

VACATION OF INTERIOR LOT LINES INSTRUCTIONS

PURPOSE

The City of Chesapeake Zoning Ordinance, Article 19-201(B), requires property owners that propose to combine two or more lots of record into one development site to vacate the interior lot lines to produce a single lot.

PROCEDURE

At the request of the property owners, a surveyor prepares a resubdivision plat to vacate existing interior property lines that separate contiguous lot under the same ownership. The result is the proposed unified building site.

The owners shall sign the plat and their signatures shall be notarized.

The original and 3 copies of the plat are presented to the Planning Department for review and approval. *NOTE:* If the property is not served by public sewer service, the Health Department must approve the plat prior to it being presented to the Planning Department.

REVIEW PROCESS

The Planning Department will review the plat for compliance with the Chesapeake Subdivision Ordinance. Copies of the plat are submitted to Public Works and Public Utilities for their review and comments. The complete review takes approximately two (2) weeks from the date of submittal. The Planning Department will contact the applicant/surveyor informing him or her that the plat is available for pick-up or if there are any revisions that are required. At this time submittal of a mylar is required.

Copies are made of the plat from the mylar for recordation in the Circuit Court Clerk's Office. After recordation, the receipt from the Clerk's Office is presented to the Planning Department as verification of recordation. The original mylar of the plat is then released to be returned to the surveyor.

FEES: Planning Department: \$60.00 fee is required for review. Make check payable to the City of Chesapeake.

Circuit Court Clerk: \$16.00 per sheet. Make check payable to the Clerk of the Circuit Court.