



**Town of Shenandoah  
426 First Street  
Shenandoah VA 22849  
(540) 652-8164**

## **SUBDIVISION OF LOTS REQUEST APPLICATION INSTRUCTIONS**

It is the responsibility of the applicant to complete this form in its entirety and as precisely as possible.

A ***non-refundable*** filing fee is due when application is returned. Fees are based on the number of lots resulting from the subdivision of existing lots. The fees are as follows:

- If the TOTAL # of lots is 3 OR MORE: \$300.00 per plat plus \$2.50 per lot
- If the TOTAL # of lots is 3 or FEWER: \$100.00 per plat plus \$2.50 per lot

Checks should be made payable to **Town of Shenandoah**. Credit/debit cards are also accepted.

Please return the following documentation along with the completed application and payment:

1. A copy of the deed to the property (may be obtained from the Page County Circuit Court).
2. Copies of a plat or plats in accordance with the subdivision ordinance regulations (see Chapter 50, Article III of the Shenandoah Code of Ordinances). Plats should show original boundary lines to be vacated and new boundary lines.
3. Upon approval, the applicant is responsible for ensuring the final plat/deed has the Mayor's signature/stamp prior to recording. The applicant is responsible for recording the final plat/deed with the Clerk of the Page County Circuit Court.
4. Questions may be directed to the Town Hall at (540) 652-8164. Hours of operation are 8:30 a.m. to 5 p.m. Monday through Friday. The office is closed daily for lunch from 12 noon to 1 p.m.

Please note: **ADDITIONAL INFORMATION MAY BE REQUIRED IF THE TOWN DETERMINES IT IS NECESSARY TO ENSURE THE REQUEST CONFORMS WITH THE TOWN OF SHENANDOAH SUBDIVISION OR ZONING ORDINANCES.**