

Public Easement Dedication Submittal Form

Used for the separate dedication of a public easement when not associated with the submittal of a subdivision or re subdivision 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 Easement with attached exhibit (8 ½"x11" or 8 ½"x14") **OR** Deed of Easement 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?

What issues were discussed?
