

Henrico County  
Minor Subdivision  
Standard Certificate Notes

\*\*Below is an example for text that can be utilized as a stand alone document or placed on the plat itself.\*\*

Prepared by:

**CERTIFICATE OF SUBDIVISION**

THIS CERTIFICATE OF SUBDIVISION, made this \_\_\_\_\_  
[Day]  
day of \_\_\_\_\_, \_\_\_\_\_, by  
[Month] [Year]

\_\_\_\_\_  
[Full name of owner]  
("Owner"), whose address is  
\_\_\_\_\_  
[Address]

**FREE CONSENT AND DESIRE**

There is attached hereto and made a part of this Certificate of Subdivision a subdivision plat made by

\_\_\_\_\_  
[Name of Land Surveyor/Engineer]  
dated \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
[Month] [Day] [Year]

and titled:  
\_\_\_\_\_  
[Name of Plat]

(the "Plat"), which has been approved by the Henrico County Planning Department.

The subdivision of land shown on the Plat is with the free consent and in accordance with the desires of the undersigned owner(s) and trustee(s) (if any). The source of title for the land embraced within the limits of the subdivision shown on the Plat is attached as Exhibit A hereto and hereby made a part of this Certificate of Subdivision.

**[SIGNATURES APPEAR ON THE FOLLOWING PAGE]**

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Witness the following signatures and seals:

**OWNER**

**TRUSTEE (if any)**

\_\_\_\_\_

\_\_\_\_\_

By:

By:

\_\_\_\_\_  
[Signature]

\_\_\_\_\_  
[Signature]

\_\_\_\_\_  
[Print Name]

\_\_\_\_\_  
[Print Name]

\_\_\_\_\_  
[Title]

\_\_\_\_\_  
[Title]

**NOTARY PUBLIC**

Commonwealth of Virginia

City/County of \_\_\_\_\_  
[City/County Name]

I, \_\_\_\_\_ a notary public in and for the City or County of  
[Name of Notary]

\_\_\_\_\_, Commonwealth of Virginia,  
[City/County Name]

do hereby certify that \_\_\_\_\_, whose name is  
[Name of Individual]

signed to the Certificate of Subdivision has acknowledged the same before me in my city or county and commonwealth aforesaid.

Given under my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_,  
\_\_\_\_\_.

\_\_\_\_\_  
[Signature of Notary Public]

My commission expires: \_\_\_\_\_

Registration Number: \_\_\_\_\_

The vacation, relocation, resubdivision, or other alteration of boundary lines shown on the attached plat has been reviewed for compliance with the Subdivision and Zoning Ordinances. Any proposed uses of the property, private wells, onsite sewage disposal systems, or connections to public streets or public utilities are subject to separate review and approval.	<b>Approved by the HENRICO COUNTY PLANNING DEPARTMENT</b>
	Date _____ County Planner _____

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EXHIBIT A

**SOURCE OF TITLE**

Owner is the owner of the property shown on the Plat. The property embraced within the limits of this subdivision was conveyed to Owner

GPIN(s):

GPIN(s):

\_\_\_\_\_

\_\_\_\_\_

from:  
Previous Owner:

from:  
Previous Owner:

\_\_\_\_\_

\_\_\_\_\_

By Deed Dated:                      Record Date:

By Deed Dated:                      Record Date:

\_\_\_\_\_

\_\_\_\_\_

In Deed Book:                      Page:

In Deed Book:                      Page:

\_\_\_\_\_

\_\_\_\_\_

All the deeds listed in the Source of Title are recorded in the Clerk's Office of the Circuit Court of Henrico County, Virginia.

By: \_\_\_\_\_

[Signature of Engineer/Surveyor]

\_\_\_\_\_

[Printed Name]

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**Approved by the  
HENRICO COUNTY PLANNING DEPARTMENT**

\_\_\_\_\_

Date

\_\_\_\_\_

County Planner

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*Note to Preparer: The Certificate of Subdivision must be signed by all owners and all trustees. Accordingly, the signature page must be duplicated as necessary.*

*Note to Preparer: The Source of Title must be prepared and signed by the land surveyor/engineer whose seal will appear on the associated plat. The Source of Title must be duplicated as necessary to indicate the source of title for each property shown on the plat.*

**The plat must have the following approval block in the lower lefthand corner:**

The vacation, relocation, resubdivision, or other alteration of boundary lines shown on the attached plat has been reviewed for compliance with the Subdivision and Zoning Ordinances. Any proposed uses of the property, private wells, onsite sewage disposal systems, or connections to public streets or public utilities are subject to separate review and approval.	<b>Approved by the HENRICO COUNTY PLANNING DEPARTMENT</b> <hr/> <div style="display: flex; justify-content: space-between;"><span>Date</span><span>County Planner</span></div>
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EXAMPLE