

# 2020

# Major Site Plan

## Commercial, Industrial & Major/Minor Subdivisions



### Contents

1. Site Plan Process
2. Checklist for Site Plan submittals
3. Project Information/Data Sheets
4. WQIA
5. Graves/Historical Certification
6. Checklist for CDP

# Major Site Plan Procedures and Requirements



The land development application is for use by all applicants requiring site plan approval, including commercial, industrial, major and minor residential subdivisions, and Planned Developments (PD). Site plans must be prepared by a surveyor or engineer licensed by the Commonwealth of Virginia. Charles City County requires site plan via the authority granted to the locality by the Code of Virginia 15.2-2200, 1950, as amended.

## Procedures for Site Plan Review and Approval

### Pre-application meeting

- Applicants should meet with the Community Development staff prior to plan development and submission

### Major Site Plans

- Major site plans are applicable to major multi-lot residential and/or subdivision development of 5 or more lots where there is privately constructed improvement(s) which shall be dedicated for public use and for any commercial/industrial/institutional development.

### Delineations

- Chesapeake Bay designations (RPA/RMA) and Wetlands are required to be field delineated. Each such delineation must be prepared by a qualified professional and accompanied by a narrative which describes the methodology used to make the delineation(s).

### What is Land Disturbance?

- Land disturbance is the grading, digging, filling, depositing of gravel or other materials on the soil of a property. Any time more than 2,500 square feet of land disturbance occurs a site plan and land disturbance permit are required. Construction in phases shall not be used to circumvent the need for a site plan and land disturbance.

### Site Plan Application Submittal

- Application deadlines for site plan submittals is the first day of the month.
- A complete application includes seven (6) copies of the full site construction plans prepared in accordance with the attached checklist and completed Land Development application (see page 5). All applicable fees must be submitted at time of submission.

### Agency Review of Complete Plans

- Once an application is officially filed, the application and plans will be reviewed for minimum requirements. Incomplete applications will not be accepted by staff. If the application is determined to be complete, it will be forwarded to each agency for written comments.

### Technical Review Committee

- Agency representative(s) will provide written comments to the Community Development Department within 45-days of receipt of the package.
- A review letter will be issued by the Community Development Department immediately following the 45-day review period.
- Revisions to the site plan shall be made in accordance with the Technical Review Committee (TRC) comments. Two revisions are permitted. If a third is required, then new fees and applications will need to be submitted.
- Outside consultant review, if an outside consultant is needed for review the costs of that review to the County will be billed to the applicant plus \$25 for processing.

### Site Revisions and Agency Review

- Submittal shall include one set of revised plans and one copy of the written response letter for each agency requiring revisions. All plans shall be returned to the Community Development Department for distribution.

### Revisions Still Required

- Repeat site plan revision process as previously outlined if needed. An additional \$500 fee will be applied to any application requiring more than two (2) submittals.

### Site Plan Approval

- The Community Development Department, Department of Utilities or Health Department, Fire and Rescue Director shall sign and retain two (2) copies of the final copies of the site plan. The Building Dept. shall require 3 copies to be submitted with the building permit. The applicant may provide more copies if they desire.
- The applicant shall keep one (1) copy of the approved site plan on site at all times during construction in a weather tight container. Failure to provide an all-weather contained shall result in an automatic inspection failure and be subject to a re-inspection fee. Once fully

approved plans have been distributed, all other plans (land disturbance, building, etc.) must be replaced with the signed copies. Each bi-monthly inspection may be subject to an inspection fee of \$50 per inspection. Failed inspections shall be subject to a \$75 re-inspection fee.

### Permits

- Site Plan approval does not constitute a permit to begin construction and/or installation of improvements. A separate building/zoning/land disturbance permit application(s) are required as well as an E&S Bond/Surety. Prior to issuance of a permit, the applicant is required to submit an application, pay appropriate fees, post bond (or other financial surety) and schedule an on-site pre-construction meeting with County staff.

### Clearing & Grubbing

- Approval for clearing, grubbing and grading prior to full site plan approval requires a separate permit set of Erosion and Sediment Control/Stormwater plans to be approved with the permit and fee. Prior to permit issuance, a bond and Responsible Land Disturber's (RLD) name, certification number and expiration date will need to be provided.

### Failure to Address

- Failure to answer each question shall result in an incomplete application. If not applicable, please explain on a separate sheet.



