

# Survey Plat Submittal Form

Used for land surveys that must be signed by the Planning & Community Development Director confirming the plat is not a subdivision of land prior to recordation in the Circuit Court.

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

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.**

- No review fee required
- Survey Plat—Electronic document submittal thru ACCELA. *Mylars and recording fees will be requested when ready for recordation.*
- Survey Plat must include:
  - A note stating: “This plat does not constitute a subdivision of land” or the equivalent; and
  - The following note and signature line:

*The City’s endorsement below is solely to advise the Clerk of the Circuit Court that this plat does not constitute a subdivision of land as defined in the Subdivision Regulations, City Code Appendix B. The City of Virginia Beach makes no assumptions or opinions as to the correctness of the boundaries and other information shown on this plat and has made no determination as to the potential for use, development or redevelopment of the properties shown hereon.*

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_  
*Planning & Community Development Director or Designee*

Which city staff has been informed of this plan through meetings, phone conversations or emails?  
 \_\_\_\_\_

What issues were discussed?  
 \_\_\_\_\_