



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 ZONING APPLICATION FOR RENOVATIONS, ADDITIONS, ACCESSORY STRUCTURES

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	
	Tradesman Affidavit (one per trade required)	
	Water/Sewer Availability & Connection Form	
	A signed Agreement in Lieu of Erosion & Sediment Control Plan	
	Two (2) sets of Building Construction Plans & Site Plans	
	A Completed Colonial Beach Driveway Entrance Permit (PW's Dept.)	
	A Bond or Letter of Credit for Erosion & Sediment Control	
	A Bond or Letter of Credit for the Driveway Permit	
	Town of Colonial Beach Business License	
	Documentation of Stormwater Permit Issuance	
	If Residential to Commercial – See Change of Use Check List	
	If applicable, a completed Permit Application	
	and Notification For Asbestos Removal and Demolition	

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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&S bond is refunded upon inspection showing 80% lot coverage (grass). ** Entrance bond is refunded upon final inspection by Public Works.</p>			

- ✧ Cash or Check made payable to "Town of Colonial Beach"
- ✧ Should you have questions regarding the requirements, please submit a permit application to the Virginia Department of Labor and Industry
- ✧ 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 <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 \$1000 per tree removed plus a double permit fee.
- ✧ In order to receive a CO for newly constructed buildings or single family dwellings, the permit holder must first plant two 2.5" caliper trees from the "Native Species List" in the front yard of the lot on which the newly constructed building is located.
- ✧ When the trees are planted, call for an inspection. Once verified by the staff a CO may be issued.

THE TOWN OF COLONIAL BEACH, VIRGINIA



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ZONING APPLICATION FOR RENOVATIONS, ADDITIONS, ACCESSORY STRUCTURES

Application Date:

Permit Number:

Type:

Zoning application is hereby made for a renovation or addition to Principal Structure 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)

Check all that apply

- | | | | | |
|--------------------------------------|---|---|-------------------------------------|---|
| <input type="checkbox"/> Residential | <input type="checkbox"/> Renovation | <input type="checkbox"/> Site Plan Review | <input type="checkbox"/> Electric | <input type="checkbox"/> Land Disturbance |
| <input type="checkbox"/> Commercial | <input type="checkbox"/> Addition | <input type="checkbox"/> Acc. Structure | <input type="checkbox"/> Mechanical | <input type="checkbox"/> Addendum/Renewal |
| <input type="checkbox"/> Plumbing | <input type="checkbox"/> Other - Specify: | | | |

Owner Information

Name

Daytime Telephone No.

Mailing Address 1

Mailing Address 2

E-mail Address

Fax Number

Cell Number

Builder/ Applicant

Name

Daytime Telephone No.

Mailing Address 1

Mailing Address 2

Same as
Owner

E-mail Address

Cell Number

Property Information / Address			
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			

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PLEASE FILL IN ALL AREAS RELEVANT TO THE PERMIT BEING REQUESTED

Building Use		No. of Rooms		No. of Bedrooms		Stories	
Use Group		Occupant Load		Overall Height of Structure			
Water / Sewer	New	Existing	Other Building Codes & Notes:				

Construction	Framed	Modular	Other/Specify:			Year	
Foundation	Masonry	Formed Concrete	Treated Wood	Pre-Cast Concrete	On Frame	Off Frame	
Square Footage	^{1st} Floor		^{2nd} Floor		^{3rd} Floor		Total sq. ft.
Basement Sq Ft	Finished		Unfinished		Partial	Crawlspace	
Walls	Wood Frame	Masonry Bearing	Structural Steel	Reinforced Concrete	Other/ specify		
Exterior	Brick	Wood	Vinyl	Aluminum	Stone	Other	
Roof	Manufactured Trusses		Field Frame	Other/specify:			

Garage	Detached	Attached	Length		Width		Sq. ft.		Height	
Porch/Stoop	Front	Rear	Length		Width		Sq. ft.		Height	
Deck/Patio	Front	Rear	Length		Width		Sq. ft.		Height	
Ramp	Front	Rear	Length		Width		Sq. ft.		Height	
Shed	Framed	Pre-Manuf.	Length		Width		Sq. ft.		Height	
Carport	Framed	Pre-Manuf.	Length		Width		Sq. ft.		Height	

Electrical	New	Existing	Upgrade	Temporary	Disconnect	Amps:	
Mechanical	Heat Type:		Fuel Type:		Replacement		Hood
Plumbing	# Full Bath(s):		# Half Bath(s):		Replace lines		Repairs
Fireplace	Wood	Electric	Gas Logs	Wood Stove			
Chimney	Manu	Masonry	Other/Specify:				
Water Heater	Gas	Electric	Other/specify:				
Tank / Gas lines	New	Replacement	Above ground	Under Ground			
Generator	Type		Fuel Source	Permanent		Portable	

Alarms / Amusements	Type:	Number:	
Tent	Size:	Occupant Load:	Cooking
Landscaping	Total Trees Removed:		

Description of Work (Required):	
Estimated Cost of Work to be Performed:	

CHESAPEAKE BAY PRESERVATION OVERLAY DISTRICT

Environmental Information	Square feet of Lot	Square feet of structure to be built (length X width)
Square feet of structures/uses (to be built or existing)		
Principal Structure (footprint) square feet:		
Porches, Decks, Stoops:		
Driveway & Sidewalk/Patio:		
Garage/Carport/Shed:		
Pool:		
Other Impervious Surface Square Feet:		
Total Square footage of all above impervious surfaces:		
Impervious Surface Ratio (%):		

