



PRINCE WILLIAM COUNTY
Department of Development Services – Land Development Division

DEED CHECKLIST
(Minimum Submission Requirements)

1. General Information

- a. **Owner(s)/Developer(s) Name:** _____
Phone #: _____
- b. **Lawyer's Name:** _____
Phone #: _____
- c. **Plan Name:** _____
- d. **Plan #:** _____

2. Legal Instrument (Deed)

Please submit the completely executed original deed documents with a copy of the executed plat.

	Conditions/Requirements/Information	YES	NO	N/A
a.	Any resubmissions of a deed must have the rejection letter included with each submission.			
b.	Land dedicated for street purposes should be conveyed, in fee simple, to the County (exception: Deed of Subdivision).			
c.	Plat should be referred to in the Deed as the titled appears on the Plat verbatim. Also, the plan number and name in parenthesis should be a part of the Deed.			
d.	Each signature should indicate the precise capacity in which each person is signing (i.e. Partner, President or Vice-President of a Corporation, etc.).			
e.	All easements and only those easements actually depicted on the Plat should be referred to in the Deed (with the exception of sanitary sewer and waterline easements.)			
f.	If person is signing as a trustee, then the Deed establishing the trust should accompany Deed as an attachment (as information only).			
g.	If the Deed refers to any exhibits or schedules, they should be appropriately identified and attached.			
h.	There should be no inconsistency between the identity of the owners(s) as indicated on the Plat and identity of the owner as identified on the Deed.			
i.	Each owner's dedication on the Plat should be appropriately notarized.			

I hereby certify that the stated information is included on the attached plan and/or documents.

Engineer/Attorney Signature

Date