

# Deed of Dedication for Public Rights-of-Way or Public Land Submittal Form

Used for the separate dedication for public rights of way or public land when not associated with the submittal of a subdivision or resubdivision plat. This requires a deed of dedication and plat. The plat may be an exhibit attached to the deed of dedication (preferred) or a separate Mylar plat to be recorded simultaneously. These are typically associated with site plans.

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

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

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

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

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

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 #: \_\_\_\_\_

Plan 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](#).
- Deed of Dedication with attached exhibit (8 ½"x11" or 8 ½"x14") **OR** Deed of Dedication and separate Plat (no larger than 18" x 24") - Electronic document submittal thru ACCELA. Exhibits must be signed and sealed by a P.E. or L.S. *Signed originals 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
  - Title Report
  - 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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