



Chesterfield County, Virginia Department of Planning

9800 Government Center Parkway – P.O. Box 40 – Chesterfield, VA 23832-0040

Phone: (804) 748-1050 – Fax: (804) 717-6295 – Internet: chesterfield.gov

KIRKLAND A. TURNER

Director

February 4, 2011

Clerk of the Circuit Court
9500 Courthouse Road
Chesterfield, Virginia 23832
Attn: Brenda Shelburne

RE: Changes to Subdivision Recordation Procedures

Clerk of the Court:

The Chesterfield County Board of Supervisors recently amended the County Subdivision Ordinance in a manner that will affect the recordation process. Since the last Subdivision Ordinance update in 2001, we have received complaints from citizens unable to build on their residential and agricultural zoned property due to property division not legal for residential uses. In order to address this situation, the following changes have been incorporated into the subdivision ordinance:

1. Plats of property intended for non-residential use must be labeled "Not for residential use" and include the following statement:

"I, (INSERT NAME) affirm that I am the owner of the property depicted on this plat and do hereby affirm that the sale/transfer of this property is not for purposes of creating a parcel for residential use. This property is zoned (INSERT ZONING DISTRICT). With respect to Agricultural (A) and Residential (R) zoning districts, the Chesterfield County Planning Department has verified with the property owner that this parcel creation is for non residential uses." (PROVIDE DATE AND SIGNATURE LINES FOR OWNER AND PLANNING DEPARTMENT REPRESENTATIVE).

2. Not for residential use certifications of property zoned agricultural or residential shall have county signature and owner signature acknowledging such statement prior to recordation.

In accordance with Virginia Code 15.2-2254 the recording of subdivision plats not approved in accordance with the County Subdivision Ordinance shall be prohibited. We believe this new process will provide a better protection to our citizens, ensuring the property they purchase may be used for the intended purpose of residential use. If you have any questions, please feel free to contact Amy Somervell at 751-4321 or the Planning Department at 748-1050.

Sincerely,


Greg Allen
Planning Manager



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KIRKLAND A. TURNER
Director

February 9, 2011

To Whom It May Concern:

The Chesterfield County Board of Supervisors recently amended the County Subdivision Ordinance, which affected the recordation process on property using the certification "Not for Residential Use". The changes were outlined in a letter sent to you dated February 4, 2011.

I would like to take this opportunity to revisit current recordation processes that are different from the most recent changes.

1. Plats associated with transfers that do not change the configuration of the parcel must contain the following statement:

Exempt, no change from the existing configuration.

This statement must be signed by either the surveyor or the Planning Department. See County Code 17-4

2. Residential or Agricultural property divided by deed, without an accompanying plat, is subject to County Code 17-6. The county will not recognize such division and no residential building permit will be released on such property.
3. Plats for property intended for residential use must have a signed residential parcel review stamp from the Planning Department and is subject to County Code 17-44 to 17-46.

Please advise your clients of the new subdivision ordinance recordation requirements and current processes as it relates to residential and agricultural zoned property. Please have anyone with questions regarding the above issues contact the Planning Department as we understand the Clerk of the Court is responsible for proper documentation, signatures, etc. and will not answer substantive questions about the subdivision process.

Thank you for helping us implement the new recordation process as well as the continuation of the current procedures. If you have any questions, feel free to contact the Planning Department at 748-1050.