# Site Plan Submittal Checklist

The following information, including this sheet (2 pages) must be submitted

<b>Major Site Plan &amp; Application</b>	<b>PAGE</b>
<input type="checkbox"/> Seven (7) sets of 11X17 (minimum) or 24x36 (maximum size) plans	
<input type="checkbox"/> Digital (pdf) of the Site Plan (Thumb drive – commercial/major)	
<input type="checkbox"/> Completed Project Information Sheet	7
<input type="checkbox"/> Completed Chesapeake Bay Preservation Area WQIA (IF REQUIRED)	9
<input type="checkbox"/> Investigation worksheets for Graves, Memorials and Historic Significance	11
<b>Completed Site Plan Checklists</b>	
<input type="checkbox"/> Site Plan – Requirements for <b>ALL</b> Site Plans	12
<input type="checkbox"/> Drainage Plan & Analysis	13
<input type="checkbox"/> Erosion & Sediment Control Plan	14
<input type="checkbox"/> Site Plan – Requirements for Minor Site Plans	17
<input type="checkbox"/> Site Plan requirements for Major Site Plans	18
<input type="checkbox"/> Landscaping Plan (major and commercial plans only)	19
<input type="checkbox"/> Lighting Plan ( <i>Plans are to be incorporated into the comprehensive site plan and not submitted separately</i> )	20
<input type="checkbox"/> Virginia Department of Transportation	21
<b>Other Required Documents</b>	
<input type="checkbox"/> Worksheet for E&S Bond Calculations	24
<input type="checkbox"/> Land Development Application	25
<b>Required Fee(s)</b>	
<input type="checkbox"/> Planning:	\$500 +\$50/acre
<b>Standard Notes</b>	
A copy of the standard notes (listed on the next page) are included in the packet for convenience. Other notes may be required.	
<input type="checkbox"/> Erosion & Sediment Control Notes (as applicable)	16
<input type="checkbox"/> Construction Notes for VDOT	22
<input type="checkbox"/> Chesapeake Bay Preservation Area Notes as depicted in Appendix D of the Charles City County Subdivision ordinance	

Unless otherwise specified in this application, failure to provide all information required above shall result in an incomplete application which shall not be deemed complete until all deficiencies are corrected.

Prepared By: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_

***For Office Use Only below this line***

\_\_\_\_\_

Date Reviewed: \_\_\_\_\_

- Complete
- Incomplete: List deficiencies

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reviewer: \_\_\_\_\_

# Project Information Sheet

Project Name: \_\_\_\_\_

Tax Map #s: \_\_\_\_\_

Total Area (acres): \_\_\_\_\_

Total Disturbed Area (acres): \_\_\_\_\_

Is the area within a Chesapeake Bay Preservation Area (RMA)?  Yes  No

If Yes, how was the RMA determined? Provide copy of findings, floodplain, and soil data  
Narrative on separate paper attached to application

Does the project contain a Resource Protection Area (RPA)?  Yes  No

• If Yes, how was the RPA determined?

On-site investigation (include documentation)

Perennial flow determination  Yes  No

Wetlands Delineation  Yes  No

• If Yes, is an RPA encroachment proposed?  Yes  No

• If Yes, please perform Water Quality Impact Assessment and submit a site drawing and restoration plan (p.9).

• If Yes, what is the total area land disturbance within the RPA (ft<sup>2</sup>)? \_\_\_\_\_

• What is the total area of impervious surface proposed in the RPA (ft<sup>2</sup>)? \_\_\_\_\_

Does the project contain wetlands/streams?  Yes  No

• If Yes, will there be any wetlands impact?  Yes  No

\*include ACOE/DEQ confirmation and/or permit(s)\*

# Project Information Sheet

• **Owner's Name and Address:**

---

---

---

---

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

• **Developer's Name and Address (if different than Owner):**

---

---

---

---

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

• **Engineer/Surveyor's Name and Address:**

---

---

---

---

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_



# Chesapeake Bay Preservation

## Water Quality Impact Assessment **If Applicable**

Major (> 5,000 SF land disturbance)  Minor (< 5,000 SF land disturbance)

Date: \_\_\_\_\_ Project Name: \_\_\_\_\_

Tax Map Number(s): \_\_\_\_\_ Owner's Name: \_\_\_\_\_

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

Business Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Lot recordation date: \_\_\_\_\_

Date of Construction of Existing Improvements: \_\_\_\_\_

Have you reviewed the Chesapeake Bay Preservation Area Maps?  Yes  No

Have you conducted a field inspection on the proposed development site?  Yes  No

Have you reviewed the Charles City County Soil Survey?  Yes  No

**Resource Protection Area:** Does the site contain the following (check all that apply):

Tidal Wetlands  Tidal Shores  A 100-foot buffer adjacent to any RPA component

Nontidal wetlands connected by surface flow & contiguous to tidal wetlands or water bodies with perennial flows

Provide site specific RPA determination  Not Applicable

**Resource Management Area:** Does the site contain the following (check all that apply):

Highly erodible soils  Highly permeable soils  Floodplain

Nontidal wetlands  Within 300 feet of an RPA Buffer  Adjacent to RPA

Not Applicable  Adjacent to RPA provide floodplain and soil data to document RMA boundary

**Location of any RPA, RMA, 100-year floodplain, and wetland(s) must be field surveyed and shown on all applicable site plan sheets. The METHOD used to make the determination of any above feature must be included on the plan set as a narrative.**

Will there be any land disturbance within a Chesapeake Bay Preservation Area?  Yes  No

If Yes, please state the area (acres or square feet), of land disturbance within the RPA or RMA and describe the nature of the disturbance on separate sheet.

