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Process to Provide Accessory Dwelling Unit for Family Members:

An accessory dwelling unit is permitted by right in the Agricultural Zoning District (A-1) (Section 5-2 Permitted Uses, p. 43), provided it is not larger than 40% of the square feet of the principal dwelling unit. For example, if you have a 2000 square foot principal dwelling unit, then the accessory dwelling unit cannot be larger than 800 square feet. (Section 3-1 General, p.17).

1. Speak with Charles City County Planning Department Staff about nature and desired accessory dwelling type, size, lot size, tax map number, and zoning, etc.
2. Hire a Certified Design Professional (CDP) such as a Land Surveyor, Engineer, or Architect or other such professional licensed by the Commonwealth of Virginia (we cannot recommend any one in particular but the County has a list of organizations that we have dealt with in the past).
3. Contact Health Department regarding your existing septic system (it may need enlargement or upgrading pending Health Department review of existing system). Eric Smither is the contact person; eric.smither@vdh.virginia.gov) – if the system needs upgrading or expansion you may need to hire an AOSE (Approved Onsite Soil Evaluator) to perform soil test and prepare septic construction documents to be submitted the he Health Department.
4. The applicant will need to sign “An Agreement in Lieu of an Erosion and Sediment Control Plan” and provide a Registered Land Disturber (RLD) name and certificate number. An RLD is normally a contractor or may also be the CDP.
5. Submit the proposed site plan and application, an “Agreement in Lieu of an Erosion and Sediment Control Plan”, copies of any Health Department document, along with the Building Permit application and Building Construction Plans to the Community

Development Department. The packet and application is located on the County Website www.co.charles-city.va.us.

6. Apply for land disturbance permit as part of the submission (\$100 fee).
7. The documents submitted shall be reviewed by staff within 21-days of submission.
8. The site plan will be circulated among County agencies and VDOT for review.
9. If revisions are needed, the County will contact the CDP about issues that need to be addressed.
10. The Community Development Department will keep 2 copies of the approved site plan. If the applicant desires additional copies, he/she will need to supply.
11. If there are issues with the Building Construction plan(s), the CDP who prepared the Building Construction plans will be sent comments from the Building Official.
12. Assuming there are no issues with the Building Construction plan(s) the Building Permit will be issued to the applicant.
13. A surety for E&S will be required to ensure the site can be stabilized in the event the project becomes dormant. The E&S surety amount shall be determined by the CDP on the E&S worksheet supplied in the site plan packet. It must be posted **PRIOR** to Building Permit Issuance. The surety will be released once the site is stabilized.
14. Prior to **ANY** construction the applicant shall install a weatherproof container with a copy of all approved plans and ensure that a construction entrance and silt fence is installed in accordance with the approved plans.
15. County staff will conduct weekly inspections of the erosion and sediment control devices to ensure compliance.
16. If the E&S controls are not in compliance, any building inspections of the structure will be put on hold until the E&S measures are brought back into compliance.
17. Call the Building Inspector to schedule inspections of work as required.
18. Upon final inspection the Building Official will issue a Certificate of Occupancy (CO).
19. Upon site stabilization the E&S surety will be returned to the applicant or applicant's representative.

For more information please call 804-652-4707