



## • FAMILY DIVISION AFFIDAVIT •

DEPARTMENT OF DEVELOPMENT • WWW.CULPEPERCOUNTY.GOV • (540) 727-3404 • (540)727-3461 Fax

**General Information** All subdivision plats must be prepared by a licensed surveyor. The family division plat and deed must meet the requirements of Sections 600 and 613 of the Culpeper County Subdivision Ordinance (Appendix B of the Code of the County of Culpeper, Virginia) (the “Ordinance”). The plat and the deed of conveyance must contain a notice which states:

*This plat and the family division which it represents are pursuant to Section 613 of the Culpeper County Subdivision Ordinance (Appendix B of the Code of the County of Culpeper, Virginia) (the “Ordinance”). Further transfer and division of the lots or parcels shown on the plat is limited in accordance with the provisions of Section 613.6.5 of the Ordinance. Building permits and/or certificates of occupancy may not be granted if the division is found by the Zoning Administrator to be in circumvention of the Ordinance’s requirements.*

The Family Division Affidavit and deed of conveyance must be completed and sworn by both the grantor(s) and grantee(s) before a Notary Public for the Commonwealth of Virginia. The proposed deed of conveyance must be submitted and approved as to form by the Culpeper County Attorney prior to the Zoning Administrator’s approval of this Family Division.

### **Application Type**

Minor Subdivision (Application Fee: \$600.00+ \$100.00 per lot)

---

---

**The following information is required to determine qualifying status in subdivision requests to be exempted from standard procedure, as outlined in Sections 600 and 613 of the Subdivision Ordinance, which are attached hereto and incorporated by reference. A separate form is to be completed for each lot proposed. Any materially false statements may result in denial of building permits and/or certificates of occupancy and may result in such other penalties as provided by law.**

---

---

**Applicant Contact Information**

**Grantor(s) as shown on current deed**

First name(s)

Last name(s)

Street address

Street address line 2

City

State

Zip code

Phone number

Tax Map and Parcel Number  
(current) ONLINE GIS

Containing (Total sq. ft. or acres) of land

Lot being created (Total sq. ft. or acres) of land

**Grantee(s) to be shown on deed of conveyance**

First name(s)

Last name(s)

**Relationship**

The **Grantee (receiving new lot)** is the \_\_\_\_\_ of the **Grantor**

What is the purpose of this proposed family subdivision?

Has either the **GRANTOR** or the **GRANTEE** ever transferred property to anyone, utilizing the family division (formerly family partition) exception?

Yes      No

If the answer is YES, please detail each instance

Has the GRANTEE ever received property from anyone, utilizing the family division (formerly family partition) exception?

Yes            No

If the answer is YES, please detail each instance

By signing this affidavit, GRANTOR and GRANTEE hereby certify that the proposed division is not for the purpose of circumvention of the requirements of the Subdivision Ordinance. Is this understood by the GRANTOR and GRANTEE?

GRANTOR            GRANTEE

Does the GRANTEE understand and agree that this property is subject to the requirements of section 613.6.5, which prohibits further transfer or subdivision of the property for five (5) years? Initial below

**The following language shall be included in the original deed of conveyance for review by the Culpeper County Attorney’s office:**

This conveyance is pursuant to section 613 of the County of Culpeper Subdivision Ordinance (Appendix B to the Culpeper County Code) (the “Ordinance”). Use for any other purpose may result in denial of building permits and/or certificate of occupancy and other penalties as provided by law. Among other requirements, the lot herein conveyed is subject to the restrictions imposed by Section 613.6.5 which prohibits further transfer or subdivision for five years.

**Both Grantor(s) and Grantee(s) must execute the deed. It would be appropriate to place the word, “Accepted”, followed by the Grantee(s)’ name(s) and signatures. Both Grantor(s) and Grantee(s) signatures must be notarized by law.**

---

---

**TO BE WITNESSED BY A NOTARY- DO NOT SIGN IN ADVANCE**

---

---

**Statement of Intent and Signatures**

**I swear that the foregoing information and certifications are true and correct to the best of my knowledge, information and belief.**

---

---

**GRANTOR**

**GRANTOR**

State of Virginia, County of Culpeper,

To-wit: Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
by \_\_\_\_\_ (Grantor)

NOTARY:

My Commission Expires:

Registration No:

---

---

State of Virginia, County of Culpeper,

To-wit: Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
by \_\_\_\_\_ (Grantor)

NOTARY:

My Commission Expires:

Registration No:

---

---

**I swear that the foregoing information and certifications are true and correct to the best of my knowledge, information and belief.**

**GRANTEE**

**GRANTEE**

State of Virginia, County of Culpeper,

To-wit: Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
by \_\_\_\_\_ (Grantee)

NOTARY:

My Commission Expires:

Registration No:

---

---

State of Virginia, County of Culpeper,

To-wit: Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
by \_\_\_\_\_ (Grantee)

NOTARY:

My Commission Expires:

Registration No:

---

---

**FOR PLANNING STAFF USE ONLY**

Approved as to form this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Pursuant to Section 613.8 of the County of Culpeper Subdivision Ordinance (Appendix B of the Culpeper Code.)

Culpeper County Attorney:\_\_\_\_\_