Describe impact on existing vegetation: number of healthy trees removed, number of dead, diseased, and dying trees removed. \_\_\_\_\_

Provide a separate site drawing and restoration plan per section 4-8 of the County ordinance

Site Drawing per §4-8(c)(5) or 4-8(d)(8), as appropriate

Restoration Plan per §4-8(c)(3) or 4-8(d)(5), as appropriate



# Worksheet for Graves, Memorials, Places of Burial and Historical Significance

**THIS SHEET IS REQUIRED FOR ALL SITE PLANS**

I certify that I have investigated the property located at: \_\_\_\_\_

and described as tax map # (s): \_\_\_\_\_

Which is undergoing either a site plan or subdivision review by Charles City County and find that:

- Graves, objects or structures marking places of burial or historical significance **DO EXIST** on the property.
- Graves, objects or structures marking places of burial or historical significance **DO NOT EXIST** on the property.

**This information was verified by:**

- Deed description
- Visual verification
- Soil borings
- Other, specify: \_\_\_\_\_

*The location of such features that have been identified on the property will be shown on the proposed Site Plan and Plan along with notes that describe the methods to be used in the preservation of these features. This shall be certified by the person responsible for the development of the Site Plan*

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

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

Engineer/Surveyor Seal

# Major Site Plan Checklist

**FAILURE TO ANSWER EACH QUESTION SHALL RESULT IN AN INCOMPLETE APPLICATION.  
IF "NOT APPLICABLE" PLEASE EXPLAIN USING A SEPARATE SHEET**

<u>Y</u>	<u>N</u>	<u>N/A</u>		<u>Staff Review</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Street Address (if assigned)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Name, address, telephone number, email of developer, engineer, owner, and applicant(s)'	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Sheet Index with number and title sheets	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. A vicinity map at a scale no greater than 1" =2000'	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Zoning of the property	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Case numbers for any special use, rezoning, variance, etc., with conditions/proffers	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Current and proposed use of property (state in notes)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Tax Map number(s) and lot numbers (1,2,3)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. North point, legend, scale (1"= 200' max)and date prepared	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. A legend showing all symbols used on the plan	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11. Total acreage of property	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12. Total square feet of land disturbance	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13. Existing & proposed building square footage	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14. Proposed building finished floor elevation	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15. Floodplain designation (panel number and map date) & notes and soil mapping documents/notes as appropriate	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16. Parking provided and required (state in notes or table)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	19. Field delineate the CBPA boundaries (RMA & RPA) provide source and date of data	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	20. Revision block	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	22. Certified Design Professional (surveyor/engineer) certificate (signed and dated)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	23. County Approval Block	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	24. Permit # (s) for Army Corps of Engineers and DEQ (if applicable) prior to commencement of grading or other site activity	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	25. Existing and proposed topography at 2-foot intervals, existing vegetation, and impervious surface, and limits of disturbance <input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	26. The location of any identified wetlands, as determined based on field delineation with source and date of the wetland information	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	27. Where any wetlands and/or stream disturbance is proposed, a copy of all required State and Federal permits shall be submitted or a letter from the appropriate agencies stating that no permits are required	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	28. The location of any Chesapeake Bay Preservation Areas shall be determined by field delineation	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	29. Provide perennial flow and wetlands delineation (if applicable) with documentation (i.e. North Carolina perennial flow method)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	30. Note stating that any and all asphalt, concrete or other driving surfaces, where new or replaced must be able to support a total imposed load of fire apparatus weighing at least 75,000 pounds.	<input type="checkbox"/>

- An engineer's certification shall be submitted to Charles City County prior to issuance of a Certificate of Occupancy
31. RPA Notes (if applicable)
32. Septic Notes (if applicable)
33. Total area of disturbance in the RPA (if applicable)
34. Water quality impact assessment including mitigation strategies for any proposed RPA encroachments (if applicable)

## Drainage Plan and Analysis Checklist

**FAILURE TO ANSWER EACH QUESTION SHALL RESULT IN AN INCOMPLETE APPLICATION.  
IF "NOT APPLICABLE" PLEASE EXPLAIN USING A SEPARATE SHEET**

- | <u>Yes</u>               | <u>No</u>                | <u>N/A</u>               |   | <u>Staff Review</u>      |
|--------------------------|--------------------------|--------------------------|---|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 35. Provide pre- and post-development drainage areas in acres (supported by outline contour maps)   | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 36. Show direction of flow via arrows   | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 37. Provide the location, elevation and description of all existing and proposed drainage structures, pipes, roof drains, swales, ditches, curbs, and channels and the direction of flow of each, Flag/locate discharge locations (outfall) in the field/site | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 38. Provide mitigation measures with design details per DEQ website link to VA Tech BMP Clearing House  | <input type="checkbox"/> |

