Applicable Definitions *(Article 2, Sec. 19-2-1)*

**Family Subdivision:** A single division of a lot or parcel for the purpose of sale or gift to a member of the immediate family of the property owner.

**Family:** The aggregate of a person’s natural or legal offspring, spouse, grandchild, grandparent, parent, or sibling.

**Lot:** A parcel of land, including a residue, described by metes and bounds or otherwise shown on a plat, and intended as a unit of real estate for the purpose of ownership, conveyance or development.

**Plat:** A schematic representation of a parcel or subdivision.

**Family Subdivision Checklist** *(Article 3, Sec. 19-3-1)*

- 3 year deed restriction (applies to all parcels created by the Family division).
- Subdivider shall submit a folded family subdivision plat to the Subdivision Agent, who shall certify whether it is a bona fide family subdivision within ten (10) days of acceptance.
- Subdivider shall submit a completed Certification of Family Division form.
- Only one such division is allowed per family member and should not be for the purpose of circumventing the ordinance.
  - All lots must have a permanent access easement to a public road not less than twenty (20) feet wide.

**Final Subdivision Checklist**

**Additional Information**

- Health Department approval is not required for Planning Department approval but Health Department approval is necessary before a home can be constructed.
- The Family Subdivision Fee is made payable to the County of Fluvanna.
- Questions about building permits may be directed to the Building Official, at (434) 591-1935. Additional information is also available at the County’s website [www.fluvannacounty.org](http://www.fluvannacounty.org)

Fluvanna County Department of Planning & Community Development ♦ Box 540 ♦ Palmyra, VA 22963 ♦ 434-591-1910 ♦ Fax – 434-591-1911

This form is available on the Fluvanna County website: [www.fluvannacounty.org](http://www.fluvannacounty.org)