

Town of Washington, Virginia
P.O. Box 7
Washington, Virginia 22747

For questions or to schedule a meeting call the Town Office (540) 675-3128

Subdivision / Lot Line Adjustment Application

Application Instructions

1. Complete as much of the application as possible, paying careful attention to the description of your project.
2. Schedule a meeting with the Zoning Administrator by calling the Town Office at 540-675-3128 or emailing the Zoning Administrator zoning@washingtonva.gov or Town Clerk townofwashington@washingtonva.gov
3. The Zoning Administrator will determine if the application is correct and complete. Additional information or supportive materials may be required to complete the application.
4. The appropriate fee will be required as part of completing the application. A fee schedule will be provided for reference. The Zoning Administrator will provide you with the amount due for the application.
5. The Zoning Administrator will provide a meeting schedule for the required meeting to hear the application. Some types of applications require multiple meetings for approval. If additional meetings are required a tentative schedule will be provided.
6. Once the application is determined complete and fee is paid the application will proceed to the appropriate meeting. You will receive notification of the meeting a few days prior to the meeting.

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SUBDIVISION / LOT LINE ADJUSTMENT APPLICATION - Page 1 of 2
Please print or type all information

Applicant: _____
Owner: _____
Telephone: _____
Email Address: _____
Street Address: _____
City, State, Zip Code: _____

Owner's Name as it appears on land records:

Telephone/Cell Phone: _____
Email Address: _____
Street Address: _____
City, State, Zip Code: _____

Please describe the request of the application:

Owner' Signature _____

If more than one owner, list all owners and contact information on the reverse of this page

Property Location:

Current Street Address: _____
Current Zoning: _____
Tax map identification number(s): _____

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Applications, supportive materials and fees must be submitted to the Town Clerk for the Zoning Administrator to determine if the application is complete. Complete Applications must be submitted two (2) weeks prior to the regular monthly meeting of the Planning Commission or Town Council. Failure to submit materials may result in a delay.

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I/we hereby certify that the above information is complete and correct and that the public notification will be properly posted and maintained on the site not later than 14 days before the scheduled public hearing date and that all delinquent real estate taxes have been paid.

Signature _____ Date _____

SUBDIVISION APPLICATION – Page 2 of 2
Please print or type all information

Please submit all of the following materials as part of this application

- 1. One complete copy of this application and supportive materials.
- 2. Copies of Subdivision Plat – CONSULT WITH THE ZONING ADMINISTRATOR FOR THE NUMBER OF COPIES NEEDED.
- 3. Copies of comments from outside review agencies. VDOT, ARB, Health Department, Rappahannock County, and others as required by the Planning Commission or Zoning Administrator.
- 4. Required Fees. See the Town Fee Schedule

All public hearing materials must be submitted prior to the meeting date for distribution to the Planning Commission and Town Council. Failure to submit materials may result in a delay.

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This section is to be filled out by the Town Zoning Administrator

Subdivision Number: _____

Fee Paid: _____ Date Fee Paid: _____

Date of Conference with Zoning
Administrator: _____

Application complete and accepted by & date: _____

Legal notices: Yes No Sign: Yes No Adjoining Owners: Yes No

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Submit applications and materials to:

Mailing Address:

Town of Washington, P. O. Box 7, Washington, Virginia 22747

Physical Town Office Location:

567 Mt. Salem Ave, Suite 3, Washington, Virginia 22747

Town Office Phone: (540) 675-3128

Town Clerk Email: townofwashington@washingtonva.gov

Zoning Administrator Email: zoning@washingtonva.gov

Please submit all applications, support materials and fees to the Town Clerk.