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Phone: 703.787.7380

Department of Community Development
Plat of Subdivision, Easement, Consolidation,
Vacation, or Lot Line Adjustment Application

Subject Property Address: \_\_\_\_\_

Project Name: \_\_\_\_\_

Description of Project:
(summary of what is proposed)
\_\_\_\_\_

Associated Applications/Approvals:
(other Herndon development cases
related to project)
\_\_\_\_\_

Principal Contact for Application:
(applicant name and role)
\_\_\_\_\_

Mailing Address: \_\_\_\_\_ Email Address: \_\_\_\_\_
\_\_\_\_\_ Telephone #: \_\_\_\_\_

The undersigned hereby applies for and requests approval of a site plat under the provisions of § 78-202.6 of the Herndon Town Code. I hereby affirm and certify that:

- The information provided on this form is true and correct to the best of my knowledge.
The requirements associated with this application have been read and are understood.
The use and occupancy of buildings and/or the use of land noted above is proposed in conformance with all provisions of the Town of Herndon, Virginia Zoning Ordinance regulations to the best of my knowledge.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

REQUIRED APPLICATION SUBMISSION MATERIALS

- Name and title of all Co-Applicants (Property Owner(s), Contract Purchasers, and Agents Authorized to Act on Behalf of the Property Owner) with respective mailing addresses, telephone numbers, fax numbers, and e-mail addresses;
If the applicant is not the landowner(s), a signed statement from the landowner(s) authorizing the agent to act on their behalf;
The completed application form with original signatures;
Seven (7) sets of plats prepared in accordance with the standards specified in the Zoning Ordinance;
Full size PDF files of the plat set at first submission and at final submission (via Drop Box);
The application fee and the required fees for review and inspection when applicable;
A draft deed subdivision, easement, consolidation, vacation, lot line adjustment (as applicable);
A Certificate of Title in a format approved by the Zoning Administrator;
Title report documenting all easements and right-of-way on the subject property(ies);

**For Office Use Only**

Received By:		Date:
Fees Received:	<input type="checkbox"/> Application Fee	Amount Paid: _____
Application Type:	<input type="checkbox"/> Subdivision Plat <input type="checkbox"/> Plat of Easement <input type="checkbox"/> Plat of Vacation of Public ROW <input type="checkbox"/> Plat of Consolidation <input type="checkbox"/> Lot Line Adjustment <input type="checkbox"/> Other	
Taxes:	<input type="checkbox"/> Paid <input type="checkbox"/> Delinquent	
Tax Map Reference:		Case #:

Application created 5.8.17