

Government Of The District Of Columbia
DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS



OFFICE OF THE SURVEYOR
REQUEST FOR SUBDIVISION

***Initial fee: \$440.00**

****Deed Required**

S.O. No. _____

***An Additional fee will be charged for more difficult lots**

**** SUBDIVISIONS WILL NOT BE PREPARED WITHOUT COPY OF DEED.**

I hereby furnish the following information and request that a plat of subdivision be prepared as hereinafter described:

=====

LOCATION:

Square _____

Lots _____

OWNERS OF RECORD (Please Type or Print)

Number of Lots to Be Created _____

(a) If Corporation

(Corporation Name)

(Name and Title of President or Vice-President)

(Name and Title of President or Vice-President)

(b) If Partnership or Joint Venture (Give Names and Titles)

(Association Name)

(c) If Individual

If additional space is required, please attach a supplemental sheet. It should be noted that the above information must be accurate because these names will appear on the subdivision plat, and they must be the owners of record as of the date of signing and recording the subdivision. **ANY INACCURACIES MAY RESULT IN DELAY AND/OR ADDITIONAL EXPENSES.**

I certify that the above information is true, complete and correct to the best of my knowledge and belief.

Signature of Owner or Authorized Agent

Mailing Address

Email address

Print Name

Phone Number

ADDENDUM

The Zoning Administrator requires the following information in order to review and sign any subdivision plat for zoning compliance. The provisions of DCMR 10, Section 2703 require a preliminary sketch, drawn to scale and including but not limited to the following;

1. Boundary of the land to be divided (Plat showing how the land is currently configured **before** subdivision);
2. Provide a building location survey (Man made features, such as buildings, structures, walls, fences, culverts and sewers must be shown, be sure to indicate length and width dimensions, setbacks, and number of stories);
3. If you are subdividing Assessment & Taxation lot(s), provide the date the lot(s) were created (Subdivision history)

When submitting the original Mylar plat for approval by the Zoning Administrator, the scaled sketch showing the above items must be provided with the subdivision plat.

The District Department of the Environment (DDOE) requires, for review and approval for compliance with DCMR 20, Chapter 31 – Flood Hazard Rules, that any subdivision located in whole or in part in a Special Flood hazard (SFHA) that is greater than 50 lots or 5 acres, whichever in the lesser, shall provide Base Flood Elevation* (BFE) data with the subdivision application, pursuant to 20 DCMR 3104.5

1. BFE data can be obtained from the Federal Emergency Management Agency's (FEMA) Flood Insurance Rate Map (FIRM) and Flood Insurance Study (FIS) for the District of Columbia, effective date September 27, 2010.
2. Pursuant to 20 DCMR 3104.8, if BFE data is not available from the FIRM or FIS, the applicant shall develop BFE in accordance with current accepted hydrologic and hydraulic engineering practices. When developed by the applicant, BFE data shall be certified by a District registered professional engineer (PE).

* Base Flood Elevation is the elevation of the 100-year flood (the flood having a one percent (1%) chance of being equaled or exceeded in any given year.



Department of Consumer and Regulatory Affairs
Permit Operations Division
Office of the Surveyor
1100 4th Street, S.W., 3rd Floor
Washington, DC 20024

PLEASE READ CAREFULLY

Instructions for Handling and Executing Subdivision Plats

The plat of subdivision **MUST** be handled and executed as explained below, and returned to the Surveyor's Office for processing and recording.

1. **CAUTION: CARE AND HANDLING OF PLATS** - Do not fold, mutilate, alter, change, correct or add to this plat, and do not allow plat to get wet. Let the ink dry; do **NOT** smudge. If any of these occur, the plat will **NOT** be accepted for recordation and a new plat must be drawn at additional expense and time.
2. The **ONLY** types of pens and ink that can be used are:
 - **Black** ink ballpoint pens made by Cross, Skillcraft or equivalent.
 - **Black** permanent ink **ULTRA FINE** felt tip pens made by Sanford (Sharpie).
 - **Black** permanent ink drafting pens.
3. **OWNERS**: The owner(s) in fee simple of the property must sign the plat before a notary public and have two (2) witnesses for **EACH** signature. The owner(s) in fee simple executing the plat must remain the owner(s) in fee simple until the subdivision is recorded. If the owner is a corporation, the plat must be signed by a officers, who is designated by the corporation charter or by the Board of Directors to act for the corporation. Their title is required. If the owner is a partnership, the plat must be signed by a general partner.
4. **TRUSTS**: If there is a mortgage(s) on any of the property involved in the subdivision, the trustee(s) must sign the plat in the space provided. Indicate the number of trusts in the space provided. The trustee(s) signature(s) do not have to be witnessed or notarized.
5. **TAXES**: The applicant must take the plat to the Department of Tax and Revenue, Office of Real Property Tax, Customer Services, located at 1101 4th Street, S.W., on the second floor, for certification as to correctness of ownership shown on the plat, and to verify that all current taxes and special assessments have been paid. When plats are to be recorded

between April 1, and September 30, taxes must be paid through September 30; if recorded between October 1 and March 31, the taxes must be paid through March 31. Any questions regarding payment of taxes must be directed to the Office of Tax and Revenue on (202) 442-6696 or 442-6790.

6. **HISTORIC PRESERVATION REVIEW:** The plat is then taken to the Historic Preservation Division located at 1100 4th Street, S.W., Suite E650 for review and sign off. **ALL** subdivision plats are to be taken to the Historic Preservation Division for a determination concerning the historic nature of the subdivision's location.
7. **ZONING:** The plat is then taken to the Office of Zoning at 1100 4th Street, S.W., 3rd Floor for certification as to compliance with Zoning Regulations. ***Note: The Office of Zoning will hold the subdivision for review and signature by the Zoning Administrator. Upon signature, Zoning will forward the subdivision to the Surveyor's Office for final processing. Contact the Office of Zoning on (202) 442-4576 to confirm delivery to the Surveyor's Office.***
8. **RECORDATION:** Upon receipt from Zoning, the subdivision will be reviewed, signed given a new lot number and record in the Office of the Surveyor within 3 business days.

SUBDIVISION – DO’S AND DON’TS

SAVE TIME AND MONEY

DO NOT:

ALTER

CHANGE

ERASE

FOLD

GET WET

SMUDGE

CORRECT

ADD NAMES

YOU MUST:

USE BLACK INK

HAVE (2) WITNESSES FOR EACH SIGNATURE (OWNER)

HAVE THIS SIGNED BY TRUSTEES (MORTGAGE COMPANY)

PAY CURRENT TAXES

HAVE 2 OFFICERS SIGN FOR CORPORATION

HAVE LEGIBLE CORPORATE SEALS

HAVE NOTARY SEALS

NO DRAWN ON SEALS

NOTE:

RAISED SEAL ONLY UNLESS NOT REQUIRED BY STATE NOTARY! THERE WILL BE AN INK TEST. NO INK CAN SMUDGE OR RUN.

FAILURE TO FOLLOW THESE DO’S AND DON’TS WILL RESULT IN ADDITIONAL TIME AND FEES.



Government of the District of Columbia
Office of the Chief Financial Officer
Office of Tax and Revenue

OTR Subdivision Plat Tax Certification Process Requirements

This document details the “TAXES” section of the DCRA Office of the Surveyor’s
“*Instructions for Handling and Executing Subdivision Plats*”

1. **All Real Property Taxes/penalties must be paid in full up to and including the current half tax year.**
 - *When subdivision plat(s) are to be recorded, at DCRA Office of the Surveyor, between April 1 and September 30, Real Property Taxes **must be paid through September 30**.
 - *When subdivision plat(s) are to be recorded, at DCRA Office of the Surveyor, between October 1 and March 31, Real Property Taxes **must be paid through March 31**.
 - Please Verify that all half tax year real property taxes and penalties are paid in full **up to and including the current half tax year**.
 - You can obtain “estimated” current half tax year real property tax bills from OTR Customer Service Center (202-727-4829); 1101 4th St. SW, 20024 2nd Floor.
 - Proof of payment documents that are accepted:
 - Copy(s) of “Wells Fargo” (formerly “Wachovia”) date stamped receipts with a copy of the “estimated” half tax year bill and other half tax year bills if applicable,
 - Copy of online payment receipt from the RPTA online payment option,
 - Verification on Mortgage Company Letter Head of payment to include the SSL.
 2. **Special Assessments, Arrears, Liens and other Taxes Due at submittal time or discovered during the certification process must be paid in full.**
 - These may include BID taxes, Clean City, WASA, Etc.
 - Taxes and dues can be found by researching the real property assessment database search found at: <http://otr.cfo.dc.gov/otr/site/default.asp> by *SSL* or *Premise Address*.
 - Proof of payment documents that are accepted:
 - Official letters, receipts from the office(s) in charge of collections due.
 3. **Owner name(s) of the lot(s) on the Subdivision Plat must match OTR ownership records.**
 - Recorded legal land transfer documents including but not limited to deeds may be checked to verify ownership.
 - Owner(s) must sign with witness signatures.
 - Notary Public signature and seal must be FIRMLY impressed and LEGIBLE.
 - In cases where owner(s) signatures are not possible due to incapacitation or other circumstances please provide official documentation indicating the reason.
 - For example Death Certificate, Etc.
 4. **Tax Sale Review**
 - Lot(s) that have participated in a tax sale and are not redeemed; the owner or agent must contact Assessment Services at 202-442-6901 for further instructions.
 5. **Owner or Agent retrieving Sub Plat must sign Acknowledgement:**
 - “I acknowledge for the owners that this is not a tax certificate as intended by D.C. Code Section 47-405”
- Ⓜ 3-7 business days are required for the OTR subdivision tax certification process.
- Ⓜ Lots that participated in a tax sale and are not redeemed will extend certification process beyond 3-7 business days.
- Ⓜ Inaccuracies and Non-compliance with all requirements will extend certification process beyond 3-7 business days until such inaccuracies and/or non-compliance issues are resolved by owner/agent.
- Ⓜ OTR makes every attempt to contact the owner/agent upon discovery of non-compliance issues.
- Ⓜ Other DC agencies involved in the DCRA Subdivision Plat process have their own deadlines.

I _____ (owner/agent) have read the OTR Subdivision Plat Tax Certification Process Requirements.