

# Final Resubdivision Plat Submittal Form

Used when only vacating interior lot lines or making adjustments to existing property lines. The dedication of public rights of way and easements may be included as part of a final resubdivision plat. Do not use this form for the creation of additional new lots or parcels of property; use the Final Subdivision Plat Submittal Form instead.

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

Design Professional Name: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

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

Developer Name (Company): \_\_\_\_\_ Point-of-Contact: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

Email Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Plat Title: \_\_\_\_\_

**The following items are required to be submitted for review. Please note that the submittal will be checked for completeness prior to acceptance for review. Incomplete submittals will not be accepted.**

- Review fee payment must be made prior to acceptance of the plan for review. Please reference the [DSC Submittal Fee Chart](#).
- Final Resubdivision Plat - Electronic document submittal thru ACCELA. *Signed mylars and recording fees will be requested when ready for recordation.*
- Supporting project narrative, supporting documents and associated legal documents. Each item below must be an electronic document submittal thru ACCELA.
  - Project Narrative
  - The deed(s) that created the existing parcel(s), if they were not created by plat
  - Legal Documents
    - Deed(s) of Exchange or Conveyance
    - Deed of Dedication for each Public Easement - Only Public Utilities, Public Drainage, or Public Access Easement can be dedicated by plat. All others require a deed of dedication. The plat may serve as the exhibit to the deed
    - Declaration of Easement for each private easement
  - Phase I Environmental Site Assessment (if required)—Reference [DSC Notice #130](#) to determine if a Phase I Environmental Site Assessment is required
  - If the property is owned by a religious organization other than the Catholic or Episcopal Church, a certified copy of the court order appointing the trustees who are authorized to execute legal documents (ref. VA Code Section 57-8)

Which city staff has been informed of this plan through meetings, phone conversations or emails?  
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What issues were discussed?  
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