# Erosion & Sediment Control Plan Checklist

FAILURE TO ANSWER EACH QUESTION SHALL RESULT IN AN INCOMPLETE APPLICATION.  
IF "NOT APPLICABLE" PLEASE EXPLAIN USING A SEPARATE SHEET

Yes No N/A

Staff Review

- |                          |                          |   |                          |
|--------------------------|--------------------------|---|--------------------------|
|                          | 39.                      | Provide a narrative that includes the following:  |                          |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>  |                          |
|                          |                          | a) A brief project description of the nature and purpose of the land disturbing activity and the amount of grading involved                                     | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>  |                          |
|                          |                          | b) A description of the existing topography, vegetation/drainage  | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>  |                          |
|                          |                          | c) A description of neighboring areas such as streams, lakes, residential areas, roads, etc., which might be affected by the site development                   | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>  |                          |
|                          |                          | d) A brief description of the soils on the site giving such information as soil name, mapping unit, erodibility, and permeability                               | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>  |                          |
|                          |                          | e) A description of areas on site which have potential serious erosion problems   | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>  |                          |
|                          |                          | f) A description of the methods that will be used to control erosion and sedimentation on the site  | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>  |                          |
|                          |                          | g) A brief description and specifications of how the site will be stabilized after construction is complete   | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>  |                          |
|                          |                          | h) A brief summary of stormwater management considerations of downstream receiving channels   | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>  |                          |
|                          |                          | i) A schedule of regular inspection and repair of erosion and sediment control structures should be set forth   | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>  |                          |
|                          |                          | j) Any calculations for the design of such items as sediment traps, sediment basins, diversions, etc.   | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>  |                          |
|                          |                          | k) A description of the steps of construction including any specific phases that will be implemented in the completion of the erosion and sediment control plan | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>  |                          |
|                          | 40.                      | Provide a vicinity map  | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>  |                          |
|                          | 41.                      | Provide the existing and proposed topography of the site  | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>  |                          |
|                          | 42.                      | Show the existing tree lines, grassy areas, or unique vegetation  | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>  |                          |
|                          | 43.                      | Show the boundaries of different soil types   | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>  |                          |
|                          | 44.                      | Provide a north arrow   | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>  |                          |
|                          | 45.                      | Show the areas with potentially serious erosion problems  | <input type="checkbox"/> |

# Erosion & Sediment Control Plan Checklist

FAILURE TO ANSWER EACH QUESTION SHALL RESULT IN AN INCOMPLETE APPLICATION.  
IF "NOT APPLICABLE" PLEASE EXPLAIN USING A SEPARATE SHEET

<u>Yes</u>	<u>No</u>	<u>N/A</u>		<u>Staff Review</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	46. Provide the drainage breaks and the direction of flow within the drainage areas. Include a drainage map showing entire pre- and post-development, drainage areas for all onsite and off-site drainage	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	47. Delineate the limits of land disturbance associated with the proposed project	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	48. Show the location of the erosion and sediment control measures to be used on the site. Sediment traps and basins shall include top and bottom dimensions, contour lines, and show tie-ins to existing grades	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	49. Provide <b>detail drawings of all structural practices used to control erosion and sedimentation</b> for the proposed project as specified in the <i>Virginia E&amp;S Handbook Third Edition, 1992</i> (i.e. silt fence installation, strawbale staking, etc.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	50. Provide a seeding schedule on the plan	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	51. Provide erosion and sediment control notes (see approved notes Page 18)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	52. Provide evidence that no more land than is necessary to provide for the desired use or development shall be disturbed	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	53. A copy of all applicable U.S. Army Corps of Engineers and state permits necessary for activities in state waters, wetlands and streams	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	54. Cost estimates for all materials and construction (see bond work work sheet)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	55. Include a water quality impact assessment, including mitigation for any proposed development within an RPA	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	56. RPA boundaries (if applicable)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	57. RMA boundaries (if applicable)	<input type="checkbox"/>

