

# 2020

## Single-Family-Dwelling, Industrialized or Modular Home Minor Site Plan Application Packet



### Contents:

1. Application Checklist
2. Land Development Application
3. SFD Plan review check list
4. Agreement in Lieu of an Erosion and Sediment Plan
5. E&S Bond Worksheet
6. Erosion and Sediment Control Information
7. List of Certified Design Professionals

## APPLICATION CHECKLIST FOR A SINGLE-FAMILY DWELLING SITE PLAN



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- This check list, bond worksheet, and attached land development application.
  - Five (5) copies of a site plan prepared by a certified design professional (CDP).
  - A completed copy of the SFD Site Plan Checklist (completed by CDP)
  - If on private well and septic submit health department certification letter or construction permit (if applicable).
  - A copy of your Utility permit if your using public water/sewer (if applicable).
  - A completed Agreement in Lieu of a Plan signed by the Owner of the property (required).
  - A copy of the WQIA form if encroaching in an RPA Buffer with land disturbance greater than 2500 sq. ft., located within the RPA buffer requires CBPA Exception.
  - A copy of the deed indicating ownership of the property if ownership is different than as shown in the current tax records (if applicable), place deed book and page number or instrument number in plan notes.
  - Satisfactory evidence that delinquent real estate taxes owed to Charles City County have been paid (tax receipt acceptable).
  - The Erosion & Sediment Control bond worksheet and surety paid before issuance of permit.

**\*\* Please contact the Virginia Department of Transportation offices ((804) 585-3585) or on the web at [www.virginiadot.org](http://www.virginiadot.org) to obtain a Land Use Permit before installing any entrance off a VDOT maintained road. All culverts are to be concrete per VDOT requirements. Contact VDOT as to size of culvert needed for entrance.**

Signature of Owner/Applicant: \_\_\_\_\_ Date \_\_\_\_\_

**Incomplete applications will not be accepted.**

**The permit process does not begin until a completed application (including fees) is received.**

# 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 all that apply) a plat or site plan must 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 \$ _____                    | <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 #: \_\_\_\_\_
- Expiration 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: \_\_\_\_\_
- Correspondence to be sent to  Applicant  Certified Design Professional
- 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 Permit \$120 for first 1200 sq. ft. then \$0.10 for each additional sq. ft. + \$50 for addressing, and \$50 for site plan review. Must be tendered at time of submittal.**

**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

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



**Single Family Dwelling Site Plan Permit for Sites with more than 2500 sq. ft. of disturbance and Chesapeake Bay Features on site (new or additions to existing structures). To the right of each item is the ordinance reference as to the authority for the item to be shown. THIS SHEET MUST BE COMPLETED BY THE CERTIFIED DESIGN PROFESSIONAL AND SUBMITTED WITH THE APPLICATION.**

**The following are required for all lots:**

- Site plan prepared by a Certified Design Professional (Section 8 of the Site Plan Ordinance (SPO))
- Plan sheet size 11" x 17" or larger. Minimum Scale of 1" = 30' of parcel in square feet and acres (Section 6-A 1 of SPO)
- Area Property lines with bearing and distance, graphic scale, and north arrow (Section 6-A 1 of SPO)
- Distance from all structures' corners to property lines (Section 6-A 4 of SPO)
- Surveyed house location (includes all other proposed/existing accessory structures (Section 6-A 4 of SPO)
- Location of existing or proposed wells, septic tanks, drainfield areas, including reserve areas and/or water and sewer lines (Section 6-A 10, 11 of SPO)
- Location of all building restriction lines, setbacks, easements, covenants and restrictions (Section 6-A 3 of SPO)
- Delineation of Resource Protection Area (RPA) & RMA boundaries, if present (Section 6 C and 6 D of SPO) and Water Protection Ordinances)
- Limits of highly erodible soils, including steep slopes greater than 15% (Section 6 D, and 6-A 15 of SPO)
- Plans for conveying storm water (see water protection Ordinance and Section 6 B 17 g, 11 of SPO)
- All water courses, natural and artificial and wetlands (Section 6-B 16 of SPO)
- Floodplain limits if present (per County's floodplain ordinance)
- Limits of clearing and grading (Section 6-A 6 of SPO)
- Location of all E&S controls, applicable notes, and design details from the *Virginia Erosion and Sediment Control Handbook* (VAESCH) (Combined Water Protection Ordinance Section 3-4a and 4-13 Plan of Development (POD))
- All applicable Erosion and Sediment control notes (see VAESCH) (Combined Water Protection Ordinance Section 3-4 a)
- Impervious surface calculations (dimensions, location, percent, and total area) Combined Water Protection Ordinance Section 3-4 a, 4-13 POD, and Section 7-A 5 of SPO)
- Location of proposed construction entrance and access road/driveway (Section 6 A 5 of SPO)
- Copy of VDOT entrance permit (per Code of Virginia 24VAC30-21-20)
- Total disturbed area (including driveway, house site, drainfield(s), etc.) rounded to the nearest square foot and acre. (Section 6-A 6, 8 of SPO)

