

# 2020 Accessory/Agricultural Structure Permit Packet/Application For Residential Uses

## TYPES:



Dog Pen



Sheds/Storage Buildings



Decks



Garages



Pools

## Contents

1. Sketch Plan requirements
2. Land Development Application

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/Agricultural Structures which have less than 2500 sq. ft. of land disturbance**

An Accessory Structure is a building that is in the side or rear of the principal building (ex. House), or 100 feet from Ultimate VDOT right-of-way 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. Agricultural buildings are deemed accessory structures.

**Required for all Residential/Agricultural Accessory Structures:**

Using a new or existing survey plat, neatly draw to scale the following information:

- Sketch 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) as well as all other structures on the property.
  - 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.
  - Location of wells, septic tanks, primary and secondary drain fields.
  - 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)),
  - Field delineation of Resource Protection Area (RPA) boundaries if present.
  - Floodplain limits if present.
  - Signed "Agreement in Lieu of E&S" plan.
  - Copy Responsible Land Disturber Certificate (RLD) if applicable.
- ◆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 or have a Chesapeake Bay feature (RPA/RMA) on the parcel, 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)



**Application for Residential Accessory Structures (please check one): a plat or plan must accompany this application**

- |                                       |   |
|---------------------------------------|---|
| <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"/> Zoning           |
| <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Land Disturbance |

**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: \_\_\_\_\_

# LAND DEVELOPMENT APPLICATION (continued)

- Responsible Land Disturber Name: \_\_\_\_\_ Certificate Number: \_\_\_\_\_
- Expiration Date of Certificate: \_\_\_\_\_
- Representative: \_\_\_\_\_
- Representative Address: \_\_\_\_\_
- Representative Telephone: \_\_\_\_\_ Email: \_\_\_\_\_
- Correspondence to be sent to       Applicant       Contractor/Other
- Preferred form of Contact       E-mail       US Mail

### 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.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**Zoning Fees**

Land Disturbance	\$100
Zoning	\$50
Total	\$ ____

**For Office Use Only:**

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

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

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

Application Fee: Taxes Paid? \_\_\_\_\_

Environmental Review: \_\_\_\_\_ Date Paid: \_\_\_\_\_

Yes

No

Floodplain

Wetlands

Highly Erodible Soils

Resource Protection

Resource Management

Additional Review Req.:

WQIA

CBPA Board

Wetland Board

Outcome:

Denied

Approved

Conditionally Approved

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January 2020