

**LOUISA COUNTY COMMUNITY DEVELOPMENT
INSTRUCTIONS FOR COMBINING PROPERTIES
VACATION AGREEMENT**

1. Complete the Vacation Agreement form. The boundary line must be indicated and the distances must be completed on the form. If you have questions about this you may contact a surveyor.
2. Have the form notarized.
3. Bring the form and a copy of the existing plat that is recorded to confirm the information to the Community Development Department.
4. Allow 2-3 days for completion, leave your name and telephone number and we will contact you when signed.
5. The review and signature fee is \$50.00 which can be paid at the time you pick up.

PLEASE BE REMINDED OF THE FOLLOWING:

1. **ONCE AN APPROVED VACATION AGREEMENT HAS BEEN RECORDED IN THE CIRCUIT COURT CLERK'S OFFICE – THE PROPERTY LINE NO LONGER EXISTS. IN ORDER TO DIVIDE OR SUBDIVIDE THE PROPERTY LATER – THE SUBDIVISION AND ZONING ORDINANCES IN EFFECT AT THAT TIME MUST BE ADHERED TO.**
2. **THE VACATION AGREEMENT FORM MAY NOT BE USED IF THERE IS NO RECORDED SURVEY OF THE PROPERTY SHOWING THE BEARINGS AND DISTANCES OF THE LINE(S) TO BE VACATED OR IF THE PROPERTIES ARE NOT RECORDED IN THE SAME NAME**

WE CANNOT ACCEPT ANY INCOMPLETE FORMS.

VACATION AGREEMENT

THIS AGREEMENT, made this _____ day of _____ 20 ____, by and between _____ parties of the first part and the COUNTY OF LOUISA, party of the second part;

WITNESSETH:

That for and in consideration of the sum of One (\$1.00) Dollar and other good and valuable consideration, the receipt of which at or before the signing and delivery of these present is hereby acknowledged, the said parties of the first part agree to vacate **a certain line shown on a plat of Survey made by** _____, dated _____, and recorded in the Clerk's Office, Louisa Circuit Court in _____ Book _____, Page _____.

The parties of the first part agree to vacate the boundary line between _____

more fully described by the bearing and distance of _____

The party of the second part here by acknowledges and authorizes this vacation.

WITNESS the following signature and seals:

_____ (SEAL)

_____ (SEAL)

_____ (SEAL)

STATE OF VIRGINIA, COUNTY OF LOUISA, to wit:

The foregoing instrument was acknowledged before me by _____

on this _____ day of _____, 20__.

Notary Public

Commission Expires

COUNTY APPROVAL: _____
Louisa County Zoning Administrator

STATE OF VIRGINIA, COUNTY OF LOUISA, to wit:

The foregoing instrument was acknowledged before me by _____

day of _____, 20__.

Notary Public

Commission Expires