- Existing contours of the land (topography) at two (2) foot maximum intervals (Combined Water Protection Ordinance Section 3-4a and 4-13 POD) (USGS topo showing site location is acceptable.)
- Finished grading at two (2) foot maximum contour intervals, including drainage arrows or direction (Combined Water Protection Ordinance Section 3-4 and 4-13 POD)
- Finished grading at ten (10) foot maximum contour intervals (Section 6 A-6 of SPO)
- Finished Floor elevation (feet) and maximum building height (Section 6-B 17 b of SPO)
- Vicinity map, including road name and route number (1" =2000 'max scale) (Section 6-B 1 of SPO)
- Certification that all drainage structures (driveway culverts, etc.) are sized for 10-year storm (Combined Water Protection Ordinance Section 3-4a and 4-13 POD, Section 6-B 11, 17 of SPO)
- Location of foundation drain and sump pump outfalls (Section 6-A 12 of SPO)
- Signed "Agreement in Lieu of E&S plan." (Combined Water Protection Ordinance Section 3-4 a, 4-13 POD)
- Deed book and page number or instrument number of subject properties.
- Plan note stating that there are at least 2-off street parking spaces can be provided on the property (Zoning Ordinance Section 18, Table 18 A)

<https://www.deq.virginia.gov/Programs/Water/StormwaterManagement/VSMPPermits.aspx>

**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 \_\_\_\_\_

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 Development Department staff. Such requirements shall be based on the conservation standards contained in the Charles City Combined Water Protection 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. Always keep roads free of debris.
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 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). A FINAL C/O WILL NOT BE ISSUED UNTIL THESE REQUIREMENTS ARE MET.**

**THIS PERMIT IS VALID FOR 12 MONTHS** (additional renewal fee required). 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



**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

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

Signature

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

\_\_\_\_\_  
Print Name and Title

Mailing Address: \_\_\_\_\_

The person above posting this surety will be the person whom the County shall send the surety  
release.

ORIGINAL TO COUNTY (COPY TO POSTER OF SURETY)



## 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)**

The applicant may 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.

**OR:**

If land disturbance is less than 1 acre the E&S Surety is **\$1,000**

**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 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 based on the E&S Bond Worksheet (next page):

\* 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 by completion deadline noted by the program administrator.

## LIST OF CERTIFIED DESIGN PROFESSIONALS (CDP)



This list is provided as a courtesy and the County cannot recommend or not recommend any firm on this list.

AES Consulting Engineers  
5248 Old Towne Road, Ste. 1  
Williamsburg, VA 23188  
757-253-0040

A.G. Harocopos & Associates  
4920 Millridge Pkwy E, Ste. 200  
Midlothian, VA 23112  
804-744-2630

Angle & Distance Survey, Inc.  
156 Old Stage Road  
Toano, VA 23168  
757-637-6145

C. E. Duncan & Associates  
2609 Rocky Oak Road  
Powhatan, VA 23139  
804-598-8240

Draper Aden Associates  
1030 Wilmer Avenue, Ste. 100  
Richmond, VA 23227  
804-264-2228

Engineering & Design Associates  
5625 S. Laburnum Avenue  
Henrico, VA 23231  
804-236-0190

Gardy & Associates  
PO Box 15  
New Kent, VA 23124  
804-370-2551

Harvey L. Parks  
4508 West Hundred Road  
Chester, VA 23831  
804-748-8641

Ironwood Surveying  
7349 Diascund Creek Way  
New Kent, VA 23124  
540-645-5708

GeoEnvironmental Services, Inc.  
PO Box 1555  
Mechanicsville, VA 23116  
804-730-8220

Landtech Resources, Inc.  
3925 Midlands Road  
Williamsburg, VA 23188  
757-565-1677

Michael L. Parrish & Associates, Inc.  
2700 Courthouse Circle  
Goochland, VA 23063  
804-556-3900

Resource International, Ltd.  
9560 Kings Charter Drive  
Ashland, VA 23005  
804-550-9200

Steven B. Kent & Associates  
1521 Brook Road  
Richmond, VA 23220  
804-643-6113

Timmons Group  
4701 Owens Way, Ste. 900  
Prince George, VA 23875

The Site Design Company  
268 High Street  
Petersburg, VA 23803  
Chris Thompson  
804-720-9040

Vanasse Hangen Brustlin (VHB), Inc.  
351 McLaws Circle, Ste. 3  
Williamsburg, VA 23185  
757-279-2848

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NOTES: