

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;
- ____ Nine (9) 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 Administration.
- ____ 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 Status:	<input type="checkbox"/> Paid <input type="checkbox"/> Delinquent	
Tax Map Reference:		Case #:

Application updated 10.30.19