

ORANGE COUNTY  
DEPARTMENT OF PLANNING AND ZONING

COMMUNITY DEVELOPMENT  
128 WEST MAIN STREET  
ORANGE, VIRGINIA 22960



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[orangecountyva.gov](http://orangecountyva.gov)

**APPLICATION FOR PLAT REVIEW**

**I. TO BE COMPLETED BY APPLICANT**

**Part A: Required Information**

PROPERTY OWNER NAME(S): \_\_\_\_\_

HOME PHONE #: \_\_\_\_\_ WORK/CELL PHONE #: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_ FAX #: \_\_\_\_\_

*(Place a \* beside your preferred method of correspondence above)*

**Part B: Required Signature**

I understand that I am responsible, as the applicant, for providing all information on the plat as required by the available plat checklist, and/or copies of all documents required by the Subdivision Agent to complete the review. I understand that initial review of plats is generally completed within ten (10) days. However, pursuant to Sec. 54-95 of the Orange County Code of Ordinances, the Subdivision Agent may take up to 60 days from the date of submission to review plats for compliance. I further understand that if any revisions or additional documents are required for approval I will be notified in writing via the method indicated above.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**\* See the available subdivision plat checklist for submittal requirements \***

**II. TO BE COMPLETED BY DEPARTMENT STAFF**

**Part A: Required Information (check all that apply)**

- BOUNDARY LINE ADJUSTMENT / PART-&-PARCEL     LOT LINE VACATION / LOT CONSOLIDATION
- MINOR DIVISION – FINAL PLAT     MAJOR DIVISION – PRELIM. PLAT     MAJOR DIVISION – FINAL PLAT
- NONRESIDENTIAL DIVISION     FAMILY DIVISION     OTHER: \_\_\_\_\_

TAX PARCEL NUMBER(S): \_\_\_\_\_ ZONING OF PARCEL(S): \_\_\_\_\_

**Part B: For plat review:**

VERIFY OWNER OF RECORD BY (check one):  COUNTY REAL ESTATE RECORDS     COPY OF PURCHASE CONTRACT

APPLICANT IS (check one):  PROPERTY OWNER     AUTHORIZED AGENT     OTHER: \_\_\_\_\_

OFFICE USE ONLY

Submission accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

Fee Paid: \$ \_\_\_\_\_ # of record plats submitted: \_\_\_\_\_ # of VDH plats submitted: \_\_\_\_\_  N/A

Road Maint. Agmt.:  Yes  No  N/A    Deed(s):  Yes  No  N/A    Road Name Request Form:  Yes  No  N/A

Other submitted documents: \_\_\_\_\_