# Erosion and Sediment Control Notes

- a. ALL APPROPRIATE EROSION AND SEDIMENT CONTROLS ARE TO BE PLACED PRIOR TO OR AS THE FIRST STEP IN CLEARING AND GRADING.
- b. SEDIMENT BASINS AND TRAPS, DIVERSION DIKES, SEDIMENT BARRIERS AND OTHER MEASURES INTENDED TO TRAP SEDIMENT SHALL BE CONSTRUCTED AS A FIRST STEP IN ANY LAND DISTURBING ACTIVITY AND SHALL BE MADE FUNCTIONAL BEFORE ANY UPSLOPE LAND DISTURBANCE TAKES PLACE.
- c. ALL SEWER LINES NOT IN STREETS ARE TO BE MULCHED AND SEEDED WITHIN 7 DAYS AFTER BACKFILL.
- d. ALL TEMPORARY EARTH BERMS, DAMS, DIVERSIONS AND SEDIMENT CONTROLS ARE TO BE MULCHED AND SEEDED IMMEDIATELY AFTER GRADING. HAY, STRAW OR COMPARABLE MULCH IS REQUIRED.
- e. ALL LAND, ON OR OFF SITE, WHICH IS DISTURBED BY CONSTRUCTION AND WHICH IS NOT BUILT UPON OR SURFACED SHALL BE ADEQUATELY STABILIZED TO CONTROL EROSION AND SEDIMENTATION.
- f. ALL EROSION AND SEDIMENT CONTROL, INCLUDING SEEDING AND MULCHING, SHALL BE IN ACCORDANCE WITH THE STANDARDS AND SPECIFICATIONS CONTAINED IN THE CHARLES CITY COUNTY EROSION AND SEDIMENT CONTROL ORDINANCE AND THE VIRGINIA EROSION AND SEDIMENT CONTROL HANDBOOK (VESCH), THIRD EDITION 1992.
- g. ADDITIONAL EROSION AND SEDIMENT CONTROLS SHALL BE INSTALLED IF ONSITE INSPECTIONS REVEAL PROBLEMS.
- h. STOCKPILED TOPSOIL MUST HAVE APPROPRIATE EROSION AND SEDIMENT CONTROLS.
- i. DISCHARGE FROM DEWATERING OPERATIONS SHALL BE PROPERLY FILTERED AND DISCHARGED IN A MANNER THAT DOES NOT CAUSE EROSION.
- j. ALL MEASURES ARE TO BE INSPECTED DAILY BY A QUALIFIED PERSON. ANY DAMAGED STRUCTURAL MEASURES SHALL BE REPAIRED BY THE CLOSE OF THE FOLLOWING DAY. EROSION AND SEDIMENT CONTROLS SHALL BE REMOVED AFTER AREAS HAVE BEEN STABILIZED, BUT NOT BEFORE APPROVAL BY A COUNTY INSPECTOR.
- k. THE AREAS USED FOR BURNING DEBRIS SHALL BE SEEDED USING APPROPRIATE SEEDING MIXTURE RECOMMENDED IN PLAN AFTER DEBRIS REMOVAL IS COMPLETED.
- l. PERMANENT OR TEMPORARY SEEDING SHALL BE APPLIED TO DENUDED AREAS WITHIN 7 DAYS AFTER FINAL GRADE IS REACHED ON ANY PORTION OF THE SITE. TEMPORARY SEEDING SHALL BE APPLIED WITHIN 7 DAYS TO DENUDED AREAS THAT MAY NOT BE AT FINAL GRADE BUT WILL REMAIN DORMANT (UNDISTURBED) FOR LONGER THAN 30 DAYS. PERMANENT SEEDING SHALL BE APPLIED TO AREAS THAT ARE TO BE LEFT DORMANT FOR MORE THAN ONE YEAR.
- m. BEFORE NEWLY CONSTRUCTED STORMWATER CONVEYANCE CHANNELS ARE MADE OPERATIONS, ADEQUATE OUTLET PROTECTION AND ANY TEMPORARY OR PERMANENT CHANNEL LINING SHALL BE INSTALLED IN BOTH THE CONVEYANCE CHANNEL AND THE RECEIVING CHANNEL.
- n. ALL DRAINAGE CALCULATIONS ARE BASED ON THE METHODS SET FORTH IN THE VIRGINIA DEPARTMENT OF HIGHWAYS (VDOT) DRAINAGE MANUAL AND VESCH 1992. ALL DRAINAGE CULVERTS AND OUTLET DITCHES SHALL BE DESIGNED FOR A 10 YEAR FREQUENCY STORM AND DONE IN ACCORDANCE WITH MS-19\*.
- o. THESE EROSION AND SEDIMENT CONTROL NOTES APPLY TO ALL LAND DISTURBING ACTIVITY ASSOCIATED WITH THIS PROJECT, INCLUDING ROAD, SEWER LINE AND WATER LINE CONSTRUCTION.
- p. THIS PROJECT WILL START \_\_\_\_\_ AND BE COMPLETED BY \_\_\_\_\_.

\*A VARIANCE MAY BE REQUESTED FOR SITES THAT:

- RESULT IN NO INCREASE IN 2- AND 10-YR STORMS
- SMALL SITES WITH INSIGNIFICANT RUNOFF



# Site Plan Checklist

**FAILURE TO ANSWER EACH QUESTION SHALL RESULT IN AN INCOMPLETE APPLICATION.  
IF "NOT APPLICABLE" PLEASE EXPLAIN USING A SEPARATE SHEET**

