

Frequently Asked Questions about Plats & Surveys

What is a Plat?

A plat shows how a piece of land is divided into lots and usually shows information like setbacks, coordinates, and easements. The Office of Mapping and Geographic Information receives preliminary subdivision plats to assign street addresses or adjust parcel boundaries. These plats show the metes and bounds of multiple lots and do not typically show building footprints or other ground features. A final version of the subdivision plat, which is similar but may show more information, is recorded at Clerk of the Circuit Court.

We do not have individual property plats or house location surveys in the Office of Mapping & Geographic Information, nor are they included with the required documents that are legally recorded at the Clerk of the Circuit Court when there is a change in real property ownership.

This plat, with a screen print from [WebLogis Online Mapping System](#), is often used to meet permit application requirements for small, detached projects, like sheds. Applicants may use the WebLogis print as a template to draw their site plan and label required distances. [HOAs](#) may have different permitting requirements.

Plat vs. Survey

Plats typically show the boundaries and dimensions of multiple parcels but do not include improvements or constructed features, like buildings. Surveys typically show the property with locations of ground features and improvements, such as buildings, fences, water features, and driveways.

Surveys are performed by independent, state-licensed land surveyors and are often required or offered during the home buying process as part of the closing documentation. The title company, settlement agent, attorney, lenders, or surveyor may be able to provide a copies of surveys and other closing documents.

How do I get a survey?

If there is an existing survey of your property, it is most likely with your closing paperwork. If previous projects received permits between 2010-present, the original Building Permit and Zoning Permit application may include a house location survey. Please submit a Loudoun Express Request with the online [LEx tool](#).

- 1) Select *Development and Use of Property in Loudoun County*, then *Permits (Building, Signs, and Zoning)*.
- 2) Identify the property using an address or the map.
- 3) Under *What permit information are you looking for?*, select Other from the dropdown menu.
- 4) In the Description field, request a record check for a house location survey and include your PIN/MCPI.

The Health Department's [onlineRME system](#) has scans of previously submitted property documents related to well and septic. Surveys are not standard documents but are occasionally included. Search by address or PIN, then click the button for "View Scanned Images" (under "Site Details" on the upper left of the page).

If you decide to have your property surveyed, you will need to hire an independently licensed land surveyor. Loudoun County does not perform property surveys and cannot make recommendations for land surveyors. You may check surveyor records and license currency through the [VA Department of Professional and Occupational Regulation](#). There are different survey types with varying levels of detail and price ranges, a land surveyor will be able to explain the options and make sure that it meets the HOA's or other requirements.

Which Loudoun County Department should I contact for Land Information & Records?

Contact Department of Building & Development about:

- Boundary Line Adjustments and land subdivisions
- construction and site plan engineering questions
- dedications, easements, and other plat features
- Land Development Application forms and copies
- locating property corners and setbacks
- permit applications

Phone: 703-777-0220 **Loudoun Express Request** (preferred): [LEx tool](#) **Email:** bad@loudoun.gov

Contact Department of Planning & Zoning about:

- allowable land uses and rural uses
- Legislative Land Development Applications
- [Loudoun Online Land Applications \(LOLA\) tool](#)
- zoning determinations and ordinances

Phone: 703-777-0246 **Email:** dpz@loudoun.gov

Contact Office of Mapping & Geographic Information about:

- addresses and street names
- Conservation Easement Stewardship Program
- GIS data, maps, or plats
- [Loudoun GeoHub](#)
- [WebLogis Online Mapping System](#)

Phone: 703-771-5778 **Email:** mapping@loudoun.gov or conservationeasements@loudoun.gov

Contact Health Department: Administrative & Environmental Health Offices about:

- environmental and public health
- [Online RME](#) record lookup
- regulation of lodging and food service businesses
- well and septic inspections and permits

Phone: 703-777-0234 **Email:** health@loudoun.gov

Contact Clerk of the Circuit Court: Historic Records & Deed Research about:

- obtaining legally recorded property information, such as:
 - deeds and subdivision plats (no house location surveys)
 - Permanent Open Space Easement (POSE)/conservation easement agreements
- researching historic records
 - birth, death, marriage, and black history records
 - court cases and judgments

Phone: 703-737-8775 **Email:** clerks-archives@loudoun.gov

Contact Commissioner of the Revenue about:

- assessment of land use, real property and taxes
- business licenses
- [Loudoun Property Search tool](#)
- real property and ownership data requests

Phone: 703-777-0260 **Email:** realestate@loudoun.gov