



# THE TOWN OF COLONIAL BEACH

## DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT

315 Douglas Avenue, Colonial Beach, VA 22443  
 Phone: (804) 224-7506 Fax: (804) 224-1318  
<https://www.colonialbeachva.gov>

### APPLICATION CHECK LIST FOR A DEMOLITION OR LAND DISTURBANCE

In order to process your permit the following items must be submitted if applicable. Failure to submit a complete application packet can result in a delay in approving and releasing the permit.

#### PERMIT APPLICATION CHECKLIST

Applicant	ITEMS REQUIRED	Staff
	Permit Fees Due at Time of Application Submission	
	A Completed and Signed Building/Zoning Permit Application	
	Agreement in lieu of Erosion & Sediment Control Plan	
	Public Utility Release Form	
	Asbestos Certification Form	
	Two (2) copies of Site Plan	
	A Completed Colonial Beach Driveway Entrance Permit	
	A Bond or Letter of Credit for Erosion & Sediment Control	
	Town of Colonial Beach Business License	
	Documentation of Storm water Permit Issuance	
	Asbestos Removal and Demolition.	

\* Cash or Check made payable to "Town of Colonial Beach"

#### BOND/LETTER OF CREDIT AMOUNTS

Erosion & Sediment Control			Public Works
Lot Size 1.0 Acre Or Less	Lot Size Greater Than 1.0 Acre	Demolition of Structure	Entrance/Driveway
\$1500*	\$2500 + \$100* for each 1/10 acre over 2.0 acres	\$1500*	\$1000 Bond** plus \$100 Permit Fee
<p>* E&amp;S bond is refunded upon inspection showing 80% lot coverage (grass).            ** Entrance bond is refunded upon final inspection by Public Works.</p>			

- All plans must be stamped by a certified design professional or engineer.
- Should you have questions regarding the requirements, please submit a permit application to the Virginia Department of Labor and Industry at <http://www.doli.virginia.gov/>
- Cash or Check made payable to "Town of Colonial Beach"
- All new structures/uses shall have to install a water meter. (Contact Public Works 804-224-7260)
- Applicant may be required to submit tax receipt showing taxes on the property are current. (§ 15.2-2286)
- A failed inspection shall be subject to a re-inspection fee in accordance with the Town Fee Schedule. All re-inspection fees must be paid prior to future inspections.
- As of July 1, 2014, it is the applicant's responsibility to obtain proper Stormwater Permit(s) from the Department of Environmental Quality: 1-800-592-5482, or on the web at <http://www.deq.state.va.us/Programs/Water/PermittingCompliance.aspx>.
- Trees that are 6" at breast height and located outside of the footprint of construction can only be removed if declared "diseased, dead, or dying" by a certified arborist. A Woodlot Management Permit must be obtained. **Tree removal without a permit is subject to a fine of \$200 per tree removed.**
- Should you have any questions regarding the Permit Application and Notification for Asbestos Removal and Demolition, which is located at the bottom of this permit application, please refer to the Virginia Department of Labor and Industry's website at <http://www.doli.virginia.gov/>



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### ZONING APPLICATION FOR DEMOLITION/LAND DISTURBANCE

Application Date: \_\_\_\_\_

Permit Number: \_\_\_\_\_

Deposit	Type:	Amount: \$	DH#:
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Zoning application is hereby made for a Demolition/Land Disturbing Permit in accordance with the description and for the purpose set forth herein. This application is made subject to all Town and State laws and regulations, which are hereby agreed to by the undersigned and which shall be a condition of this permit.

**ALL APPLICABLE INFORMATION MUST BE COMPLETED OR APPLICATION WILL BE RETURNED. (Please Print)**

PLEASE CHECK PERMIT TYPE(S) <input type="checkbox"/> Zoning <input type="checkbox"/> Building		
<b>Check all that apply</b>	Residential	Land Disturbance
	Commercial	Demolition
	Other: _____	

<b>Owner Information</b>	Name _____	Daytime Telephone No. _____
	Mailing Address _____	
	E-mail Address _____	
	Fax Number _____	Cell Number _____

<b>Builder/ Applicant</b>	Name _____	Telephone No. _____
	Mailing Address _____	
<input type="checkbox"/> Same as owner	E-mail Address _____	
	Fax Number _____	

