



Application and Checklist for

# SINGLE LOT, MINOR, MAJOR SUBDIVISION, EASEMENT, BLAs, AND FINAL PLATS

**King George County  
Department of Community  
Development**

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## SINGLE LOT, MINOR, MAJOR SUBDIVISIONS; EASEMENTS, CONSOLIDATIONS & BLA APPLICATION

A **Single Lot Subdivision** (Section 10-2-3 of the Zoning and Subdivision Ordinance) is any subdivision that divides a parent tract one time, creating one new lot and a remaining or residual lot.

A **Minor Subdivision** (Section 10-2-2 of the Zoning and Subdivision Ordinance) is any subdivision that divides a parent tract into 3, 4, or 5 lots, while also having a reduced impact on the environment, highways, and surrounding communities.

A **Major Subdivision** (Section 10-2-1 of the Zoning and Subdivision Ordinance) is any subdivision that divides a parent tract into 6 lots or more, and therefore has a greater impact on the environment, highways, and surrounding communities. Parcels with a size of 40 acres or more will not count towards a Major Subdivision, but will be counted for street construction and platting requirements.

A **Boundary Line Adjustment (BLA)** moves a property line, which can accommodate property exchanges, resolve disputes, or optimize property layout.

An **Easement** is a right expressed in a recorded writing, given by the owner of land to another party for specific limited use of that land.

A final plat is required for all subdivisions. If a preliminary plat was required, this final plat application should not be submitted until the preliminary plat has been approved.

For all applications, the following must be submitted:

1. Completed Application
2. Two (2) physical copies and one (1) digital copy of the Final Plat
3. Application Fee (as determined by the Planning and Zoning Fee Schedule)

**SINGLE LOT, MINOR SUBDIVISIONS; EASEMENTS, CONSOLIDATIONS AND BLA – FINAL  
PLAT CHECKLIST**

<u>Plan Sheet Number</u>	<u>KGZO Section</u>	<u>Plan Sheet Number Checklist Key:</u> If not applicable, write "N/A." Otherwise, write the page number where the associated checklist item can be found. <u>Staff Checklist Key:</u> <input checked="" type="checkbox"/> =Yes <input checked="" type="checkbox"/> =No N/A= Not applicable	<u>Staff</u>
_____	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"/>
_____	Section 10-7-2 (B)	2. Blueline or blackline prints;	<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"/>
_____	Section 10-7-2 (B)	4. North arrows and graphic scales on each sheet;	<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"/>
_____	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"/>
_____	Section 10-7-2 (B)	7. Note of any features shown that were acquired from the King George County GIS inventory;	<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"/>
_____	Section 10-7-2 (B)	9. Names and email address of the developer;	<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"/>
_____	Section 10-7-2 (B)	11. Date of drawing (including any revision dates) and a list of revisions, if applicable;	<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 and provided in Virginia Administrative Code 18VAC10-20-370;	<input type="checkbox"/>
_____	Section 10-7-2 (B)	13. Zoning designation of the property being divided;	<input type="checkbox"/>
_____	Section 10-7-2 (B)	14. Minimum width, setback, and area requirements of all lots, including the remaining property from which the lot is subdivided;	<input type="checkbox"/>
_____	Section 10-7-2 (B)	15. Location of any mapped dam break inundation zones and any grave, object, or structure marking a place of burial;	<input type="checkbox"/>
_____	Section 10-7-2 (B)	16. 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"/>

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_____	Section 10-7-2 (B)	17. Easements shown by centerline and width when lines are parallel to a boundary, otherwise boundary bearings and distances shall be shown;	<input type="checkbox"/>
_____	Section 10-7-2 (B)	18. Dimensions along all boundaries of all lots and the acreage marked within the lots;	<input type="checkbox"/>
_____	Section 10-7-2 (B)	19. Numbered lots;	<input type="checkbox"/>
_____	Section 10-7-2 (B)	20. Names of adjoining streets, state highways and subdivisions shown in their proper location;	<input type="checkbox"/>
_____	Section 10-7-2 (B)	The following notes, when applicable: 21. <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"/>
_____	Section 10-7-2 (B)	22. <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."	<input type="checkbox"/>
_____	Section 10-7-2 (B)	23. <b>CBPA Compliance:</b> If within the CBPA – 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. i. Undisturbed and vegetated 100-foot wide RPA buffer areas are to be retained. ii. Permitted development in RPAs is limited to water dependent facilities or redevelopment."	<input type="checkbox"/>
_____	Section 10-7-2 (B)	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."	<input type="checkbox"/>

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<div></div> <div></div>	<div>Section 10-7-2 (B)</div> <div>Section 10-7-2 (B)</div>	<div>           24. <b>VDH Compliance:</b> If utilizing private septic –           <div>             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."           </div> </div> <div>           25. <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)."         </div>	<div><input type="checkbox"/></div> <div><input type="checkbox"/></div>

## MAJOR SUBDIVISION CHECKLIST

<u>Plan Sheet Number</u>	<u>KGZO Section</u>	<u>Plan Sheet Number Checklist Key:</u> If not applicable, write "N/A." Otherwise, write the page number where the associated checklist item can be found. <u>Checklist Key:</u> <input checked="" type="checkbox"/> =Yes <input checked="" type="checkbox"/> =No N/A= Not applicable	<u>Staff</u>
_____	Section 10-7-3 (A)	1. Plat prepared by a qualified professional engineer or land surveyor trained and experienced in the layout of subdivisions;	<input type="checkbox"/>
_____	Section 10-7-3 (A)	2. Blueline or blackline prints;	<input type="checkbox"/>
_____	Section 10-7-3 (A)	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"/>
_____	Section 10-7-3 (A)	4. North arrows and graphic scales on each sheet;	<input type="checkbox"/>
_____	Section 10-7-3 (B)	5. Cover Page, containing the following:	<input type="checkbox"/>
_____	Section 10-7-3 (B)	a. Title block with application type, tax map number, lot number, total number of sheets, and signature line for approving authority;	<input type="checkbox"/>
_____	Section 10-7-3 (B)	b. Names and email address of the developer;	<input type="checkbox"/>
_____	Section 10-7-3 (B)	c. Name and email address of person preparing plat;	<input type="checkbox"/>
_____	Section 10-7-3 (B)	d. Date of drawing (including any revision dates) and a list of revisions (if applicable);	<input type="checkbox"/>
_____	Section 10-7-3 (B)	e. Match-line key plan (if applicable);	<input type="checkbox"/>
_____	Section 10-7-3 (B)	f. Consecutive sheet numbers;	<input type="checkbox"/>
_____	Section 10-7-3 (B)	g. Vicinity or location map to a scale of 1' = 2,000' showing the location of the proposed subdivision with respect to the area within ½ mile, including existing community facilities that serve or influence it, including main traffic arteries, school(s), parks and playgrounds; and	<input type="checkbox"/>
_____	Section 10-7-3 (B)	h. Note of any features on the plat acquired from King George County GIS inventory.	<input type="checkbox"/>
_____	Section 10-7-3 (B)	6. Boundary survey with field of error of closure that meets current surveying practices as administered by the State and provided in Virginia Administrative Code 18VAC10-20-370;	<input type="checkbox"/>
_____	Section 10-7-3 (B)	7. Delineation and location of all wetlands, floodplain areas, Chesapeake Bay Preservation Areas, United States Geological Survey (USGS) perennial and intermittent streams, and other bodies of water;	<input type="checkbox"/>
_____	Section 10-7-3 (B)	8. Approximate location of any buffer area required by the Chesapeake Bay Preservation Area Overlay Zoning District;	<input type="checkbox"/>

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_____	Section 10-7-3 (B)	9. Topographic map with a contour interval not greater than 10 feet showing the total area covered by the subdivision, and delineated floodplain districts;	<input type="checkbox"/>
_____	Section 10-7-3 (B)	10. Locations of all drainage areas and soils data, including at a minimum the existence of any highly erodible, highly permeable, high shrink/swell or hydric soils based on County soils map;	<input type="checkbox"/>
_____	Section 10-7-3 (B)	11. Total acreage of the parcel to be divided (or square feet if less than an acre);	<input type="checkbox"/>
_____	Section 10-7-3 (B)	12. Location of all monuments and their material type;	<input type="checkbox"/>
_____	Section 10-7-3 (B)	13. Location and dimension of any existing structures;	<input type="checkbox"/>
_____	Section 10-7-3 (B)	14. Data of all curves along the street frontages shall be shown in detail at the curve or in a curve data table containing delta, radius, arc, tangent, chord, and chord bearings;	<input type="checkbox"/>
_____	Section 10-7-3 (B)	15. All King George County Tax Map Sheet Grid lines present on or located across the subject parcel (if applicable);	<input type="checkbox"/>
_____	Section 10-7-3 (B)	16. Names, locations, and dimensions of all existing and proposed streets (public and private), easements (and owner's names), rights-of-way, and access points/driveways;	<input type="checkbox"/>
_____	Section 10-7-3 (B)	17. Names of adjoining or abutting streets, state highways, and subdivisions shown in their proper location;	<input type="checkbox"/>
_____	Section 10-7-3 (B)	18. Typical cross-sections for proposed streets and other rights-of-way;	<input type="checkbox"/>
_____	Section 10-7-3 (B)	19. Total acreage used for all streets;	<input type="checkbox"/>
_____	Section 10-7-3 (B)	20. Names, locations, and dimensions of all existing and proposed parks, cemeteries, permanent buildings, and bridges located within 300 ft. of the subdivision;	<input type="checkbox"/>
_____	Section 10-7-3 (B)	21. Existing sewers, water mains, culverts and drainpipes, transmission lines, railroads, and other structures (including underground) within the tract or immediately adjacent;	<input type="checkbox"/>
_____	Section 10-7-3 (B)	a. Location and size of the nearest public or semi-publicly owned water main and sanitary and storm sewers should be indicated	<input type="checkbox"/>
_____	Section 10-7-3 (B)	22. Location and area of all property proposed to be dedicated or reserved for public use or to be reserved by deed covenant for use of all property owners in the subdivision with the conditions, if any, of such dedication or reservation;	<input type="checkbox"/>



