



County of Prince George, Virginia

“A global community where families thrive and businesses prosper”

Family Subdivision Application Information and Requirements

Family Division: A division of land creating a new tract, parcel or lot where such division is for the sale of, or gift to, a member of the immediate family of the property owner(s).

A member of the immediate family is defined as any person who is a natural or a legally defined offspring (child), spouse, sibling, grandchild, grandparent, widow or widower of an offspring, parent or beneficiary of a trust as provided in Code of Virginia, § 15.2-2244.2.

All such family divisions are subject to the following plat approval qualifications:

- (a) Only one such division shall be allowed in R-A and agriculturally zoned districts during the lifetime of each family member of the donor or grantor without regard for ownership by the donor or grantor of differing tracts or parcels of land and such division shall not be for the purpose of circumventing this ordinance.
- (b) The minimum acreage or size for each new family lot, parcel or tract shall be one acre. The residual parcel and any other lot, parcel or tract resulting from family divisions shall also conform to the provisions of this chapter and the zoning ordinance.
- (c) The property has been owned for at least two consecutive years by the current owner or the property owner.
- (d) No family divisions shall be transferred for the period of five years, except for purposes of securing any purchase money and/or construction loan, including bona fide refinancing. During the initial five-year period following the creation of lots by family division, no sale of any such lot shall be made and no residential structure on such lot shall be rented to any person other than an immediate family member as defined above unless such lots are subject to involuntary transfer such as by foreclosure, death, judicial sale, condemnation, bankruptcy, divorce or any circumstance deemed appropriate by the board of supervisors upon formal application.
- (e) Access to family divisions shall be governed by section 70-724 or shall front on state maintained roads.
- (f) Each proposed family division shall be submitted to the subdivision agent by filing of a plat of survey for the proposed division. The agent shall determine that proposed family division is in accord with the intent and qualifications of this chapter.
- (g) The lot shall be approved by the health department for on-site sewage disposal, in accordance with this ordinance, prior to recordation of the plat.

- (h) The lot shall conform to the floodplain overlay district provisions contained in the county zoning ordinance.
- (i) The lot shall conform to the resource protection area and resource management area provision of the county zoning ordinance.
- (j) The lot shall be of a size and configuration to allow construction in conformity with minimum setback requirements of the zoning district in which it is located.
- (k) All other applicable federal, state and local requirements shall apply.
- (l) Approval block providing for signature and date. Said block to be no smaller than four inches by four inches.
- (m) All required entrance permits off of a state-maintained road shall be reviewed by VDOT prior to recordation of the plat.

NOTE: On acreage divisions, an area at least one contiguous acre in size unaffected by wetlands or an RPA shall be included in each parcel.

Family Subdivision Application Form and additional documents needed for submittal:

Subdivision Application and Checklist (online) – completed by a licensed surveyor using the checklist to display the required items on the subdivision plat for Planning Division approval.

Subdivision Application Submittal Fee - \$275 paid by debit or credit card (not American Express) or paid by a check payable to “Treasurer of Prince George County”.

Eight (8) copies of the Subdivision Plat – submitted on 11” X 17” or on 24” X 36” sheets. The applicant should obtain two additional plats – one to use and one for their attorney (for deed).

Family Tract Affirmation Form – completed by applicant or their attorney along with a copy of the birth certificate for family land recipient.

AOSE Soils Analysis Report – submit two (2) copies of a completed report for parcels served by private well and septic and retain one (1) copy to file with your residential building permits.

Road Maintenance Agreement – submit one (1) copy of a road maintenance agreement as prepared by your attorney if a 50-foot access easement serves your proposed parcel division.

Wetlands Delineation Letter – submit one (1) copy of a wetlands letter – if there are wetlands. The wetlands delineation letter has to be current within the last five (5) years for acceptance.

Draft Deed of Gift – must match the subdivision plat.

Please consult with your licensed surveyor, soil scientist or real estate attorney if you have any specific questions; or contact our office at 804.722.8678 with any questions; or VDH – Prince George Health Office at 804.733.2630; or the VDOT – Petersburg Residency at 804.863.4000.

Note: We cannot accept your family subdivision submittal unless we receive all required items.