

Planning and Permitting Requirements: Project Planning Information

This is a tool that we have created to help applicants be aware of processes and costs that they may encounter in property development. In some cases, not all items, permits, fees, and bonds listed below will apply. In other cases, the list will not encompass all issues pertaining to your plan of development. A County staff member will check those items below that will most likely apply to your project. We **encourage** you to consult with a design professional regarding the potential costs and time required to prepare and complete the requirements for a site plan and applicable permits.

Rezoning, Conditional Use Permits (CUP), Special Exceptions (SE):

- Conceptual or sketch plans which show a basic layout of the proposed development and may include proposed lot lines, building locations, parking layout, entrance locations/ site distance
- Elevations of proposed buildings
- Traffic studies
- Environmental Studies
- Potential Proffers/ Conditions of Approval

Site Plans - A site plan is a more detailed plan than a conceptual or sketch plan that may have been submitted with a rezoning, CUP, or SE application. A site plan is designed by a licensed professional such as a civil engineer, surveyor, or landscape architect. Listed below are the components of a site plan and the department that reviews them:

- Landscaping and thoroughfare buffer requirements, parking requirements, setbacks (Planning Department)
- Drainage requirements, floodplain and Chesapeake Bay Preservation Act requirements, wetland requirements, grading and erosion and sediment control requirements (Public Works Department)
- Possible traffic and entrance requirements (Virginia Department of Transportation)
- Public utility and connection requirements (Public Utilities Department)
- Well/septic requirements (Health Department)
- Easement recordation and title work (various departments)

Permits - In addition to site plan approval, the following permits may be required from various County and State departments:

- Land Disturbance Permit for site work with a Certified Responsible Land Disturber signature (Public Works Department)
- Wetlands Permits from Virginia Marine Resource Commission, Army Corps of Engineers, Virginia Department of Environmental Quality (Public Works Department)
- Virginia Stormwater Management Program Permit (VSMP) for construction from the Virginia Department of Conservation and Recreation, for properties disturbing greater than 2500 square feet in a CBPA area or greater than 1 acre in a non-CBPA area. (Public Works Department)
- Sign permit (Planning Department)
- Entrance permit (Virginia Department of Transportation)
- Commercial building permit with applicable sub permits for electrical, mechanical, gas, plumbing, and sprinkler systems (Building Inspection Office)
- Utility Construction Permit (Public Utilities Department)
- Sewage Disposal/Water Supply Permit (Health Department)
- Burn Permit (Fire Administration)

Fees:

- Rezoning, CUP, SE, and Site Plan application fees, landscape plan review fee, plan re-submittal fee, sign fee (Planning Department)
- Erosion Inspection Fee, Regional Stormwater Management Fee (Public Works Department)
- Utility Plan Review Fees/ Utility Construction Inspection Fee (public water), Utility Plan Review Fee/ Utility Construction Inspection Fee (public sanitary sewer), Utility Capacity Fee (hook up to public water/ public sanitary sewer) (Public Utilities Department)

Bonds etc. – In addition to the fees listed above, surety/bonds/letters of credit (financial assurance) may be required to ensure that the work is completed. Bonds shall be released upon project completion and County approval.

- Erosion and Sediment Control Bond (Public Works Department)
- Utility Performance Bond (Public Utilities Department)
- Bond for entrance permit (Virginia Department of Transportation)
- Cash proffers (if accepted with rezoning case) (Planning Department)
- Landscaping Maintenance and Completion Bond due prior to issuance of Certificate of Occupancy for building (Planning Department)