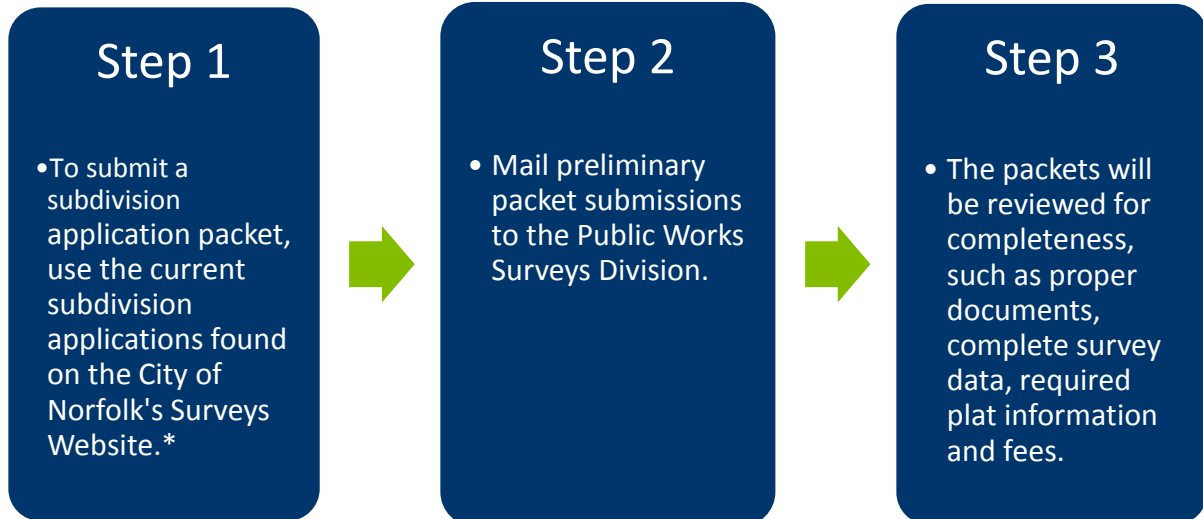


Land Subdivision Submission Process

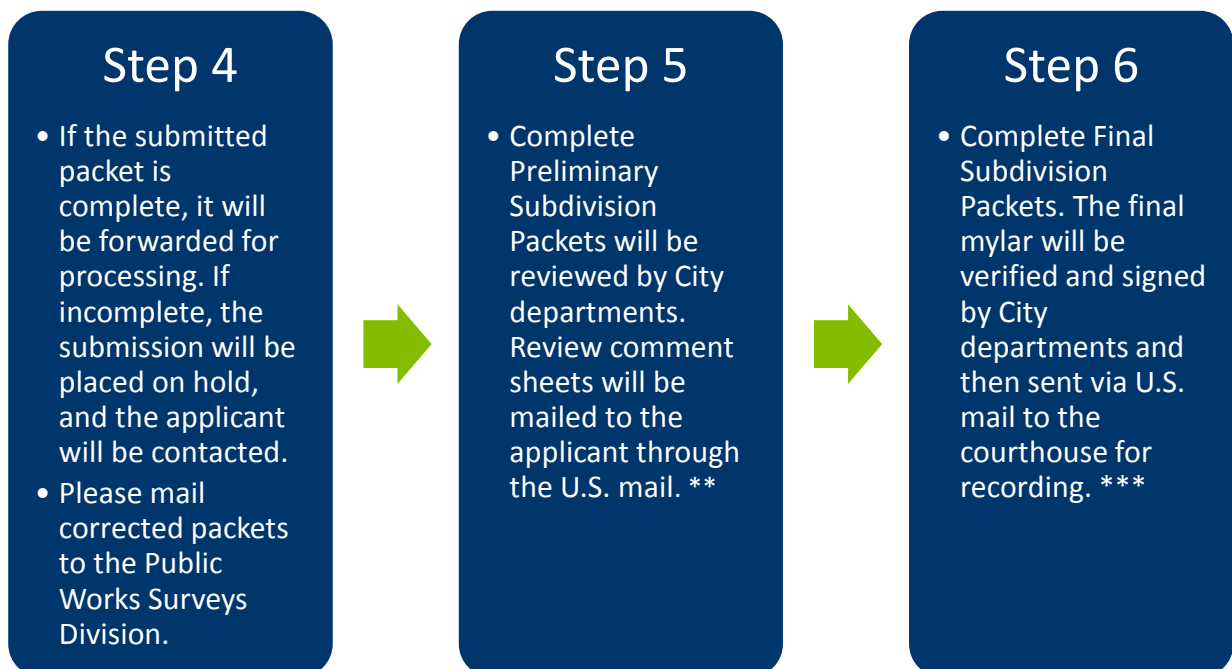
You may find the [Plat Standards Checklist](#) helpful with preparing your survey!
Please access the current subdivision applications [here](#).

Please mail all subdivision packets to:

Public Works Surveys Division
810 Union Street
Suite 750
Norfolk, VA 23510



**Note, in order to use the lot line vacation plat fees that are listed on the applications, the current lot configurations must have existed prior to 1948, when the city adopted the state subdivision law. This is for the entire city of Norfolk, regardless of annexation date.*



***Note, in order for a Final Subdivision Application Packet to be accepted and considered complete, the preliminary submission must be approved by all reviewing city departments. Approvals or dis-approvals are indicated on the comment sheets that were mailed to the applicant.*

As a reminder, per City Code 42.5-4, the final plat submission packet is required to include a signed document from the [Treasurer's Office](#), indicating that all real estate taxes and nuisance abatements are paid in full. It is the applicant's responsibility to provide this document.

****Once the recorded instrument number reference is provided by the courthouse, the applicant will be advised of that instrument number. Copies of the recorded plat would then be available on the Norfolk Circuit Court's remote internet records access site.*