



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 APPLICATION

For review by Planning Commission

(Last amended June 12, 2023)

Case #: _____ Date Received: _____

Plat Fee (\$600 plus \$15 per lot): (# of lots _____) x (\$15) = _____ + \$600 = _____

Check #: _____ Nonrefundable fee due with application. The fee for deferral shall be 50% of the original fee. Make checks payable to 'Treasurer of Westmoreland County.'

Assigned Date for: _____ Planning Commission: _____

THIS APPLICATION IS INVALID IF NOT SIGNED BY ALL PROPERTY OWNERS AND AUTHORIZED AGENTS. PROPERLY COMPLETED APPLICATIONS, SUPPORT MATERIALS, AND FEE MUST BE RECEIVED BY THE DEADLINE FOR CONSIDERATION AT THE NEXT AVAILABLE MEETING.

Property Location: _____
(Address)

Tax Map Identification: _____ Acreage: _____

Zoning District: _____ Magisterial District: _____

I/we respectfully request the consideration of (check the appropriate item):

_____ **Preliminary Plat** (required for subdivisions creating more than 50 lots)

_____ **Final Plat**

(Briefly describe the purpose of the plat) _____

Owner(s): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____ Phone #: _____

Email Address: _____

Agent (if applicable): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____ Phone #: _____

Email Address: _____

(OVER)

Applicant (e.g. prospective owner, if applicable): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____ Phone #: _____

Email Address: _____

A pre-application meeting with staff is recommended. Call 804-493-0120 to schedule a date and time.

The following documents shall accompany this application for consideration:

1. Six (6) paper copies of all documents, plus one (1) digital PDF for staff review. Additional copies of the plat may be requested if VDOT review is deemed necessary.
2. For final plat consideration: submit a plat completed in accordance with Subdivision Ordinance Article 4-2 and sealed by a Virginia-licensed engineer or surveyor. Information related to the final plat approval process can be found at SO Article 3-1.11 for subdivisions of 50 or fewer lots.
3. For preliminary plat consideration (REQUIRED FOR SUBDIVISIONS CREATING MORE THAN 50 LOTS): submit a plat completed in accordance with Subdivision Ordinance Article 4-1 and sealed by a Virginia-licensed engineer or surveyor. Information related to the preliminary plat approval process can be found at SO Article 3-1.1 through 3-1.10.
4. Boundary survey or legal description showing accurate dimensions of the current parcel(s) and all applicable easements.
5. Topographic map and/or wetlands delineation when required.
6. Other documentation that you feel important for your case.

I/we hereby grant permission for staff and Commission members to go upon the above property. I/we certify that the information presented on this application is true and correct to the best of my/our knowledge. I/We further understand that upon review of the documents submitted, should it be determined that they do not meet the requirements, the application shall not be forwarded until the issue(s) are resolved.

Owner Signature: _____ Date: _____

_____ Date: _____

_____ Date: _____

_____ Date: _____

_____ Date: _____

Agent Signature: _____ Date: _____

Applicant Signature: _____ Date: _____