

## House Location Survey



A **House Location Survey Plat** (certified by a registered Virginia surveyor) is required for many zoning approvals. This plat shows all property lines and existing structures on an individual residential lot. Everything on the plat must be drawn to-scale.

Only plats with the following items will be accepted:

All information shown **to-scale**;

The surveyor's **seal**;

The surveyor's **signature**;

The **scale** used by the surveyor;

Complete plat drawings (partial plats are not acceptable).

**PLEASE NOTE: Neither the Planning Office nor the Prince William County Courthouse keep copies of house location survey plats.**

### Where do I get a copy of my plat?

A house location survey plat is required with the documents provided at closing when purchasing a new home. If a plat was not included with your closing paperwork (or if the copy you received is not to-scale) you should contact the mortgage company, title company, or surveyor who did the survey.

### What is 'to-scale'?

To ensure that plat information accurately reflects the measurements taken on the site of a survey, surveyors use a scale (for instance 1"=30' or 1 inch = 30 feet) for all plat drawings. A 'to-scale' plat is an exact copy of the original plat with all lines (as measured on the page) being identical to that of the original. A to-scale copy must be on the same sheet size as the original (for instance if an original plat is printed on an 11" x 17" sheet then only a copy on that sheet size would be acceptable not a copy on 8.5" x 11"). **Plats that have been faxed, reduced, enlarged, or otherwise altered are not to-scale and cannot be accepted.** Zoning staff will verify that a plat is to-scale before processing a request for zoning approval.

### When do I need a house location survey?

Zoning approval is required for all improvements to a property. Specifically, a house location survey is required to obtain approval for: fences, sheds, gazebos, decks, additions, second kitchens, wet bars, retaining walls, driveways, patios, swimming pools, sidewalks ramps, hot tubs, garages, and porches.