



2020 Land Disturbance Permit/Application



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APPLICATION CHECK LIST FOR A LAND DISTURBANCE PERMIT



- Permit Application (complete only the areas pertaining to what you are doing).
- Two Copies of an engineered site plan showing where the disturbance will be located.
- A copy of a completed Land Disturbing and Zoning Plan Checklist.
- A completed Agreement in Lieu of a Plan. (Residential Only)
- Bond Calculation Sheet (minimum \$700)
- A completed WQIA (Land Disturbing Activities) form if encroaching in an RPA Buffer (separate document).
- Satisfactory evidence that any delinquent real estate taxes owed to Charles City County have been paid (real estate tax information can be found at www.co.charles-city.va.us under the Treasurer's Office page).

Signature of Owner/Applicant: _____ Date: _____

A bond must be posted with the County prior to permit issuance.

Incomplete applications will not be accepted.

The permit process does not begin until a completed application is received.

* Please contact the Virginia Department of Transportation offices (804-585-3585) to obtain a Land Use Permit before installing any entrance off of a VDOT maintained road. Contact VDOT for Entrance Requirements.

*For Septic/Drainfield information, please call the Environmental Health Department. 804-829-2490

Single Family Dwelling Land Disturbing & Zoning Plan Checklist
(Required for ALL residential dwellings which DO NOT have a Minor Site Plan)



The following are required for all residential lots:

- Site plan prepared by a certified land surveyor or professional engineer
- Plan sheet size 11" x 17" - Scale of 1" = 30'
- Area of parcel in square feet and acres
- Property lines with bearing and distance, and north arrow and tied to state plain coordinates
- Distance from all structures' corners to property lines
- Surveyed house location (includes all other proposed accessory structures)
- Location of existing or proposed wells, septic tanks, drainfield areas, including reserve areas and/or water and sewer lines
- Location of all building restriction lines, setbacks, easements, covenants and restrictions
- CBPA designation noted on plan. (RMA/RPA/none; include certification)
- Delineation of Resource Protection Area (RPA/RMA) boundaries, if present
- Floodplain limits, if present
- Limits of clearing and grading
- Location of all E&S controls with design details and E&S standard notes
- Impervious surface calculations (dimensions, location, percent's, and total area)
- Location of proposed construction entrance and access road/driveway
- Total disturbed area (including driveway, house site, drainfield(s), etc.) rounded to the nearest square foot.
- Existing contours of the land (topography) at two (2) foot maximum intervals. (USGS topo showing site location is acceptable), including drainage arrows
- Finished grading at two (2) foot maximum contour intervals
- Vicinity map, including road name and route number (Scale 1"-2000')
- Certification that all drainage structures (driveway culverts, etc.) are sized for 10-year storm.
- Signed "Agreement in Lieu of E&S plan."
- Basement Floor/Finished Floor (BF/FF) elevations (proposed)
- Location of foundation drain and sump pump outfalls (if applicable)
- Signed "Agreement in Lieu of E&S plan."
- RPA Notes
- Documentation supporting RPA/RMA determination
- Septic pump out notes
- WQIA if RPA encroachment is proposed

A VSMP permit from the VA Dept. of Environmental Quality (DEQ) may be required. Contact DEQ at http://www.dcr.virginia.gov/soil_&_water/vsmp or (804) 786-2064.

EROSION AND SEDIMENT CONTROL INFORMATION Grading & Drainage inspections and Bond Requirements



Purpose

To ensure the site has acceptable grading and drainage prior to issuing the Certificate of Occupancy.

The “criteria” (see below) helps to clarify the expectations in regard to grading and drainage.

Criteria

- Site must be graded in accordance with the Grading and Drainage Inspection criteria.
- Disturbed area must be seeded, mulched, or have other acceptable permanent stabilization measure(s).
- Grass will be inspected using the following considerations:
 - Grass must be a perennial type. *
 - Mature, vigorous growth to successfully withstand seasonal conditions. *
 - Able to resist erosive elements. *
 - Sod must be rooted into the soil. *
 - Proper seedbed preparation. This item includes proper topsoil and other amendments, removal of
 - debris, stones, etc. that would hinder lawn care.
- All temporary E&S controls must be removed.

For sites on which successful final stabilization is questionable, the program administrator may hold the E&S bond for up to one year after all site work has been completed. This provision allows for the “test of time” in order to make the best assessment of the site. After the one-year period, either the Final E&S Inspection will be approved, or corrective action will be required.

Bond Requirement:

A bond must be posted with the County **prior to permit** issuance use the following spreadsheet to determine the bonding amount.

