



Westmoreland County, Virginia

Land Use Administration

P. O. Box 1000
Montross, VA 22520
Phone 804-493-0120 FAX 804-493-0604

Building Official
Zoning Official
Planning Commission
Board of Zoning Appeals
Board of Building Appeals
Wetlands Board

PLAT APPLICATIONS

(September 2008)

Approval No: _____ Date Submitted: _____
Tax Map Identification: _____ # Lots _____ Zoning District: _____
Applicant/Owner: _____ Email: _____
Applicants' Address: _____ City: _____ State: _____ Zip: _____
Phone #: _____ Phone #: _____ Fee Amount \$ _____ Check # _____
Description of proposal: _____

SUBMIT THE APPROPRIATE ITEMS and NONREFUNDABLE FEE

- Was there construction on the site since the last plat was approved? YES NO UNKNOWN
If yes explain:
ALL PLATS are required to submit a copy of the last deed and/or plat of record for the property(s)
ALL PLATS are required to submit a copy of deed referenced on the plat for R/W or Access Easements
Submit a copy of the plat for each Tax Map parcel within the plat boundary for Land Use to keep (3 minimum)
Submit additional copies to be returned to the applicant after approval
Submit five additional copies when Virginia Department of Transportation (VDOT) approval is required
Traffic Impact Analysis submitted when required by VDOT regulations

CHECK REQUESTED APPROVAL and SUBMIT NONREFUNDABLE FEE

- Administrative review of a proposed plat Fee: \$75
Boundary Survey or Resurvey of an existing parcel Fee: \$75
Boundary Line Adjustment between TWO existing lots or parcels Fee: \$75
Combination Plat of TWO of existing lots or parcels deed of record Fee: \$75
Exempt Subdivision Plat Fee: \$400
Family Subdivision Plat Fee: \$200
Lot line vacation plat between TWO lots or parcels Fee: \$75
Partition Plat Approval of not more than TWO existing parcels Fee: \$75
Other (Describe) Minimum of \$ 75 Each Fee: \$
Road Name Fee: (\$290 for each new public or private road) # of roads x \$290 = Fee: \$
TOTAL FEE:
Recording Bond to be refunded upon applicant providing a copy of the recorded Plat to Land Use Fee: \$200

COUNTY REVIEW REQUESTED: First business day is the next business day after the date of submittal

Table with 4 columns: Review Period, Base Fee, Times, Total Fee. Rows include Standard 10 to 60 days, 0 to 3 business days, 4 to 5 business days, and 5 to 10 business days.

- Preliminary Plat approval. (\$600 plus \$15 per lot) Fee:
Final Plat Fee: (\$600 plus \$15 per lot) Fee:
REPLATTING: (\$600 plus \$15 per lot) Fee:
Other: (Describe) Fee:
Road Name Fee: (\$290 for each new public or private road) # of roads x \$290 = Fee:
VDOT Street Design proposed for this project: Traditional Street Design Neotraditional Street Design (requires Planning Commission approval) Other (Describe)
Vacation Plat for ... Access Easement ... Utility Easement ... Right-of-Way
Five (5) additional copies for ... Street/Road ... Lots ... Alley ... (\$600 plus \$15 per lot) ... Fee:
Final Plat for the Subdivision known as:

I hereby grant permission for staff, Commission, or Board members upon the property and understand that, without the above described information and/or materials, the fee is non-refundable if the plat is denied.

Applicant/Owner Signature: _____ Date: _____

OFFICE USE

