



# 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

<b>Applicant</b>	<b>ITEMS REQUIRED</b>	<b>Staff</b>
	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	

**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>

**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
<b>\$1500*</b>	<b>\$2500 + \$100* for each 1/10 acre over 2.0 acres</b>	<b>\$1500*</b>	<b>\$1000 Bond** plus \$100 Permit Fee</b>
<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>			

- ✧ 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



## DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT

315 Douglas Avenue, Colonial Beach, VA 22443  
Phone: (804) 224-7506 Fax: (804) 224-7185  
[www.colonialbeachva.gov](http://www.colonialbeachva.gov)

### 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:     |   |                                     |   |

#### 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			

This space left intentionally blank

**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	<sup>1st</sup> Floor		<sup>2nd</sup> Floor		<sup>3rd</sup> 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:

---



---



---



---



---



---



---



