

# 2020 Land Disturbance Application Packet



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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](http://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

AGREEMENT IN LIEU OF AN EROSION AND SEDIMENT CONTROL PLAN  
LAND DISTURBING PERMIT FOR CONSTRUCTION OF  
A SINGLE-FAMILY DWELLING



TAX MAP # \_\_\_\_\_ BUILDING PERMIT# \_\_\_\_\_

Property Owner \_\_\_\_\_

Contractor/RLD \_\_\_\_\_

In lieu of submission of an erosion and sediment control plan for the construction of this single-family dwelling, I agree to comply with any reasonable requirements determined necessary by Charles City County Community Department staff. Such requirements shall be based on the conservation standards contained in the Charles City County Ordinance and shall represent the minimum practices necessary to provide adequate control of erosion and sedimentation on or resulting from this project.

Measures specified by plan approving authority:

1. Maintain & install proper erosion controls including proper entrance.
2. Keep roads free of debris at all times.
3. As a minimum, **all** disturbed areas on the parcel shall be stabilized within 7-days of final grading with permanent vegetation or a protective ground cover suitable for the time of year.

A MINIMUM OF \$700 SURETY MUST BE POSTED WITH THE COUNTY PRIOR TO PERMIT ISSUANCE. BOND TO BE REFUNDED ONCE ALL DISTURBED AREAS HAVE BEEN STABILIZED (ESTABLISHED GRASS, SOD, OR LANDSCAPING). SEE BOND CALCULATION SHEET ON PAGE 6. **A FINAL C/O WILL NOT BE SCHEDULED IF THESE REQUIREMENTS ARE NOT MET.**

**THIS PERMIT IS VALID FOR 12 MONTHS.** Renewal of the Building Permit does not automatically renew the Land Disturbance portion. Also, Final Certificate of Occupancy for the Building permit does not automatically close the Land Disturbance portion of the Permit.

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Environmental Planner

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



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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](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 regarding 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)

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



## 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. If lot is 1 acre or less a flat \$1000 is satisfactory

**OR**

If the lot is 1 acre or less than a flat \$1000 surety is all that is needed.

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



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**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

Charles City County Community Development  
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**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 10800 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



# LAND DEVELOPMENT & ZONING APPLICATION

Charles City County  
Department of Community Development  
[www.co.charles-city.va.us](http://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- Construction Plan          | <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): \_\_\_\_\_ RLD #: \_\_\_\_\_

Expiration Date of RLD Certificate: \_\_\_\_\_

Current Number of Lots: \_\_\_\_\_

Proposed Number of Lots: \_\_\_\_\_

Current Zoning: \_\_\_\_\_

Proposed Zoning: \_\_\_\_\_

Current Use(s): \_\_\_\_\_

Proposed Use(s): \_\_\_\_\_

# LAND DEVELOPMENT & ZONING 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: \_\_\_\_\_ Date Paid: \_\_\_\_\_

Taxes 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