

**CHARLES CITY COUNTY, VIRGINIA
AS-BUILT PLAN APPLICATION AND CHECK LIST
2021**



CONTENTS:

- 1. General Information**
- 2. Application**
- 3. As-built Plan Checklist**

AS-BUILT APPLICATION

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



Application for (please check one): As-Built Plan must accompany this application.

- | | |
|--|--|
| <input type="checkbox"/> Utility Projects (water/sewer lines) | <input type="checkbox"/> Solar or other Energy Generating Facilities |
| <input type="checkbox"/> Storm Water/BMP Facilities | <input type="checkbox"/> Major Site Plans with Dedicated Improvements |
| <input type="checkbox"/> Bay Act Exceptions | <input type="checkbox"/> Public Infrastructure (water/sewer pump station, lines, roads, schools, public buildings) |
| <input type="checkbox"/> Commercial/Industrial/Multi-Family Projects | |
| <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: _____

Acreage to be Developed: _____

Acreage to be Disturbed: _____

Responsible Land Disturber: _____ RLD #: _____

Expiration Date of RLD Certificate _____

Current Number/Proposed No of Lots: _____

Rezoning or Special Use Case Reference Number: _____

Current Zoning: _____

Proposed Zoning: _____

Current Use(s): _____

Proposed Use(s): _____

Describe in Detail the Facility: _____

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 (from ultimate VDOT ROW)

Left Side: _____ Feet

Right Side: _____ Feet

Rear: _____ Feet

From other structure(s): _____ Feet

From Sensitive Environmental Feature(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/CDP/Agent's Signature

Date

Applicant/CDP/Agent's 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/Wetland Board of Zoning Appeals

Outcome: Denied Approved Conditionally Approved



COUNTY OF CHARLES CITY
DEPARTMENT OF COMMUNITY DEVELOPMENT
 10900 Courthouse Road, Charles City, Virginia 23030
 Main (804) 652-4707 Facsimile (804) 829-5819
www.charles-city.va.us

AS-BUILT SUBMISSION CHECKLIST

The submitted as-built plan shall include all approved coversheets (including revisions) with the name, address and phone number of the preparing firm, approved site grading sheets, and approved storm water management (SWM) and drainage computations.

Note: Construction Inspection: Inspections are needed during construction to ensure that the facilities are built in accordance with the approved plans and design specifications. The developer/owner shall provide for periodic inspections of the facility during construction. Detailed inspection checklists shall be used that include signoffs by a licensed land surveyor or professional engineer registered in Virginia at critical stages of construction, to ensure that the contractor’s interpretation of the plan is consistent with the designer’s intent. The actual inspections may be performed by an individual under the direct supervision of the licensed professional.

<u>REQUIREMENTS OF PLAN</u>	<u>YES</u>	<u>NO</u>	<u>N/A</u>
Impervious Area Certification shall be submitted for commercial, industrial, and multi-family properties.			
Horizontal location of storm sewers with one (1) tie for all storm structures. All ties shall be affixed to permanent objects (i.e., building corners, fire hydrant).			
Invert elevations (in and out) for all storm sewers, and invert of structures			
Length, size, percent slope, and type of material used for all storm sewer and storm water management (703.02.B.1)			
Top of structure elevation on all storm sewer structures			
As-built topography for Storm Water Management/Best Management Practices, Low Impact Designs, and verification of as-built storage volume with the approved design.			
Detailed as-built information for special design drainage and storm water management structures			
As-built elevations including centerline, cross sections and slopes of channels, swales, channel outfalls, and outfall protections and downstream of outfall pipes located within drainage easements. A typical as-built ditch section shall be shown on the plan.			

As-Built Checklist Continued

All dedicated easements shall be shown. The cover sheet of the plan and plat shall show the deed book and page numbers or instrument number in which the easements are recorded.			
A graphic scale and north arrow shall be shown on each as-built plan sheet.			
Any changes/revisions from the approved construction plan shall be indicated by circling the changes in red with written explanation for the changes by the engineer			
Except for the storm water management, best management practices, and the low impact designs, the as-built certification of physical survey (statement is listed in APM) shall be dated within one year of submission (the physical survey itself shall be within one year of submission) to the County for review.			
Each as-built sheet shall be signed, sealed, and dated.			
Provide as built topographic survey of the overland relief for the one hundred (100) year storm event.			
Hydraulic grade line and computations for as-built conditions for drainage system not built according to the approved plan			
As built certifications for storm sewer anchors/cut off walls added to the plan			
The as-built information (i.e., physical survey) pertaining to the storm water management facilities, best management practices, and low impact designs shall be current within 6 months of submission to the County for review			
As-built location and elevations of Retaining walls by the professional engineer or land surveyor, and certification from the geotechnical engineer of record			
SWM access road width and grade, embankment width, gate/fencing.			
An electronic spreadsheet shall be submitted with the following information along with the as-built plan: 1. <u>SWM/BMP Facility</u> a. SWM/BMP Facility Type b. Location c. Subdivision/Site Name d. Hydrologic Unit Code (HUC) of the receiving stream. <i>*(in most cases, the HUC of the development) ("HUC" means a watershed unit established in the most recent version of Virginia's 6th Order National Watershed Boundary Datasheet)</i> e. Total acres treated (BMP Acres) f. Year Built g. Land Use (commercial, single family, industrial, etc.) h. Latitude and longitude of the facility. i. Maintenance (County/ private) j. Copy of maintenance agreement (if applicable) 2. <u>Each Outfall</u> a. Size of outfall (diameter or equivalent) b. Subdivision/Site Name c. Hydrologic Unit Code of the Receiving Stream (Development) d. Drainage Area to the outfall e. Year Built f. Land Use g. Latitude and Longitude			

As Built-Checklist Continued

<p>A completed "construction inspection and as-built survey checklist", certified by a professional engineer or surveyor verifying that the storm water management facilities and associated conveyance systems have been built in accordance with the approved plan and design specifications. The completed checklist shall be incorporated on the plan.</p>			
<p>Copy of recorded Storm Water Management/Best Management Practices maintenance agreement.</p>			
<p>Approved and as-built Storm Water Management fact sheets. Rerouting of the pond is required if as-built conditions deviate significantly from the approved plan.</p>			
<p>Letter of Map Amendment or Revision from Federal Emergency Management Agency</p>			
<p>The written certification shall include all geotechnical elements, but is not limited to, the type of material, compaction, depth and spacing of piles/piers, location, length, spacing, strength and type of geogrid, and ground cover to protect the slope as specified, and any other stabilization measures as recommended in the approved geotechnical report. The GER shall verify and certify that the final slope is in accordance with the slope approved in the geotechnical report at the time of as-built plan submission.</p>			
<p>The Site Civil Engineer of Record (SER) or a Land Surveyor duly licensed in the Commonwealth of Virginia shall provide a written certification on the gradient of the constructed slope as directed by County staff.</p>			
<p>Setbacks from the 100-year WSE to the structure and the property line.</p>			
<p><u>As-Built Certification:</u> After the facility has been constructed, the developer shall have an as-built certification conducted by a licensed land surveyor or professional engineer registered in Virginia and submitted to the County along with the as-built checklist and as-built plan. The as-built certification verifies that the facility was installed as designed and approved.</p>			
<p>Interior curb with spot elevations where inlets are provided</p>			
<p>Submit two DCR approved copies of all the documentation (i.e., Operation and Maintenance Plan, Inundation Zone Maps, Emergency Action Plan, etc.) as well as one soft copy related to Virginia regulated impoundment structures to the County for its records as well as for facilitating emergency operations. Site finalization and final bond release is subject to meeting this requirement.</p>			