox"/>
<input type="checkbox"/>	Section 10-7-2 (B)	20. Numbered lots;	<input type="checkbox"/>
<input type="checkbox"/>	Section 10-7-2 (B)	21. Names of adjoining streets, state highways and subdivisions shown in their proper location;	<input type="checkbox"/>
<input type="checkbox"/>	Section 10-2-4 (D)	22. Plat shall have the following statement: "This lot is created as a Family Subdivision for an immediate family member, pursuant to the provisions of the King George County Zoning and Subdivision Ordinance. The use and transfer of this property is restricted by the terms of that Ordinance. The property to be subdivided has been owned for at least 5 consecutive years by the current owner or member of the immediate family and the grantee agrees to place a restrictive covenant on the subdivided property that prohibits the transfer of the property to a nonmember of the immediate family for a period of 15 years."	<input type="checkbox"/>
<input type="checkbox"/>	Section 10-2-4 (D)	23. Proposed deed of conveyance submitted to the Agent and once approved for compliance with the Zoning Ordinance, recorded along with the approved Final Plat.	<input type="checkbox"/>
<input type="checkbox"/>	Section 10-7-2 (B)	24. Proof that grantee of lot is an immediate family member	<input type="checkbox"/>
<input type="checkbox"/>	Section 10-7-2 (B)	25. Affidavit of eligibility to describe family relationship, or the following statement shown and notarized on the plat: <ol style="list-style-type: none"> <li>a. "I, [grantor], do hereby certify that [grantee] is my legal [immediate family member relationship]. New tract [tax map number] is being conveyed to [grantee]."</li> </ol>	<input type="checkbox"/>
		The following notes, when applicable:	
<input type="checkbox"/>	Section 10-7-2 (B)	26. <b>Plat preparer:</b> Land surveyor or engineer shall fix upon each plat their name and address with a certificate signed by them stating the source of the title of the owner of the land subdivided and the place of record of the last instrument in the chain of title. Additionally, a not stating, "I hereby certify, to the best of my knowledge and belief, that all of the requirements of the Board of Supervisors and ordinances of King George County Virginia, regarding the platting of subdivisions within the County have been met. Given under my hand this [date] day of [month] 20[year]."	<input type="checkbox"/>

Applicant	KGZO Section	Checklist Key: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No N/A= Not applicable	Staff
<input type="checkbox"/>	Section 10-7-2 (B)	<p>27. <b>Owner Consent:</b> "The platting or dedication of the following described land [here insert a correct description of the land subdivided] is with the free consent and in accordance with the desire of the undersigned owners, proprietors, and trustees, if any."</p>	<input type="checkbox"/>
<input type="checkbox"/>	Section 10-7-2 (B)	<p>28. <b>CBPA Compliance:</b> If within the CBPA –</p> <ul style="list-style-type: none"> <li>a. "Chesapeake Bay Preservation Area designated Resource Protection Areas (RPA) may not be disturbed without review and approval per Chesapeake Bay Preservation Area Overlay District, King George County Zoning Ordinance.</li> <li>i. Undisturbed and vegetated 100-foot wide RPA buffer areas are to be retained.</li> <li>ii. Permitted development in RPAs is limited to water dependent facilities or redevelopment."</li> </ul>	<input type="checkbox"/>
<input type="checkbox"/>	Section 10-7-2 (B)	<p>b. "The parcels shown hereon are subject to having sewage disposal system pumped out every five (5) years. A primary and reserve sewage disposal system must be provided, and system sites cannot be altered by construction or excavation."</p>	<input type="checkbox"/>
<input type="checkbox"/>	Section 10-7-2 (B)	<p>29. <b>VDH Compliance:</b> If utilizing private septic –</p> <ul style="list-style-type: none"> <li>a. "All lots shown on this plat have been evaluated by the Virginia Department of Health and/or an authorized on-site soil evaluator and have met the criteria as set forth in the Commonwealth of Virginia Sewage Handling and Disposal Regulations (32.1 Code of Virginia), as amended, and each lot or parcel is eligible for a septic permit."</li> </ul>	<input type="checkbox"/>
<input type="checkbox"/>	Section 10-7-2 (B)	<p>30. <b>Private Streets:</b> "The street(s) serving this lot(s) is private and its maintenance, including snow removal, is not a public responsibility. It shall not be eligible for acceptance into the State Highway System for maintenance until such time as it is constructed and otherwise complies with all VDOT requirements for the addition of subdivision streets, current at the time of such request. Any costs required for construction of this street(s) to become eligible for addition into the State Highway System shall be the responsibility of the landowner(s)."</p>	<input type="checkbox"/>