<u>Yes</u>	<u>No</u>	<u>N/A</u>		<u>Staff Review</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	58. Title of plat specifying type of plan.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	59. Location of project by voting district	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	60. Names & Route numbers of adjoining streets (public/private)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	61. Lots fronting on state-maintained road shall show dedication of 25-feet from center line for public use (a deed of dedication may be required)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	62. Location and dimensions of all access points/driveways from state road	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	63. Lots accessed by private access easement – easement location, width, along with Deed Book and Page Number references	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	65. Show location of proposed well, septic (primary & reserve), and distances to property lines and principal structure	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	66. Location of all bodies of water in the property (streams, lakes, wetlands, and rivers)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	67. A dotted line indication all zoning setbacks and a note specifying distances (feet)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	68. Identify and show all other easements	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	69. Total area of land disturbance and impervious area	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	70. Provide the owner names, tax map and parcel number and zoning for all adjacent properties	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	71. The boundaries of the property involved by courses and distances with a linear precision of closure of one (1) foot in ten-thousands (10,000) feet; tied to state plain coordinates	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	72. Area of open space and the total percent of the site in open space	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	73. The general location and character of construction of proposed streets, alleys, driveways, curb cuts, entrances and exits, existing and proposed	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	74. Location and dimensions of all off-street parking and loading areas and the location of on street parking if used to meet off-street parking requirements	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	75. Location and method of screening for all outdoor waste receptacles on site - Provide a detail of the fence enclosure and gate on the plans	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	76. The location(s), size(s), and elevation of sanitary and storm sewers, water mains, culverts, and other underground structures, both existing and planned, in or near the project (within 200 feet)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	77. All existing easements must reference recordation information	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	78. Show all existing gas, electric, telephone and cable lines	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	79. Location of all internal landscaped areas	<input type="checkbox"/>

**Yes No N/A**

**Staff Review**

- |                          |                          |                          |     |  |                          |
|--------------------------|--------------------------|--------------------------|-----|--|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 80. | General location, height and material for all fences, walls, screen plantings, berms and peripheral landscaping. The dimensions of required perimeter and front buffer(s), if any, shall be shown.                       |                          |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 81. | General location and orientation of proposed signs   | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 82. | Show the location, width, and recordation information for all existing drainage easements. All proposed easements need to be a minimum of twenty (20) feet in width  | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 83. | A tabulation of the total number of dwelling units of various types in the project and the overall project density in dwelling units per acre, gross or net, as required by district regulations (if applicable)         | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 84. | Signature block with date space for applicable agencies which may include Department of Community Development, Department of Utilities, Virginia Department of Transportation, and Charles City County Building Official | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 85. | Provide DEQ VSMP/CGP Approval letter   | <input type="checkbox"/> |

## Landscaping for Major Site Plans

**FAILURE TO ANSWER EACH QUESTION SHALL RESULT IN AN INCOMPLETE APPLICATION.  
IF "NOT APPLICABLE" PLEASE EXPLAIN USING A SEPARATE SHEET**

**Yes No N/A**

**Staff Review**

- |                          |                          |                          |    |  |                          |
|--------------------------|--------------------------|--------------------------|----|--|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. | Location of existing and proposed landscaping  | <input type="checkbox"/> |
|                          |                          |                          | 2. | Plant Schedule indicating:   |                          |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |    | a. Latin and common plant names b. Number of plants  | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |    | c. Caliper, height and/or spread at time of planting   | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. | Detail of required landscape screening and/or berm (if applicable)   |                          |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. | A finished grading plan shall be included and drawn in conjunction with all elements of the landscape plan   |                          |
|                          |                          |                          | 5. | Narrative to include:  |                          |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |    | a. Planting schedule   | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |    | b. Method of installation with appropriate details   | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6. | All existing trees on the site, or where there are groups of trees must be outlined. However, all trees in excess of twenty (20) inches in diameter, measured at four and one-half (4.5) feet above the ground must be shown as individual specimens | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7. | Show all trees desired to be removed   | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 8. | All trees and/or groups of trees to be preserved shall be shown In the event of cut and fill, excavation, or the laying of utility lines   |                          |

in proximity to trees that are shown to be preserved, the method of preservation shall be shown. Methods of preservation shall be consistent with those described in the Virginia Erosion and Sediment Control Handbook, 3<sup>rd</sup> Edition, 1992, STD & SPEC 3.38

- 9. Any required berms shall be installed with a minimum height of four (4) feet with a maximum slope of 4 to 1
- 10. Cost estimates for all materials and installation
- 11. RPA & RMA boundaries

## Lighting Plan Major Site Plans

**FAILURE TO ANSWER EACH QUESTION SHALL RESULT IN AN INCOMPLETE APPLICATION. IF "NOT APPLICABLE" PLEASE EXPLAIN USING A SEPARATE SHEET**

<u>Yes</u> <u>No</u> <u>N/A</u>		<u>Staff Review</u>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1) Location of existing and proposed exterior light fixtures (building and freestanding)	<input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	2) Photometric diagram showing illumination levels at all property lines	<input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	3) Two (2) copies of fixture cutsheets for each proposed fixture	<input type="checkbox"/>

\*If no lighting is shown, then none is approved until a plan is submitted to the Planning Office.