<b>Property Information</b>	Address / Directions _____		
	Tax Map ID # _____	Area (in acres & sq. ft.) _____	
	Current Deed Book/Page # _____	Lot # _____	Block _____ Section _____
	Existing Use of Property _____		
	Existing Structures on Property _____		
	Existing Structures to be removed _____		

<b>Description of Work (Required):</b>	_____
<b>Estimated Cost of Work to be Performed (Required):</b>	\$ _____



**\*Note: This page is for office use only**

RESIDENTIAL	COMMERCIAL
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Gen. Zoning Fees	
Plan Review (Site)	
Land Disturbing (E&S)	
Other	
<b>TOTAL ZONING FEES</b>	

Plan Review (Bld.)	
Demolition	
Other	
Building Subtotal	
2% State Levy	
<b>TOTAL BUILDING FEES</b>	

<b>TOTAL FEES (Zoning &amp; Building)</b>	
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**REQUIRED SIGNATURES**

<b>Property Zoned as:</b>			
Rezoning / Special Exception #	Proffers / Conditions	Yes	No
<b>Height Requirements</b>			
Principal Structure	Proposed:	Maximum permitted:	
Accessory Structure	Proposed:	Maximum permitted:	
Census Tract:			
Flood Hazard District	Yes	No	F.I.R.M No.
Comments:			

**Zoning Administrator** **Date**

Chesapeake Bay District:	None	RMA	RPA
RLD	RLD No.:		
Bond required at issuance?	Yes	No	Bond Amount: \$
Comments:			

**Environmental Planner** **Date**

Comments:
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**Building Official** **Date**



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AGREEMENT IN LIEU OF AN EROSION & SEDIMENT CONTROL PLAN

Building Permit#: \_\_\_\_\_

Landowner Name: \_\_\_\_\_

Tax Map#: \_\_\_\_\_ Subdivision Name: \_\_\_\_\_

In lieu of submission of an erosion and sediment control plan for the construction of this single family dwelling, addition or demolition I agree to comply with any reasonable requirements determined necessary by employees of the Town of Colonial Beach, Virginia, representing either the Zoning Administrator or Director of Public Works, or the Town. Such requirements shall be based on the conservation standards contained in the Colonial Beach Erosion and Sediment Control Ordinance, and shall represent the minimum practices necessary to provide adequate control of erosion and sedimentation on or resulting from this project provided the project exceeds 2,500 square feet of soil disturbance. Soil disturbance includes piles of excess soil or new soil needed to complete the project. Soil includes sand, gravel, and similar materials.

As a minimum, all denuded areas on the lot shall be stabilized within 7-days of final grading with permanent vegetation or a protective ground cover suitable for the time of the year.

I further understand that failure to comply with such requirements within three (3) working days following notice by representatives of the Town could result in citation for violation of the Town's Erosion and Sediment Control ordinance.

Measures specified by plan approving authority: Maintain and install proper erosion controls including proper entrance. Keep roads free of debris at all times. A MINIMUM SURETY (\$1,000 FOR ACCESSORY BUILDINGS, \$1,500 FOR HOMES ON LOTS UP TO 1 ACRE, AND \$2,500 FOR LOTS LARGER THAN 1 ACRE PLUS AN ADDITIONAL \$100 FOR EACH 1/10 OF AN ACRE OVER 2 ACRES) MUST BE POSTED WITH THE TOWN PRIOR TO FINAL EROSION AND SEDIMENT INSPECTION UNLESS THE LOT IS SODDED OR A STAND OF GRASS EQUALING 80% COVERAGE AND 3 INCHES IN HEIGHT EXISTS. A FINAL C-O WILL NOT BE SCHEDULED IF THESE REQUIREMENTS ARE NOT MET.

Signature of Landowner: \_\_\_\_\_

**Party responsible for Erosion and Sediment Control and Certification Number**

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

Certification #: \_\_\_\_\_

Approved by: \_\_\_\_\_  
Zoning Administrator

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



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**PUBLIC UTILITY RELEASE APPLICATION**

<b>Owner Information</b>	Name	Daytime Telephone No.
	Mailing Address	
	E-mail Address	Fax Number

An application will be made to demolish a structure at \_\_\_\_\_ and legally described as \_\_\_\_\_ located in the Town of Colonial Beach, Virginia. In accordance with Uniform State Wide Building Code (USBC), all utility companies have been advised of the proposed demolition and have removed their meters and/or other equipment. An environmental/soil report may be required prior to demolition.

