

**DEED OF DEDICATION AND EASEMENT**

*(Acknowledge that you have checked the following by initialing)*

Project: \_\_\_\_\_

**Applicant Initial:**      **Planner Initial:**

\_\_\_\_\_      \_\_\_\_\_ First page of the document bears an entry showing the name of either the person or entity who drafted the instrument,

Prepared by: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_

\_\_\_\_\_      \_\_\_\_\_ The Tax Map No. is listed at the top of the document.

\_\_\_\_\_      \_\_\_\_\_ The Tax Map No. must be the same on plat.

\_\_\_\_\_      \_\_\_\_\_ Owners name on documents **must** match name on plat and match the name as shown on the recorded deed where the owner acquired title.

\_\_\_\_\_      \_\_\_\_\_ Label of land dedicated to the County must match the label shown on the plat.

\_\_\_\_\_      \_\_\_\_\_ Signature block must match the owner:

- \_\_\_\_\_ Individual Owner
- \_\_\_\_\_ Corporation/Partnership/LLC
- \_\_\_\_\_ Title of authorized person signing for the Corporation/Partnership/LLC

\_\_\_\_\_      \_\_\_\_\_ If the person is signing for a Corporation – the person signing must be an officer (Pres, V-Pres, Secretary or Treasurer) of the corporation.

\_\_\_\_\_      \_\_\_\_\_ If the person is signing for a LLC – the person signing must be a Member, Manager or a Managing Member. If signing otherwise, must provide copy of document that authorizes that person to sign.

\_\_\_\_\_      \_\_\_\_\_ If the person is signing for a Partnership, the person signing must be a partner or General Partner.

\_\_\_\_\_      \_\_\_\_\_ If the property is held in trust, the trustee or trustees must sign as a trustee.

\_\_\_\_\_      \_\_\_\_\_ The signatures must be notarized in the capacity in which the person signed the deed. The title in the signature block must match the title listed in the notary clause.

\_\_\_\_\_      \_\_\_\_\_ The Notary must list his/her commission expiration date.

\_\_\_\_\_      \_\_\_\_\_ The Notary must list his/her registration number.

## DEED OF DEDICATION AND EASEMENT

(continued)

**Applicant  
Initial:**

**Planner  
Initial:**

- \_\_\_\_\_ \_\_\_\_\_ If sealed, whether by hand-held or stamp, the notary seal must be able to be reproduced by photocopy.
- \_\_\_\_\_ \_\_\_\_\_ The Notary should print his/her name under his/her signature and/or the signature should be legible.
- \_\_\_\_\_ \_\_\_\_\_ Documents must have a signature block for the County Attorney to approve as to form.
- \_\_\_\_\_ \_\_\_\_\_ Acceptance paragraph for the County to accept the conveyance must be included in the document:
- \_\_\_\_\_ \_\_\_\_\_ “The County of Spotsylvania, Virginia, acting by and through its County Administrator, he being hereto duly authorized by Resolution No. 91-32, adopted by the Spotsylvania County Board of Supervisors on the 23<sup>rd</sup> day of April, 1991, does hereby accept the conveyance of the interest in real estate made by this deed.”
- \_\_\_\_\_ \_\_\_\_\_ Make sure all applicable paragraphs shown on the County’s form are included in the submitted document.
- \_\_\_\_\_ \_\_\_\_\_ Title report can be accepted in the form of:
1. Attorney’s opinion letter dated within 30 days, or
  2. Title Company report (commitment binder) dated within 30 days, or
  3. Title Company Policy dated within 30 days.
- \_\_\_\_\_ \_\_\_\_\_ If there is dedication language in the deed, the plat must show dedication of the property for public street purposes.
- \_\_\_\_\_ \_\_\_\_\_ If someone other than the owner is signing on behalf of the owner he/she must provide a copy of a document authorizing a power of attorney to sign for any party to the document.
- \_\_\_\_\_ \_\_\_\_\_ Is there a BMP Agreement for the site? If yes, use deed with SWM language.
- \_\_\_\_\_ \_\_\_\_\_ The County will not accept drainage easements for **on-site** storm water.
- \_\_\_\_\_ \_\_\_\_\_ If there is a Deed of Trust, the Deed of Trust must be subordinated or released as to the easements and released as to the right-of-way dedication. There must be a copy of such written release.
- \_\_\_\_\_ \_\_\_\_\_ The title of the plat in the deed must match the title of the plat.
- \_\_\_\_\_ \_\_\_\_\_ RPA is shown on the plat if present on the parcel with an explanatory note.