



RECORDATION (BOUNDARY SURVEY) PLAT REVIEW APPLICATION

Department of Planning
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www.princegeorgecountyva.gov

OFFICE USE ONLY

APPLICATION #:

DATE SUBMITTED:

NOTES/INSTRUCTIONS (PLEASE READ BEFORE SUBMITTING THIS APPLICATION FORM)

The purpose of this review is to confirm that a plat does not change the existing configuration of lot lines and travelways. Such changes which are subject to Subdivision Ordinance Requirements may require revision and/or submittal of a "Plat Review Application" form which is available in the Planning Department office or online.

To be eligible for recordation, all recordation plats need to be:

- Current (stamped by a licensed surveyor within the past 12 months)
- SIZE: Min. 8.5x14" / Max. 24x36"

To begin the review process associated with this application form, please submit with this form:

- A minimum of one printed or digital copy of the plat is needed to complete the review. (Providing 5 printed copies typically will expedite the process.)
- Payment of the \$50 review fee. Checks are payable to "Treasurer of Prince George County". If payment is not by check, the Planning Department will email the applicant a link to pay the review fee online.

More information about the process after submittal is provided on page 2 of this application form.

APPLICANT TO FILL IN ALL BLANKS

NAME / TITLE OF PLAT AS WRITTEN ON PLAT: (short version)

TAX MAP ID(S) SURVEYED ON THE PLAT:

NAME OF LEGAL PROPERTY OWNER(S):

NAME OF APPLICANT: (Who should we contact about this application)

APPLICANT PHONE #:

APPLICANT EMAIL ADDRESS:

OFFICE USE ONLY

ENERGOV #:

INVOICE #:

FEE DUE:

Recordation Plat Review = \$50

FEE PAID:

PAYMENT TYPE:

CHECK CASH CREDIT / DEBIT

CHECK / TRANSACTION #:

DATE RECEIVED:

RECEIVED BY:

SUMMARY OF REVIEW AND RECORDATION PROCESS AFTER SUBMITTAL

How much time will this take?

Completing this process involves several steps and multiple people. Please allow 0 to 5 business days for the Planning Department to complete the process. Providing a PDF copy of the plat ahead of time, and/or providing 5 stamped plats at the time of submittal generally helps to expedite the process.

What is the process after the application form, plats and fee payment are submitted to the County?

1. REVIEW AND REVISION:

A Planner will examine the plat to confirm if Subdivision Ordinance Requirements apply.

- A. If Subdivision Ordinance requirements are NOT applicable, the plats will be ready to sign.
- B. If Subdivision Ordinance requirements ARE applicable, the Planner will contact the applicant to explain what actions are needed such as asking the surveyor revise specific information on the plat, or submitting a different application.

2. SIGNATURE:

Once a plat is deemed eligible for approval, if the Planning Department has not yet received 5 total copies of the printed plat, the remaining copies will be requested at this time. Once 5 stamped plats are received, the Planner will obtain signature by the Subdivision Agent on the plat as soon as possible. NOTE: If you wish to retain more than 2 signed plats after the plats are recorded at the end of the process, then you may wish to deliver more than 5 copies for signatures.

Please be aware that the “Approved for Recordation” signature on a boundary survey plat is only a certification that the plat is exempt from Subdivision Ordinance requirements. No certification is made by the Planning Department about the accuracy of the information shown on the plat.

3. RECORDATION:

After the plat copies are signed, the Planning Department will contact the applicant to schedule an appointment to record the plat. After the plat is recorded, the County will receive 3 copies, and the person recording the plat will keep 2 copies (and any additional copies).

Additional information about recording a plat at the Circuit Court Clerk’s Office:

Please note that to record a boundary survey plat, the Court requires the below listed items:

- All copies of the plat signed by the County.
- A Virginia Land Record Cover Sheet. **(It is recommended to use a real estate attorney to ensure accuracy)**
Here is a direct link to generate a Cover Sheet: <https://tinyurl.com/PG-Court-Cover-Sheet>
- If there are no signatures by property owner(s) on the plat and no deed is being recorded with the plat, then the Court requires a notarized “Certificate of Ownership”. (see below link to access forms)
- A recordation fee (amount determined by the Court)

Other information to be aware of for recording a plat:

- The property owner does not have to be physically present to record a plat. They can send an agent instead.
- Access forms for recording land records (including plats) at <https://www.vacourts.gov/forms/circuit/deed.html>
- All questions about accessing and completing Court forms should be directed to the Circuit Court Clerk’s office (804-733-2640).