The program administrator may grant an administrative exemption when the site cannot be graded and stabilized due to climatic conditions beyond the owner’s control. Examples of such conditions include excessive wet weather, cold weather (typically December thru February), or climatic factors that create conditions in which grading and final stabilization cannot reasonably be conducted. All such sites must install and maintain all required E&S controls until final stabilization is achieved. Compliance with E&S requirements will be enforced, and failure to comply will be subject to the remedies provided by the County E&S program. All such sites shall be required to pass a final inspection.

For Office Use Only: Permit # _____ Tax Map # _____

Method of Payment: _____ **Check#** _____ (if applicable)



Erosion and Sediment Control Bond Worksheet

Item	Quantity	Unit	Unit Price	Total
1. Construction Entrance		EACH	\$ 700.00	\$ -
2. Seeding		ACRE	\$ 2,000.00	\$ -
3. Silt Fence		L.F.	\$ 4.00	\$ -
4. Wire-Backed Silt Fence		L.F.	\$ 6.00	\$ -
5. Tree Protection		L.F.	\$ 4.50	\$ -
6. Safety Fence		L.F.	\$ 4.50	\$ -
7. Diversions		L.F.	\$ 5.00	\$ -
8. Inlet Protection		EACH	\$ 150.00	\$ -
9. Culvert Inlet Protection		EACH	\$ 300.00	\$ -
10. EC-2 Channel Lining		L.F.	\$ 4.50	\$ -
11. EC-2 Channel Lining		S.Y.	\$ 1.00	\$ -
12. EC-3 Channel Lining		L.F.	\$ 5.50	\$ -
13. EC-3 Channel Lining		S.Y.	\$ 2.50	\$ -
14. Rip-Rap Check Dam		EACH	\$ 70.00	\$ -
15. Class I Rip-Rap (OP)		C.Y.	\$ 75.00	\$ -
16. Class II Rip-Rap		C.Y.	\$ 85.00	\$ -
17. Stone (21A, 57, 3 or 11)		Ton	\$ 20.00	\$ -
18. Level Spreader		EACH	\$ 300.00	\$ -
19. Sediment Trap		C.Y.	\$ 5.00	\$ -
20. Sediment Basin		C.Y.	\$ 5.00	\$ -
21. Riser & Barrel (RCP)		EACH	\$ 4,000.00	\$ -
22. Riser & Barrel (CMP)		EACH	\$ 2,500.00	\$ -
23. Stream Diversion		EACH	\$ 2,500.00	\$ -

TOTAL= \$ -

To be completed by the Certified Design Professional (CDP)

OR:

The applicant to provide a copy of a bonafide estimate from an independent, licensed contractor for the cost to install appropriate E&S controls If the estimate is lower than the results of E&S worksheet above, that shall be the amount of the E&S surety.

Charles City County Community Development
10900 Courthouse Road
PO Box 66
Charles City, VA 23030
www.co.charles-city.va.us
804-652-4707



**CHARLES CITY COUNTY
CASH BOND FOR EROSION & SEDIMENT CONTROL**

I/we, _____(undersigned),
_____, as the
person(s) or party(s) responsible for land disturbing activity authorized by Charles City County
Land Disturbing Permit # _____ are held firmly bound unto the County of
Charles City, Virginia, in the sum of \$ _____, pursuant to the surety
provisions contained in Erosion and Sediment Control ordinance of the Charles City County
Code, in connection with land disturbing activities authorized by the permit, as shown on the
approved plans and specifications, including approved amendments and revisions. The
principal(s) shall install all necessary erosion and sediment controls and measures as shown
on the approved plans and any additional controls and measures, including temporary
and/or permanent stabilization, as deemed necessary by Charles City County. This obligation
shall remain in full force and effect, until all land disturbing activity is complete and adequate
permanent stabilization has been established. Upon successful completion of all land
disturbing activity and establishment of permanent stabilization, the surety shall be
refunded, in full or remaining unexpended portion, whichever the case may be. The surety
hereby stipulates and agrees that no change, extension of time, alteration, or addition to the
plans and specifications aforesaid shall in any wise affect its obligation on the bond and it
does hereby waive notice of any such change, extension of time, alteration, or addition.

BY: _____ DATE: _____
Signature

Print Name and Title

**Please print name, address and phone number for the person who will receive the bond
when it is released:**

NAME _____ **PHONE NUMBER** _____

ADDRESS _____

ORIGINAL TO COUNTY~COPY TO OWNER

February 2020

Charles City County Community Development
10900 Courthouse Road
PO Box 66
Charles City, VA 23030
www.co.charles-city.va.us
804-652-4707



**LETTER OF CREDIT FORMAT
(THIS FORM TO BE USED BY LENDING INSTITUTION)**

{Date}
Ms. Rhonda Russell, AICP
Department Community Development
10800 Courthouse Road
Charles City, VA 23030

RE: Irrevocable Letter of Credit No. _____

Dear Ms. Russell:

We hereby open our irrevocable Letter of Credit Number _____ in your favor for the account of (owner/developer name, address) for the sum not exceeding { \$ _____ }, available by your written demand accompanied by the document specified below.