Preparer's Signature \_\_\_\_\_

Date \_\_\_\_\_

**VIRGINIA DEPARTMENT OF TRANSPORTATION  
SITE PLAN SUBMITTAL CHECKLIST (PROVIDED AS A COURTESY)**

**Mandatory items needed before review by District Land Development Section**

All plans must be submitted through appropriate County and VDOT Residency first

**1 Residential or Commercial Entrances**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Sight distances shown on plan | <input type="checkbox"/> Speed Limit shown on plan | <input type="checkbox"/> Sight Distance Plan & Profile |
| <input type="checkbox"/> Right hand turn lane length   | <input type="checkbox"/> Right hand taper length   | <input type="checkbox"/> Turn Lane Warrant Analysis    |
| <input type="checkbox"/> Left hand turn lane length    | <input type="checkbox"/> Left hand taper length    | <input type="checkbox"/> Turn Lane Access Program      |

**2 Formal Traffic Analysis by certified engineering firm**

**3 Mainline Culverts\*\***

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Culvert types           | <input type="checkbox"/> Diameters                 | <input type="checkbox"/> Additional Culverts    |
| <input type="checkbox"/> Additional end sections | <input type="checkbox"/> Additional end treatments | <input type="checkbox"/> CD-1 with end sections |
| <input type="checkbox"/> CD-1 with end sections  | <input type="checkbox"/> Drainage Calculations     |   |

**4 Drop Inlets and Manhole Information (if applicable)**

**5 Additional Protective Covering**

- |  |                               |                               |                                      |
|--|-------------------------------|-------------------------------|--------------------------------------|
| <input type="checkbox"/> Standard EC-1 | <input type="checkbox"/> EC-2 | <input type="checkbox"/> EC-3 | <input type="checkbox"/> Paved Ditch |
|--|-------------------------------|-------------------------------|--------------------------------------|

**6 Drainage**

- |   |  |
|---|--|
| <input type="checkbox"/> Drainage Easements | <input type="checkbox"/> Drainage Calculations |
|---|--|

**7 Additional Drainage**

- |  |  |
|--|--|
| <input type="checkbox"/> Additional Drainage Easements | <input type="checkbox"/> Drainage Calculations |
|--|--|

**8 Private Driveway Culvert Sizes\*\***

**9 Typical Road Section**

**10 Road Design Categories**

- |   |                                     |
|---|-------------------------------------|
| <input type="checkbox"/> Horizontal Alignment | <input type="checkbox"/> Curve Data |
| <input type="checkbox"/> Vertical Alignment   | <input type="checkbox"/> Curve Data |
| <input type="checkbox"/> Utility Location     |                                     |

**11 General Construction Plan and Plat Notes shown on plans**

**12 Roadway Signage**

- |  |  |
|--|--|
| <input type="checkbox"/> Stop signs, stop bars, speed limit signs, street signs, other special signs |  |
| <input type="checkbox"/> Location of guardrail   | <input type="checkbox"/> Stopping sight distance |

**13 VDOT signature approval block on plan**

**14 Adequate location map to include route numbers**

\*\* Concrete pipes required

CONSTRUCTION NOTES FOR VDOT (PROVIDED AS A COURTESY)

(Revised 9/19/2017)

1. Subdivisions only – These requirements were prepared in accordance with the requirements of (select one):
  - VDOT's 2005 Subdivision Street Requirements (SSR)
  - VDOT's 2009 Secondary Street Acceptance Requirements (SSAR)
  - VDOT's 2011 Secondary Street Acceptance Requirements (SSAR 2011)
2. All work shown hereon shall be in strict accordance with the current Standards and Specifications of the Virginia Department of Transportation (VDOT) and County Ordinances.
3. It is the intent of these drawings to show all necessary work. Any item of work not specifically shown, but necessary to eligibility for acceptance is hereby implied.
4. A VDOT permit must be obtained prior to starting construction within any State Highway Rights-of-Way.
5. The contractor/owner shall perform CBR testing on the subgrade in accordance with VDOT specifications by a certified geotechnical engineer to determine base and pavement designs, and this information must be forwarded to VDOT and reviewed prior to placement of aggregate base.
6. The contractor/owner must specify in writing to VDOT prior to construction, the type of subbase, base and surface pavement to be utilized on each street for each traffic group.
7. The contractor shall notify VDOT 72 hours prior to placement of base materials and prior to the placement of asphalt material to ensure VDOT's ability to perform testing, such as proof-rolling, depth checks, compaction, and contamination. Option: A certified analysis from a private engineering/testing firm may be submitted within 7 working days of the required tests. **72 hours notice is still required prior to each activity.**
8. All culvert and driveway pipes shall be of a type approved by VDOT and the Locality. Note that the use of corrugated metal pipe in any location will only be considered after the requirements of standard PC-1, Tables C and D of the *2016 Road and Bridge Standards* are addressed.
9. All entrance pipes for driveways shall be a minimum of 12" in diameter, and 30' in length (concrete culverts may be 28' in length), unless otherwise approved by VDOT. **Driveway culverts in cul-de-sacs shall be concrete.** See approved road plans for the proper culvert sizes.
10. Contractor must verify all dimensions and elevations in the field before starting construction and notify the design engineer of any discrepancies.
11. The contractor shall erect street signs and traffic control signs as indicated on the subdivision construction plans. The signs shall conform to VDOT and County specifications. All proposed signs are to be installed per STP-1 of the *2016 Road and Bridge Standards*. All pavement markings installed within VDOT Right-of-way will be Type B Class I Thermoplastic.
12. A minimum 35' pavement fillet radius is recommended.
13. The contractor shall do such over lot grading as necessary to preclude the ponding of water adjacent to the roadway.

