

# Accessory Structure Permit Packet/Application



TYPES:



Dog Pen



Sheds/Storage Buildings



Garages



Decks/Pools

Charles City County  
Department of Planning & Community Development  
10900 Courthouse Road  
PO Box 66  
Charles City, VA 23030  
804-652-4707 [www.co.charles-city.va.us](http://www.co.charles-city.va.us)

Charles City County  
Department of Community Development  
PO Box 66  
10900 Courthouse Road  
Charles City, VA 23030  
804-652-4707



**This application is only for Accessory Structures which have less than 2500 sq. ft. of land disturbance**

An Accessory Structure is a building that is located in the side or rear of the principal building (ex. House) and is subordinate to the principal building. An accessory structure cannot be placed on a lot where there is not a principal building. Accessory structures cannot be placed on top of drain fields and septic tanks. If an accessory structure is taller than the principal building it must meet the larger setbacks of the principal building.

**Required for all Accessory Structures:**

Using an existing survey plat, neatly draw to scale the following information:

- Plot plan should be no smaller than 8.5" x 11" in size
- Location of proposed structure on property and distance to all property lines (side, rear, and front)
- Dimensions of the proposed structure (length, width and height)
- Dimensions of existing house, other accessory structures, decks, patios, driveways or other imperious areas (length and width only)
- Area of parcel in square feet and acres or fractions thereof
- Call Miss Utility and have all underground utilities marked and show location(s) on your sketch plan
- Location of all building restriction lines, setbacks and easements.
- Chesapeake Bay Protection Areas (CBPA) designation noted on plan. Resource Management and/or Resource Protection Areas (RMA/RPA/none)
- Delineation of Resource Protection Area (RPA) boundaries, if present
- Floodplain limits, if present
- Signed "Agreement in Lieu of E&S" plan

**◆Remember to submit building construction plans with your permit for any Accessory Structure larger than 256 square feet◆**

**Accessory structures which exceed 2500 square feet of land disturbance and/or have a Chesapeake Bay feature (RPA/RMA) must file a site plan in accordance with County ordinances**

January 2020



# LAND DEVELOPMENT APPLICATION

Charles City County  
Department of Community Development  
[www.co.charles-city.va.us](http://www.co.charles-city.va.us)

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## Application for (please check one):

- |                                       |                                  |
|---------------------------------------|----------------------------------|
| <input type="checkbox"/> Garage       | <input type="checkbox"/> Deck    |
| <input type="checkbox"/> Shed         | <input type="checkbox"/> Barn    |
| <input type="checkbox"/> Pool         | <input type="checkbox"/> Patio   |
| <input type="checkbox"/> Above ground | <input type="checkbox"/> Dog Pen |
| <input type="checkbox"/> Below ground |                                  |
| <input type="checkbox"/> Other: _____ |                                  |

**This application must be completed in its entirety. Please list *all* owners and applicants. Use additional sheets if needed.**

### General Project Information:

- Project Title: \_\_\_\_\_
- Property Location: \_\_\_\_\_
- Tax Map Number(s): \_\_\_\_\_
- Total Acreage: \_\_\_\_\_
- Total Acreage to be Disturbed: \_\_\_\_\_
- Current Zoning: \_\_\_\_\_
- Proposed Zoning: \_\_\_\_\_
- Current Use(s): \_\_\_\_\_
- Proposed Use(s): \_\_\_\_\_

### Contact Information:

- Applicant: \_\_\_\_\_
- Applicant Address: \_\_\_\_\_
- Applicant Telephone: \_\_\_\_\_ Email: \_\_\_\_\_
- Property Owner: \_\_\_\_\_
- Owner Address: \_\_\_\_\_
- Owner Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

January 2020

Representative: \_\_\_\_\_

## LAND DEVELOPMENT APPLICATION (continued)

Representative Address: \_\_\_\_\_

Representative Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Correspondence to be sent to  Applicant  Contractor/Other

Preferred form of Contact  E-mail  US Mail

### **Owner Affidavit:**

I have read this application, understand its intent, and freely consent to its filing. The information provided is complete and accurate to the best of my knowledge and capabilities. I understand that the county may deny, approve, or conditionally approve that for which I am applying. Furthermore, I grant permission for county officials or other governmental officials on official business to enter the property to make such investigations and inspections as they deem necessary to process this application and to ensure all requirements, conditions, codes, and proffers are met and continue to be met in perpetually.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant/Agent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant/Agent's Signature

\_\_\_\_\_  
Date

**For Office Use Only:**

Application Number: \_\_\_\_\_

Submission Date: \_\_\_\_\_

Completeness Date: \_\_\_\_\_

Application Fee: Taxes \_\_\_\_\_

Paid? \_\_\_\_\_ Date Paid: \_\_\_\_\_

Environmental Review:  Yes  No

Floodplain  Wetlands  Highly Erodible

Resource  Resource Management

Additional Review Req.:  WQIA  CBPA Board  Wetland Board

Outcome:  Approved  Conditionally Approved