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_____	Section 10-7-3 (B)	23. Location of historic landmarks, historic district boundaries, Virginia Natural Heritage sites and known historic features;	<input type="checkbox"/>
_____	Section 10-7-3 (B)	24. Location of any mapped dam break inundation zones;	<input type="checkbox"/>
_____	Section 10-7-3 (B)	25. Location of any grave, object, or structure marking a place of burial;	<input type="checkbox"/>
_____	Section 10-7-3 (B)	26. Location of stormwater management facilities, and other structures/facilities required for soil and erosion control;	<input type="checkbox"/>
_____	Section 10-7-3 (B)	27. Name of the owner, use, zoning district, and approximate property lines of each adjacent tract, including tracts that may be across a street from the subdivision;	<input type="checkbox"/>
_____	Section 10-7-3 (B)	28. Location and names of abutting subdivisions;	<input type="checkbox"/>
_____	Section 10-7-3 (B)	29. If subdivision consists of land acquired from more than one source of title, property boundary lines and names of the owners of various tracts shall be included;	<input type="checkbox"/>
_____	Section 10-7-3 (B)	30. Names of owners of all adjoining land and indications of property lines, which intersect the boundary of the tract being subdivided;	<input type="checkbox"/>
_____	Section 10-7-3 (B)	31. Boundary lines of all existing and proposed lots and blocks located within the subdivision. Lots should be numbered consecutively and block should be consecutively labeled in numerical or alphabetical order.	<input type="checkbox"/>
_____	Section 10-7-3 (B)	32. Dimensions along all boundaries of all lots under one (1) acre in size. All lots over one (1) acre in size should have acreage marked within the lot;	<input type="checkbox"/>
_____	Section 10-7-3 (B)	33. Easements shown by centerline and width when lines are parallel to a boundary or boundary bearings and distances otherwise;	<input type="checkbox"/>
_____	Section 10-7-3 (B)	34. Graphic representation showing the minimum building setbacks on all lots and parcels with a notation of the distance between such lines and the street right-of-way.	<input type="checkbox"/>



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## SUBDIVISION AND FINAL PLAT APPLICATION

### APPLICANT INFORMATION:

Name:		
Company:		
Mailing Address:		
City:	State:	Zip Code:
Phone:	Fax:	
Email:		
Application Deposit Fee*: \$	Date Paid:	
Application Fee*: \$	Date Paid:	

\*These fees are non-refundable, as they are used to cover staff hours.

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

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

**PROJECT INFORMATION:**

Type of Project: <input type="checkbox"/> Single Lot Sub. <input type="checkbox"/> Minor Sub. <input type="checkbox"/> Major Sub. <input type="checkbox"/> Final Plat <input type="checkbox"/> Easement <input type="checkbox"/> Boundary Line Adjustment	
Name of Subdivision:	
Zoning:	# of Lots:
Parcel(s):	
Tax Map:	Total Acres:
Utilities - New or Existing? <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)

**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: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Application #: \_\_\_\_\_ Date Received: \_\_\_\_\_

Submittal Number: ☐ 1<sup>st</sup> ☐ 2<sup>nd</sup> ☐ 3<sup>rd</sup> ☐ Other: \_\_\_\_\_

Application Deposit \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_

Plat Review Fee \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_

Submission to other Agencies and Departments Date: \_\_\_\_\_

Notes/Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

☐ Approved

☐ Denied

King George County Community Development Signature: \_\_\_\_\_

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