



**FAMILY LAND TRANSFER CHECKLIST**  
**(Minimum Submission Requirements)**  
**Version 2025-12-15**

Plan Name: \_\_\_\_\_

ITEM #	ADMINISTRATIVE ITEMS	YES	NO	N/A
1	A signed and notarized Family Subdivision Application is submitted with the plat.			
2	Fees in accordance with the <a href="#">LDD Fee Schedule</a> . A certified Prince William County (PWC) Review Fee Calculation Sheet. <a href="#">[Administrative Procedures Manual, Section 4.05.1.A]</a>			
3	Standard Prince William County Development Control Form with all required information. (If not signed by the owner, a Power of Attorney must accompany this form.) <a href="#">[APM, Section 4.05.5.A]</a>			
4	Completed plat check-list.			
5	Has the sub divider owned this property/parcel for 5 years? <a href="#">[SO Sec. 25-6(7)]</a>			
6	Is there only 1 subdivision per immediate family member? (Immediate Family Members include: child, spouse, sibling, grandchild, grandparent, parent, aunt, uncle, niece or nephew of the sub divider.) <a href="#">[SO Sec.25-6(5)]</a>			
7	Has there been a previous family subdivision of this parcel? <a href="#">[SO Sec.25-6(6)]</a>			
8	Existing zoning of parcel.			
9	Non Conforming Use Application (NCU) verified by the Zoning Administrator. <a href="#">[Zoning Ord. Sec 32-601.10]</a>			
10	Minimum Size of lot(s) created is one (1) acre. <a href="#">[SO Sec.25.6-3]</a>			
11	Are 3 or more lots of less than five acres on size being created?			
12	If four (4) or more lots are created <b>and</b> each lot is less than five (5) acres each lot is required to have one hundred (100) foot frontage on either an existing public road or served by private road constructed to the minimum residential public street standard identified in <a href="#">[DCSM]</a> .			
13	All other lots not included in # 11 above, shall have a minimum public road frontage of one hundred (100) feet or have at least one hundred (100) feet of width at the setback line and shall be served by private road not less than eighteen (18) feet in width providing ingress-egress to a dedicated recorded public street or a thoroughfare <a href="#">[SO Sec.25.6-4]</a>			
14	Property been given to immediate family member?			
15	A copy of the deed is submitted with the application. (The original executed Deed is required for final approval.)			



16	Application for a family subdivision including the deed by which the owner obtained the property, deed transferring the property, and proof of relationship. <b>[APM, Section 4.05.5.B(26)]</b>			
17	Family land subdivisions shall conform to all requirements of the manual relative to Chesapeake Bay Preservation Act. <b>[SO Sec.25.6-3]</b>			
18	Show location of AOSE (private soils engineer) approved septic drain field for proposed parcel.			
19	<p>The subdivision plat must contain the following notes:</p> <ul style="list-style-type: none"> <li>a. The intent to sell any lot outside of the immediate family at the time of subdivision application constitutes a violation, which may result in vacation of the subdivision, refusal of building permits, and/o authorization of legal action by the Board of County Supervisors.</li> <li>b. The owner of any lot created by this subdivision shall be responsible for notifying the Director of Development Services by certified mail ninety (90) days in advance of an intended sale or transfer outside the immediate family if the date of such sale or transfer occurs within five (5) years of the date of recordation of the family subdivision.</li> <li>c. All lots described by this plat and related deed are subject to the subdivision standards set forth in <b>Sec. 25-6 of the Subdivision Ordinance. [Ord. No. 06-54, 6-6-06; Ord. No. 08-58, 6-24-08]</b></li> <li>d. The road serving this development is private and not eligible for acceptance into the state road system. Maintenance of the road including snow removal is not a public responsibility. The maintenance of the ingress egress easement is the responsibility of the owners.</li> <li>e. An overlot grading plan shall be required prior to any construction on these lots.</li> <li>f. The County's approval of this plat does not imply the approval of drain fields and does not guarantee the creation of build able lots.</li> <li>g. Mailboxes shall be located adjacent to a public street.</li> </ul>			

***I hereby certify that the stated information is included on the attached plan and/or documents.***

\_\_\_\_\_  
Engineer/Surveyor Signature

\_\_\_\_\_  
Date

**Attachments/Hyperlinks:**

- [Land Development Division Fee Schedule](#)
- [Design and Construction Standards Manual \(DCSM\)](#)
- [Administrative Procedures Manual](#)