

City of Virginia Beach
Development Services Center
DSC INFORMATION NOTICE #47
November 22, 1995

TOPIC: *Dedications - Development Plan Review*

ITEM #1: *Dedication of property, easements and rights-of-way are often proffered or required during rezonings or development plan review. The property or easements being dedicated to the City must be free of liens, judgements, mortgages, environmental hazards, etc. before the deeds can be accepted by the City.*

ITEM #2: *When dedicating property, easements and rights-of-way to the City **by deed**, a title report and an environmental assessment of the property must accompany the deed of dedication or deed of easement. The title report must indicate whether there are encumbrances on the property, e.g. liens, judgements, mortgages, etc. The environmental assessment must certify that no environmental hazards exist on the property being dedicated in fee simple. In addition, a plat of the property is to be provided as an exhibit with the deed.*

ITEM #3: *If encumbrances are present, a certificate of partial release from each noteholder, mortgage company, bank, etc. must also accompany the deed or the noteholder(s), trustee(s) and lienholder(s) must sign the dedication document.*

ITEM #4: *Deed of Dedication/Deed of Easement submittal package:*

1. *Deed of dedication/deed of easement with a plat of the property (1 mylar original and 1 mylar copy) as an exhibit or attachment*
2. *Title report*
3. *Release(s) from mortgage company, note holders, etc. (if applicable)*
4. *Environmental assessment*

ITEM #5: *The project managers will begin to place a reminder in the review letter to assist consultants and their clients in remembering to submit the required documents to the Office of Real Estate/Department of Public Works (Room 170 in the Operations Building).*

ITEM #6: *Reference: DSC Notice #46. When subdividing, the **subdivision plat may be used to convey easements and/or property to the City** for public passage (rights-of-way), conveyance of stormwater, domestic water and sewage and the associated areas for the installation and maintenance of these facilities. These dedications do not require a title report or releases because the owner certifies whether encumbrances exist. If there are encumbrances, the trustees and/or note holders consent to the dedication by signing the subdivision plat.*

EFFECTIVE DATE: *All deeds of dedication and deed of easement submitted on or after **December 11, 1995** must provide a title report and environmental assessment.*

CONTACTS: *Deed of Dedication/Deed of Easement Review:*

Chris Cahoon

Office of Real Estate/Department of Public Works 427-4161

Requirements Relating to Development Plan:

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