(↑This chart must be filled in – do not reference “See site plan”)

Other Information or notes to be provided here:

Note: This Page is for office use only

RESIDENTIAL COMMERCIAL

Gen. Zoning Fees	
Plan Review (Site)	
911 Address Fee	
Land Disturbing (E&S)	
Addendum/Renewal	
Other	
TOTAL ZONING FEES	

Bonds required	
Driveway	
E&S	
Water/sewer	
Sidewalk	

REQUIRED SIGNATURES

Property Zoned as:				
Rezoning / Special Exception #		Proffers / Conditions	Yes	No
Height Requirements				
Principal Structure	Proposed:	Maximum permitted:		
Accessory Structure	Proposed:	Maximum permitted:		
Census Tract:				
Flood Hazard District	Yes	No	F.I.R.M No.	
Parking Required	Yes	No	How many spaces?	
Setbacks:				
		Not Applicable	Corner Lot	
Front	Proposed		Required	
Back	Proposed		Required	
Right	Proposed		Required	
Left	Proposed		Required	
Comments by Zoning Administrator				

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

Zoning Admin Date

Environmental Planner Date

Building Official/Inspector Date

Comments by Building Official/Inspector



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TRADESMAN AFFIDAVIT

I, _____, am installing Electrical/Plumbing/Mechanical/Gas
(circle appropriate category)

at _____ . My company name is _____
(address/tax map#)

_____. I have all licenses and certifications required by the State of Virginia and the Town of Colonial Beach. Copies of my applicable licenses and certifications are attached.

Signature

Date

THIS AFFIDAVIT MUST BE COMPLETED PRIOR TO PERMIT ISSUANCE. ATTACH COPY OF VIRGINIA LICENSE, TRADESMAN CERTIFICATION CARD, TOWN BUSINESS LICENSE.



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WATER/SEWER AVAILABILITY & CONNECTION REQUEST

I, _____, hereby submit this request for connection to the Town of Colonial Beach's water/sewer systems.

The location of the property is:

Street(s): _____

Tax Map Number: _____

Subdivision: _____

Property Owner's Name: _____

E-mail: _____ Telephone Number: _____

➤ **Department of Planning & Community Development**

Permit Number: _____

➤ **Availability - To be completed by Director of Public Works:**

- Yes, water and sewer are available for connection at this location
 No, water and sewer are NOT currently available for connection at this location. Connections cannot be completed until an engineered plan is submitted, approved, bonded, and installed.

Signature of Public Works Director _____ Date _____

- Upon Completion Forward to: Finance Department

➤ **To be completed by Director of Finance**

Payment received on _____ in the amount of \$ _____
mm/dd/yy

Signature of Finance Director _____ Date _____

- Upon Completion Forward to: Town Manager

➤ **To be completed by Director of Public Works:**

Connection completed on _____
mm/dd/yy

Signature of Public Works Director _____ Date _____

- Upon Completion Forward to: Finance Department

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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/ Agent: _____

Party responsible for Erosion and Sediment Control and Certification Number

Name: _____

Certification #: _____

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**AGREEMENT IN LIEU OF A STORMWATER MANAGEMENT
PLAN SINGLE-FAMILY DETACHED RESIDENTIAL STRUCTURE**

CONSTRUCTION ACTIVITY OPERATOR:

Name: _____

Contact: _____

Mailing Address: _____

City, State, Zip: _____

Email: _____

LOCATION OF SINGLE-FAMILY DETACHED RESIDENTIAL STRUCTURE:

Address/Description of Location: _____

City, State, Zip: _____

County (if not located within a City): _____

In place of a Stormwater Management Plan for the construction of this single-family detached residential structure, I agree to comply with the requirements of this Agreement in Lieu of a Stormwater Management Plan (or other requirements as established by the Department when necessary) to ensure compliance with the applicable post-construction stormwater management provisions of the Virginia Stormwater Management Program (VSMP) Regulations.

REQUIREMENTS:

- As required by the Construction General Permit (VAR10), a copy of this signed and dated Agreement in Lieu of a Stormwater Management Plan shall be maintained in my Stormwater Pollution Prevention Plan (SWPPP) for the construction activity.
- Post-construction runoff from the property shall be minimized to the maximum extent practicable and shall be controlled to prevent flooding or erosion damage from occurring on adjacent or downstream properties. In meeting this requirement, I agree to direct:
 - Runoff from rooftops as non-erosive sheet flow to well-vegetated areas on the property to the maximum extent practicable;
 - Runoff from on-lot impervious surfaces (e.g. driveways, parking areas, sidewalks) as non-erosive sheet flow to well-vegetated areas on the property to the maximum extent practicable; and
 - Runoff from lawns as non-erosive sheet flow to undisturbed naturally-vegetated areas on the property to the maximum extent practicable.

I fully understand that not complying may result in the revocation of this Agreement in Lieu of a Stormwater Management Plan and that the submission of a project-specific Stormwater Management Plan in accordance with 9VAC25-870-55 of the VSMP Regulations may be required.

This Agreement in Lieu of a Stormwater Management Plan does not authorize land disturbance. Land disturbing activities cannot begin until the applicable Virginia Erosion and Sediment Control Program (VESCP) Authority provides authorization.

Printed Name: _____ Title: _____

Signature: _____ Date: _____