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FOR OFFICE USE ONLY:

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

Submittal Number: \_\_\_\_\_

## FAMILY SUBDIVISION APPLICATION

### APPLICANT INFORMATION:

Name:		
Company:		
Mailing Address:		
City:	State:	Zip Code:
Phone:	Fax:	
Email:		

### PROPERTY OWNER INFORMATION: (Provide attachments if multiple owners)

Name:		
Company:		
Mailing Address:		
City:	State:	Zip Code:
Phone:	Fax:	
Email:		

### PROJECT INFORMATION:

Tax Map:	Total Acres:
Zoning:	Current # of Lots:
Proposed Subdivision Name:	
Proposed # of Lots:	
Utilities: <input type="checkbox"/> New <input type="checkbox"/> Existing	
Water: <input type="checkbox"/> Public <input type="checkbox"/> Private (Well)	Sewer: <input type="checkbox"/> Public <input type="checkbox"/> Private (Septic)
Number of Years Owned by Current Owner:	

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**PROFESSIONAL INFORMATION (SURVEYOR, ENGINEER):**

Name: \_\_\_\_\_

Company: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

As owner/developer/surveyor/engineer of this property, I hereby certify that this application is complete and accurate to the best of my knowledge.

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

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### AFFIDAVIT OF ELIGIBILITY\*

\*Note: One completed affidavit must be provided for each lot being created.

I, \_\_\_\_\_, am 18 years or older, and am a natural or legally defined (circle one of the following) offspring, stepchild, spouse, sibling, grandchild, grandparent, or parent, of \_\_\_\_\_, the owner of the property to be subdivided pursuant to the family subdivision provisions of Section 10-2-4 of the King George County Zoning and Subdivision Ordinance. Furthermore, I hereby certify that I have read and understand the requirements of this submission of a Family Subdivision Plat under the King George County Code, and further, the application for the family subdivision filed by me or on my behalf complies with all legal requirements.

**Grantee's Signature**

**Date**

Signed and acknowledged before me by \_\_\_\_\_ in the county of \_\_\_\_\_, \_\_\_ this \_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.  
My commission expires:

**Grantor's Signature**

**Date**

Signed and acknowledged before me by \_\_\_\_\_ in the county of \_\_\_\_\_, \_\_\_ this \_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.  
My commission expires:

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

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

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FOR OFFICE USE ONLY:

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## CERTIFICATION OF REAL ESTATE TAX PAYMENT

In accordance with Section 2-6-1 of the King George County Zoning and Subdivision Ordinance:

Pursuant to the Code of Virginia § 15.2-2286 (B), as amended, prior to the initiation of an application by the owner of the subject property, the owner's agent, or any entity in which the owner holds an ownership interest greater than 50%, for a Special Exception, Variance, Rezoning, or other land disturbing permit, including Building Permits and Erosion and Sediment Control Permits, or prior to the issuance of final approval, the authorizing body may require the applicant to produce satisfactory evidence that any delinquent real estate taxes, nuisance charges, stormwater management utility fees, and any other charges that constitute a lien on the subject property, that are owned to the locality and have been properly assessed against the subject property, have been paid, unless otherwise authorized by the treasurer. Upon receipt of an application, together with supplementary materials and payment of the application fee and provision of proof that all outstanding payments set forth in this section have been paid and satisfied. The Zoning Administrator or Agent may waive this requirement for reasons of health, safety, or public welfare, provided that the applicant or owner has entered into a plan with the County Treasurer to pay all delinquent taxes, fees and charges as set forth in this Ordinance.

Tax Map # \_\_\_\_\_

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

I certify that Real Estate Taxes have been paid in full for the above referenced property, as required by Section 2-6-1 of the King George County Zoning and Subdivision Ordinance.

Property Owner/Applicant Signature: \_\_\_\_\_

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King George County Treasurer Staff Name: \_\_\_\_\_

King George County Treasurer Verified Date: \_\_\_\_\_