



APPLICATION FOR PROPERTY LINE VACATION and/or BOUNDARY LINE ADJUSTMENT

General Information:

Name: _____

Address or nearest intersection: _____

Magisterial District: _____ RPC# _____ Tax Map # _____

Zoning: _____ Number of Lots Affected: _____ Gross Area (acres): _____

Utilities:

Water System (Check one) ☐ County System ☐ Private System ☐ Individual Well

Sewage System (Check one) ☐ County System ☐ Private System ☐ Septic Tank

Review and approval does not include consideration of septic system location or any easements other than ingress/egress easements impacted by the property line change(s). Property owners are responsible for determining whether the BLA affects any easements or otherwise inhibits the ability to develop the property. It is recommended that the applicant contact the Health Department, prior to plat submission, to ensure that each lot involved in the BLA contains primary and reserve septic areas within its bounds.

Contacts: (Check contact(s) to receive correspondence relating to application)

☐ Property Owner _____

Address _____ Phone #: _____

Fax #: _____

E-mail: _____

☐ Property Owner _____

Address _____ Phone #: _____

Fax #: _____

E-mail: _____

☐ Surveyor/ Engineer/ Attorney/ Other _____

Address _____ Phone #: _____

Fax #: _____

E-mail: _____

If more space is needed, please attach separate sheet of owners & addresses

- Accompanying this application shall be the required application fee of \$50 and at least two prints of the proposed plat for review. A plat checklist for property line vacations and BLAs follows this application and is also located in Appendix D of the Subdivision Ordinance.
- Eight signed and notarized copies are required prior to final approval.
- Lots less than five acres shall be shown in their entirety.
- **Pursuant to §5.5-6 of The Chesapeake Bay Preservation Ordinance, all lots shall have sufficient area outside the Resource Protection Area (RPA) to accommodate the intended use. Therefore, RPA shall be shown on all plats where present; if RPA is not present, a note shall be provided indicating that no RPA features affect the subject property.**
- Boundary line adjustment and vacations shall not involve the relocation or alteration of streets, alleys, easements for public passage or other public areas, and no utility easements or rights-of-way shall be relocated or altered without the express written consent of all persons holding any interest therein.

As property owner, I hereby grant permission to the designated personnel of Gloucester County, and any other agency deemed appropriate by Gloucester County, to enter the above reference property for purpose of review of the proposed application, if necessary.

Owner's/Applicant Signature Date

Owner's/Applicant Signature

Date

Approval Checklist for Property Line Vacations & Boundary Line Adjustments (BLAs)	Vacation	BLA
General Requirements		
BLAs involving a nonconforming lot of record must conform to the requirements of the Zoning Ordinance, Section 10-3 (b).	-	✓
Any new properties lines must be marked with monuments per Virginia Administrative Code (VAC) Sec. 15-3.5 (b) (2).	-	✓
Fee & Completed "Application for Property Line Vacation or Boundary Line Adjustment." Sec. 15-3.5 (c) (1).	✓	✓
Submittal & Plat Requirements		
Plat prepared by a licensed surveyor meeting the requirements set below (two (2) unsigned copies). Sec. 15-3.5 (c) (2).	✓	✓
It shall be the plat preparer's responsibility to ensure that the boundary or compilation survey meets the minimum standards as outlined in the most recent regulations adopted by the Virginia Department of Professional and Occupational Regulation's (DPORs) Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects. Date of plat shall not include any revision dates. Zoning information provided on the plat, whether required or not, shall be correct. Sec. 15-3.5 (c) (2) a.	✓	✓
It shall be the plat preparer's responsibility to ensure that the plat meets the recordation requirements of the Library Board of Virginia. Sec. 15-3.5 (c) (2) b.	✓	✓
Application of the professional's seal, signature and date shall be evidence that the land boundary survey is correct to the best of the professional's knowledge, information, and belief, and complies with the minimum VAC standards. Sec. 15-3.5 (c) (2) c.	✓	✓
Existing and proposed lot sizes for all lots affected. For any lot greater than 5 acres, only the affected portion of the lot(s) needs to be shown. The acreage as shown in the County's records may be utilized to determine the lot size(s). Sec. 15-3.5 (c) (2) d.	✓	✓
The distance from proposed property lines affected by the BLA to existing structures located within and up to 5 feet from the zoning setback lines. Sec. 15-3.5 (c) (2) e.	-	✓
Additional requirements if applicable:		
<ul style="list-style-type: none"> Location and width of all existing and/or proposed ingress and egress easements affected by the BLA with their recordation reference. If an unrecorded easement exists, "Unrecorded" can be utilized in place of the recordation reference. Sec. 15-3.5 (c) (2) f. i. 	-	✓
<ul style="list-style-type: none"> For developed commercial properties, show all commercial structures, parking lots and drive aisles, and access information. Sec. 15-3.5 (c) (2) f. ii. 	-	✓
<ul style="list-style-type: none"> Location of the Chesapeake Bay Resource Protection Area and Resource Management Area boundaries and a statement on the plat that "No land disturbance is allowed in the RPA buffer area without review and approval by the County's Chesapeake Bay Preservation Administrator and only water-dependent facilities or redevelopment of existing structures are permitted within the RPA buffer." Sec. 15-3.5 (c) (2) f. iii. 	✓	✓
<p>Review and approval does not include consideration of septic system location or any easements other than ingress/egress easements impacted by the property line change(s). Property owners are responsible for determining whether the BLA affects any easements or inhibits the ability to develop the property.</p> <ul style="list-style-type: none"> Provide a note on the plat that "Drain fields, easements (other than required), flood zones, and other property characteristics and restrictions may not be depicted on this plat." Sec. 15-3.5 (c) (2) g. 	-	✓
Professional's seal, signature, and date thereby setting forth the source of title of the owner of the land and the place of record of the last instrument in the chain of title as set forth in Appendix A to this chapter. Sec. 15-3.5 (c) (2) h.	✓	✓
Statement signed by the owner that the plat is consented to by the owners as set forth in Appendix B to this chapter. Sufficient documentation reflecting that the signatory has the authority to sign on behalf of the owner shall be required when the property owner(s) is a corporation, trust, LLC, or the like. Sec. 15-3.5 (c) (2) i.	✓	✓
Certification of approval signed by the subdivision agent as set forth in Appendix C to this chapter. Sec. 15-3.5 (c) (2) j.	✓	✓