A statement addressed to {name of bank/lender, address}, signed by an official of the County of Charles City, Virginia that {owner/developer} has not satisfactorily complied with requirements of the County of Charles City for {project name}.

All written demands must bear the clause "Drawn under the {bank/lender} Letter of Credit Number _____ dated _____."

We agree that all written demands drawn in compliance with the terms of this credit shall be duly honored upon presentation and delivery of the statement set out above. This Irrevocable Letter of Credit shall remain in full force and effect for a period of one (1) year from the date of this letter and shall renew automatically from year to year unless and until {bank/lender} gives 90-day written notice to the Department of Community Development, located at 10900 Courthouse Road Charles City, VA 23030, by certified mail, return receipt requested, of its intent to terminate same at the expiration of the 90-day period.

This credit shall be terminated upon an official of the County of Charles City giving written release to {owner/developer} and {bank/lender} must be accompanied by the original Letter of Credit marked "canceled". Except as otherwise state herein, this credit is subject to the "Uniform Customs and Practice for Commercial Documentary Credits" of the International Chamber of Commerce, Publication No. 400 (1983 Revision).

Sincerely,

{Bank/lender Official

February 2020

LAND DEVELOPMENT APPLICATION

Charles City County
Department of Community Development
www.co.charles-city.va.us



Application for (please check one) a plat or site plan shall accompany this application:

- | | |
|--|---|
| <input type="checkbox"/> Boundary Line Adjustment | <input type="checkbox"/> Site Plan, Major |
| <input type="checkbox"/> Lot Consolidation | <input type="checkbox"/> Site Plan, Minor |
| <input type="checkbox"/> Subdivision, Minor (includes Family) | <input type="checkbox"/> Special Use Permit |
| <input type="checkbox"/> Subdivision, Major | <input type="checkbox"/> Rezoning |
| <input type="checkbox"/> Preliminary | <input type="checkbox"/> Zoning Text Amendment |
| <input type="checkbox"/> Final | <input type="checkbox"/> Variance |
| <input type="checkbox"/> Subdivision, Large Lot | <input type="checkbox"/> Administrative Appeal |
| <input type="checkbox"/> Subdivision, Commercial | <input type="checkbox"/> Administrative Variance |
| <input type="checkbox"/> Preliminary | <input type="checkbox"/> Comprehensive Plan Amendment |
| <input type="checkbox"/> Final | <input type="checkbox"/> WQIA, Major/Minor |
| <input type="checkbox"/> Bay Act Exception/Administrative Waiver | <input type="checkbox"/> Land Disturbance |
| <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Zoning |

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: _____

Acreage to be Developed: _____

Acreage to be Disturbed: _____

Responsible Land Disturber: _____ RLD #: _____

Current Number of Lots: _____

Proposed Number of Lots: _____

Current Zoning: _____

Proposed Zoning: _____

Current Use(s): _____

Proposed Use(s): _____

LAND DEVELOPMENT APPLICATION- (Continued)

Contact Information:

Property Owner: _____

Owner Address: _____

Owner Telephone: _____ Email: _____

Applicant: _____

Applicant Address: _____

Applicant Telephone: _____ Email: _____

Representative: _____

Representative Address: _____

Representative Telephone: _____ Email: _____

Certified Design Professional (CDP) _____

CDP Address: _____

CDP Telephone: _____ Email: _____

Correspondence should be sent to: Applicant Owner Representative/CDP

Note: Unless specified above all correspondence shall be sent to the CDP

Zoning Setback Information

Front: _____ Feet

Left Side: _____ Feet

Right Side: _____ Feet

Rear: _____ Feet

From other structure(s): _____ Feet

Other Information/Description: _____

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. I, the applicant/owner shall reimburse the County for any outside agency review of this application.

Owner's Signature

Date

Owner's Signature

Date

Applicant/CDP Signature

Date

Applicant/CDP Signature

Date

For Office Use Only:

Application Number: _____

Submission Date: _____

Completeness Date: _____

Application Fee: Taxes _____ Date Paid: _____

Paid? Yes No

Environmental Review: Floodplain Wetlands Highly Erodible Soils

Resource Protection Resource Management

Additional Review Req.: WQIA CBPA Board Wetland Board

Outcome: Denied Approved Conditionally Approved