**Signature of Utility Company**

Water/Sewer – Town of Colonial Beach Public Works 804-224-0029 fax	_____ 
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**Applicant Certification**

I hereby certify that I have the authority to make the foregoing application, that the information given is correct, including any attached plans or drawings, and that all construction will conform to all applicable state and town laws, ordinances and regulations with regard to zoning, environmental, health and building. Failure to do so shall automatically render this permit invalid. I understand that construction requires a zoning permit issued by the Colonial Beach Department of Planning & Community Development. I understand that construction must commence within six (6) months of the issuance of this permit or the permit is rendered void, subsequent inspections must comply with Section 110.6 (Abandonment of Work) of the Uniform Statewide Building Code. I further understand that the land may not be used or occupied, and buildings structurally altered or erected may not be used or changed in use, until the Certificate of Occupancy is issued. I further permit Town officials or any other governmental agency representatives to enter the property to ensure that the property is being constructed in compliance with all governmental regulations; local, state and federal and that any proffered conditions have been and continue to be implemented. Revocation of Permit: The Zoning/Building Official may revoke a permit or approval issued under the provisions of the Zoning Ordinance/USBC in case of any false statement, misrepresentation of fact or incorrect information supplied by the applicant in the application or construction documents on which the permit or approval was based.

Date	Owner or Applicant Signature	Please Print name
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**MEMORANDUM**

**TO:** All applicants for building permits for renovation or demolition  
**FROM:** Department of Planning and Community Development  
**DATE:** April 23, 2015  
**SUBJECT:** Asbestos Certification Form

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The Virginia Uniform Statewide Building Code requires all buildings, other than single-family dwellings, to be renovated or demolished shall be inspected for the presence of asbestos-containing materials and unless subject to exemptions, the appropriate response actions shall be undertaken (See Section 110.3 of the Virginia Uniform Statewide Building Code). The form below shall be completed by all applicants for building permits to renovate or demolish a building or structure. This form must be signed by the owner or an authorized agent of the owner and one of the applicable boxes must be checked.

**ASBESTOS CERTIFICATION FORM**

Building Permit #: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Owner Address:

Address Where Work is to Be Performed:

Tax Map ID: \_\_\_\_\_



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### ASBESTOS CERTIFICATION FORM CONTINUED

**As owner, or owner's agent, of the above building, I certify that: (check applicable box)**

The building permit for the original construction of the building listed above was issued after January 1, 1985; therefore, the building is not subject to asbestos certification requirements.

The above building is a single-family dwelling, or is a residential building containing four or fewer dwelling units, which will not be used either as a commercial building or as a public development project, and is, therefore, exempt from asbestos licensing requirements.

The combined amount of regulated asbestos-containing material involved in the renovation or demolition is less than 260 linear feet of pipes, or less than 160 square feet on other facility components, or less than 35 cubic feet of facility components where length or area could be not measured previously, and is, therefore, exempt from asbestos licensing requirements.

The affected portions of the above building have been inspected for the presence of asbestos by an individual licensed to perform such inspections pursuant to §54.1-503 of the *Code of Virginia, 1950* and that no asbestos-containing materials were found.

The affected portion of the above building has been inspected for the presence of asbestos by an individual licensed to perform such inspections pursuant to §54.1-503 of the *Code of Virginia, 1950* and that appropriate response actions will be undertaken with the requirements of NESHAPS (40 CFR 61, SUBPART M) and the asbestos worker requirements established by OSHA (29 CFR 1926.1101).

The building permit application is only for repair or replacement of roofing, floor covering, or siding materials. The materials to be repaired or replaced are assumed to contain friable asbestos and the appropriate response actions will be accomplished by a licensed asbestos contractor or a licensed asbestos roofing/flooring/siding contractor. (THIS OPTION IS NOT PERMITTED FOR SCHOOLS PER VUSBC §110.3)

In addition to the above, I also certify that any asbestos abatement area will not be occupied until all response actions have been completed and final levels for re-occupancy of the abatement area shall be 0.01 or fewer asbestos fibers per cubic centimeter if determined by Phase Contrast Microscopy analysis (PCM) or 70 or fewer fibers per square millimeter if determined by Transmission Electron Microscopy analysis (TEM).

\_\_\_\_\_  
Signature of Owner or Agent

\_\_\_\_\_  
Date

Note: While proper completion of this form satisfies §110.3 of the 2012 Virginia Uniform Statewide Building Code for permit issuance, notification of applicable state agencies may be required.