



**Application and Review Procedure for
Private Roads**
Powhatan County, Virginia
Department of Community Development

1. Pre-Application Conference

The applicant must meet with representatives from the Department of Community Development to discuss the request and review process.

1. Application Submittal and Acceptance

A private road application may be submitted to the Department of Community Development. A complete application will include the following attachments:

- Survey Plat of Subject Property Showing All Lots/Parcels Accessing Proposed Road
- Ownership Disclosure
- Statement of Validity of Information
- Consent of Owner(s) to Permit Request
- Required Application Fees
 - Private Road (Administrative — Excludes Family Division) \$ 150.00
 - Private Road (Board of Supervisors) \$ 750.00
- Approved PlanRVA [Street Name Clearinghouse Request](#)

Incomplete applications will not be processed.

4. Staff Review

The application will be reviewed by the Department of Community Development and other local and state agencies.

Requests for the following types of private roads may be approved administratively [Sec. 68-111]:

- Family Divisions (No additional fee when submitted with plat)
- Single Cut
- Internal Access Roads within a Commercial, Business, or Industrial Park

6. Board of Supervisors: Review and Approval

Requests for the following types of private roads may be approved by the Board of Supervisors [Sec. 68-111]:

- Internal Roads within Gated Communities
- Internal Roads within Conservation Subdivisions
- Privates Roads Serving 2 to 10 Lots (All Lots \geq 10 Acres in Size)

In authorizing use of a private road, the Board of Supervisors may impose conditions regarding the location, character, and other features of the proposed subdivision served by the private road.



**County of Powhatan,
Virginia**
Private Road
Application

For Office Use Only

Case Number

Powhatan County, Virginia
Department of Community Development
3834 Old Buckingham Road: Suite F
Powhatan, VA 23139

Applicant Information	
Name of Applicant	
Mailing Address	
Phone Number	
Email Address	

Owner Information (Complete this section if the applicant is not the current property owner)	
Name of Owner	
Mailing Address	
Phone Number	
Email Address	

If the applicant is not the owner, the applicant must provide written documentation that the current property owner consents to the application (see form entitled *Consent of Owner(s) to Request Rezoning*).

If there are multiple owners, all owners must sign the application or provide other documentation consenting to the application (see form entitled *Ownership Disclosure*).

Applicant Representative (Complete this section if correspondence should be directed to someone other than the applicant)	
Name of Representative	
Mailing Address	
Phone Number	
Email Address	

Parcel Information	
Tax Map Number	
Physical Address	
General Description of Property Location	
Election District	
Total Acreage	
Current Zoning	
Countywide Future Land Use: Land Use Designation	

Road Characteristics	
Type of Private Road (check one)	<input type="checkbox"/> Private Road Serving a Family Division (≤ 10 Lots)
	<input type="checkbox"/> Private Road Serving a Single Cut or Minor Division (≤ 2 Lots)
	<input type="checkbox"/> Internal Access Road(s) for a Commercial, Business, or Industrial Park
	<input type="checkbox"/> Internal Access Road(s) within a Gated Community
	<input type="checkbox"/> Internal Access Road(s) within a Conservation Division (Cluster Subdivision)
	<input type="checkbox"/> Private Road Serving 3 to 10 Lots (All Lots ≥ 10 Acres in Size)
Width: Easement/Right-of-Way (Ft.)	
Road Surface Type (check one)	<input type="checkbox"/> Gravel
	<input type="checkbox"/> Asphalt/Concrete
	<input type="checkbox"/> Other (Specify: _____)
Road Surface Width (Ft.)	
Number of Lots Served by the Proposed Private Road	

Statement of Validity of Information	
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Every applicant shall sign the following document to substantiate the validity of submitted information.
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<p>I, being duly sworn, depose and say that I am the Lessee/Owner of the property involved in the application. If I am not the Lessee/Owner, I will provide written certification from the owner granting me the right to submit this application.</p> <p>I declare that I have familiarized myself with the rules and regulations pertaining to preparing and filing this application. I further declare that the foregoing statements and answers provided throughout the various sections of this application are in all respects true and correct to the best of my knowledge and belief.</p>

Signature of Applicant	
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Name of Applicant (Printed)	
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<p>Commonwealth of Virginia County of _____, to wit:</p> <p>Sworn and subscribed to before me a Notary Public in and for the jurisdiction aforesaid by _____, whose name is signed to the above, on this _____ day of _____ 20_____.</p>

Notary Public		Seal
Commission Expires		
Notary Number		

Ownership Disclosure

List below the names and addresses of all owners or parties in interest of the land subject to this request.
 If this request is in the name of a corporation, artificial person, joint venture, trust, or other form of ownership, all officers, directors, and any stock holders owning ten percent or more of such stock must be listed.

Name	Address

I, _____, do hereby swear and affirm to the best of my knowledge and belief, the above information is true and that I am the applicant requesting approval of a private road for Tax Map _____.

If the information listed above changes at any time while this request is being considered, I will provide Powhatan County with an updated list of owners.

Signature of Applicant

Name of Applicant (Printed)

Commonwealth of Virginia
 County of _____, to wit:
 Sworn and subscribed to before me a Notary Public in and for the jurisdiction aforesaid by _____, whose name is signed to the above, on this _____ day of _____ 20_____.

Notary Public		Seal
Commission Expires		
Notary Number		

Consent of Owner(s) to Permit Request

If the applicant is not the owner, the applicant must provide written documentation that the current property owner consents to the private road application.

I, _____, am the owner of the property subject to this request and consent to the request submitted by _____ (Applicant) to allow construction of a private road on Tax Map _____.

Signature of Owner	
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Name of Owner (Printed)	
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Commonwealth of Virginia
 County of _____, to wit:
 Sworn and subscribed to before me a Notary Public in and for the jurisdiction aforesaid by _____, whose name is signed to the above, on this _____ day of _____ 20_____.

Notary Public		Seal
Commission Expires		
Notary Number		

Applicant's Permission for Inspection of Property		
<p>I, _____, hereby grant access to the Director of Community Development, Zoning Administrator, or assigns thereof, to enter my property during reasonable hours without prior notice to make inspections as deemed necessary for the evaluation of my application.</p>		
Signature of Applicant		
Name of Applicant (Printed)		
<p>Commonwealth of Virginia County of _____, to wit: Sworn and subscribed to before me a Notary Public in and for the jurisdiction aforesaid by _____, whose name is signed to the above, on this _____ day of _____ 20_____.</p>		
Notary Public		Seal
Commission Expires		
Notary Number		

**Review Checklist
(For Office Use Only)**

This form will be completed by the Department of Community Development as the application is reviewed.

Action	Date of Action	
Application Submitted		
Application Deemed Complete		
Application Routed to Reviewing Agencies		
Comments Received from Reviewing Agencies (if applicable)	Building Inspections	
	Environmental	
	Public Works	
	Sheriff	
	Fire	
	Health	
	Transportation	
	Other	
Board of Supervisors: Hearing (if applicable)		