

**PASQUOTANK COUNTY  
FAMILY SUBDIVISION APPLICATION**

Please complete the following:

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**TRANSFER DATA**

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Grantor

Grantee

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Mailing Address

Mailing Address

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City

State Zip

City

State Zip

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Property Location

Township

Brief Description of Request:

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**The following information is required to be submitted with the application:**

1. The applicant must provide legal documentation reflecting the property owner's family relationship with the child, parent, or grandchild that is to receive the lot (can be in the form of a birth certificate, adoption certificate, marriage certificate, etc.).
2. An Improvement Authorization Permit must be provided from the Environmental Health Department regarding the soil suitability for an on-site septic tank disposal system.
3. A recorded deed showing a continuous family ownership of the property for at least 5 years.
4. A subdivision plat (survey) of the property showing the parcel to be created. The plat must be labeled as a "Family Subdivision." In addition, a statement must be included on the plat which states "The lot created by this plat shall not be further subdivided for 10 years from its date of recordation in the Pasquotank County Register of Deeds office."

If further information is needed for approval by the Board of Commissioners, it may be requested by the Planning Department.

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Signature of Applicant

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Date

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Contact Phone Number