**CONSTRUCTION NOTES FOR VDOT - continued**  
**(Revised 9/19/2017)**

---

14. Slope easements will be required at all locations where the top of the cut or the toe of the fill exceeds the proposed dedication of right-of-way. See plat for exact location.
15. If running water is present in any outlet channel during construction where ditch protection is required, the bottom of the channel shall be lined with rip-rap stone with EC-1 placement. Further, EC-2 or EC-3 must have a minimum width of 4' in fill sections, and 5' in cut sections.
16. The contractor shall be responsible to see that all erosion and sediment control standards are met, and the contractor must seed and mulch all disturbed areas along with all graded areas within the proposed right-of-way in accordance with VDOT standards and specifications.
17. Final location of manholes, valves, fire hydrants, and other appurtenances shall not conflict with or constrict roadway drainage. Contractor shall adjust manholes and/or ditch alignment to ensure proper roadside drainage, compatible with existing field conditions.
18. All water, sanitary sewer, and storm sewer trenches shall be compacted to 95% density in 6" layers. Compaction tests may be required by VDOT.
19. VDOT will require density tests from a certified engineering firm for all culvert installations with a diameter of 36" or larger.
20. Video inspection may be required on all storm sewer systems prior to final construction approval. A VDOT inspector must be on-site during the video inspection process.
21. The contractor needs to contact Fredericksburg District Traffic Signals at (855) 475-2335 for a mark out of the traffic signal equipment a minimum of 72 hours prior to work beginning when working within a 1,000 feet of a traffic signal.
22. The final footage and location for VDOT standard guardrail is to be established prior to the completion of fine grading by joint inspection with the contractor, VDOT, and the owner's representative. **Any guardrail installation, removal, or adjustments must be made by a VDOT-certified guardrail contractor.**
23. Whenever tying in to an existing road, VDOT's WP-2 standard will apply, which include milling and overlay of the adjacent travel lane.
24. A pavement leveling course may be required to meet the intended cross-slope and typical section.
25. All storm structures shall have IS-1 invert shaping, and SL-1's (safety landings) will be required in all structures with a depth over 12'. ST-1's (steps) are required in any structure with a depth of 4' or greater.

Department of Community Development  
Charles City County



**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 may provide a copy of a bonafide estimate from an independent, 3<sup>rd</sup> party, 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.

# 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 (please check one) a 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. If not applicable use NA in blank**

**General Project Information:**

1. Project Title: \_\_\_\_\_
2. Property Location: \_\_\_\_\_
3. Tax Map Number(s): \_\_\_\_\_
4. Total Acreage: \_\_\_\_\_
5. Acreage to be Developed: \_\_\_\_\_
6. Acreage to be Disturbed: \_\_\_\_\_
7. Responsible Land Disturber: \_\_\_\_\_ RLD #: \_\_\_\_\_
8. Current Number of Lots: \_\_\_\_\_
9. Proposed Number of Lots: \_\_\_\_\_
10. Current Zoning: \_\_\_\_\_
11. Proposed Zoning: \_\_\_\_\_
12. Current Use(s): \_\_\_\_\_
13. Proposed Use(s): \_\_\_\_\_



# LAND DEVELOPMENT APPLICATION- (Continued)

## Contact Information:

- 14. Property Owner: \_\_\_\_\_
- 15. Owner Address: \_\_\_\_\_
- 16. Owner Telephone: \_\_\_\_\_ Email: \_\_\_\_\_
- 17. Applicant: \_\_\_\_\_
- 18. Applicant Address: \_\_\_\_\_
- 19. Applicant Telephone: \_\_\_\_\_ Email: \_\_\_\_\_
- 20. Representative: \_\_\_\_\_
- 21. Representative Address: \_\_\_\_\_
- 22. Representative Telephone: \_\_\_\_\_ Email: \_\_\_\_\_
- 23. Correspondence to be sent to:     Applicant             CDP             Owner
- 24. Preferred form of Contact:         Email             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

**For Office Use Only:**

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

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

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

Application Fee: Taxes \_\_\_\_\_ Date \_\_\_\_\_

Paid?  Yes  No

Environmental Review:  Floodplain  Wetlands  Highly Erodible Soils

Resource Protection  Resource Management

Additional Review Req.:  WQIA  CBPA Board  Wetland Board

Outcome:  Approved  Conditionally