



DEPARTMENT OF PUBLIC WORKS

[www.herndon-va.gov](http://www.herndon-va.gov)

Phone: 703.435.8492

# 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 Plan 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;
- \_\_\_\_ Full size PDF files of the plat(s) prepared in accordance with the standards specified in the Zoning Ordinance;
- \_\_\_\_ Four (4) sets of plat and one (1) set of the deed prepared in accordance with the standards specified in the Zoning Ordinance at final submission;
- \_\_\_\_ 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) in pdf format;
- \_\_\_\_ A Certificate of Title in a format approved by the Zoning Administration in pdf format.
- \_\_\_\_ Title report documenting all easements and right-of-way on the subject property (ies) in pdf format.

**For Office Use Only**

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

Application updated 10.30.19