



# Certificate of Qualification for Family Subdivision

County of Henrico, Department of Planning

Henrico Planning: [henrico.gov/planning](http://henrico.gov/planning) Build Henrico: [build.henrico.us](http://build.henrico.us)

Department of Planning, County of Henrico, Virginia, P.O. Box 90775, Henrico, Virginia 23273-0775\*\* Phone 804-501-4602 [planning@henrico.us](mailto:planning@henrico.us)  
\*\*For mail use P.O. Box. For deliveries C/O the Permit Center use street address 4301 E. Parham Road, Henrico, Virginia 23228.

**Name of Project:** \_\_\_\_\_ **Associated Job#** \_\_\_\_\_

I, \_\_\_\_\_, whose current address is \_\_\_\_\_, do hereby certify that the subdivision of property under my ownership identified as GPIN \_\_\_\_\_ in the \_\_\_\_\_ Magisterial District as defined by the Henrico County Subdivision Ordinance and Section 15.2-2244 of the Code of Virginia and must be recorded in the name of the immediate family to qualify (natural or legally defined offspring, stepchild, spouse, sibling, grandchild, grandparent, or parent of the owner). Those family members identified to receive the lots subdivided in this manner are:

**Immediate Family Member (Recipient Name)**

**Relation to Owner**

Lot 1 \_\_\_\_\_

\_\_\_\_\_

Lot 2 \_\_\_\_\_

\_\_\_\_\_

Lot 3 \_\_\_\_\_

\_\_\_\_\_

I further certify that the property owner and the recipients of the family division lots have not given or received any other divisions in this manner and this division is not for the purpose of circumventing the subdivision ordinance. Lots created using Family Subdivision must remain in the hands of a qualified member of the immediate family for at least five (5) years prior to transfer to remain valid; unless the lot is subject of an involuntary transfer, such as foreclosure, death, divorce, judicial sale, condemnation, or bankruptcy.

Attested this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

Owner Signature(s) \_\_\_\_\_

Print Name(s) \_\_\_\_\_

\_\_\_\_\_  
Recipient -Lot 1 Signature

\_\_\_\_\_  
Recipient -Lot 2 Signature

\_\_\_\_\_  
Recipient -Lot 3 Signature

## Certificate of Acknowledgment:

City/County of \_\_\_\_\_ Commonwealth of Virginia

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_, by the aforementioned. Witnessed by my hand and official seal.

\_\_\_\_\_  
Notary Public's signature

Notary registration number: \_\_\_\_\_ My commission expires: \_\_\_\_\_