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 hereby 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 __________________________
on this ____________ day of ____________, 20___.

______________________________ __________________________
Notary Public Commission Expires