

**King and Queen County, Virginia  
Land Disturbance, Zoning, and Building Permit Applications**

P.O. Box 177

King and Queen C.H., VA 23085

Tele: 804-785-5975 or 804-769-5000 -- Fax: 804-785-5999 or 804-769-5070

[www.kingandqueenco.net](http://www.kingandqueenco.net)

Permit Application for:     Land Disturbance     Zoning     Building

**GENERAL INFORMATION**

This application will not be processed until all of the information requested is provided. Incomplete information will delay the permit process. No permit will be issued for a swimming pool unless proper fencing/barrier plans are included. Permit(s) must be posted on the property so as to be visible from the road.

Clearing of land prior to approval and issuance of a land disturbance permit will result in a notice of violation, and the property owner may be summoned to court.

Manufactured homes must be skirted. If replacing an old home with a new one, the old home must be removed within 60 days of occupancy of the new home.

**This office must issue a Certificate of Occupancy prior to the occupation of a dwelling, manufactured home, or any commercial or industrial building. The Health Department (telephone: 785-6154) must issue an Operations Certificate before this office will issue a Certificate of Occupancy.**

Applicant's Name: \_\_\_\_\_

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

Phone Numbers: (Home) \_\_\_\_\_ (Business) \_\_\_\_\_ (Cell) \_\_\_\_\_

E-mail: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

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

Phone Numbers: (Home) \_\_\_\_\_ (Business) \_\_\_\_\_ (Cell) \_\_\_\_\_

**DETAILED DESCRIPTION OF PROJECT**

New     Reconstruction/Remodel     Addition     Other (specify) \_\_\_\_\_

Driveway     Drainfield     House     Garage     Other (specify) \_\_\_\_\_

**PROPERTY INFORMATION**

Tax Map No. \_\_\_\_\_ Magisterial District: \_\_\_\_\_

911 Address (if applicable) \_\_\_\_\_

Detailed directions to the project site from the Courthouse (use 911 addresses and street names): \_\_\_\_\_

Parcel Size: \_\_\_\_\_ Acres    Deed Book/ Page No. \_\_\_\_\_    Plat Book/Page No. \_\_\_\_\_

**ZONING AND LAND DISTURBANCE GENERAL PERMIT INFORMATION**

**Illustrate the Following Information on Your SURVEY or PLAT:**

1. Size of proposed structure: Length: \_\_\_\_\_ feet Width: \_\_\_\_\_ feet Height: \_\_\_\_\_
2. Distances from property lines to proposed structure(s): Front: \_\_\_\_\_ feet Left Side: \_\_\_\_\_ feet Right Side: \_\_\_\_\_ feet Rear: \_\_\_\_\_ feet
3. Show location and dimensions (including width, length, and height) of all existing structures on the property. Specify the use of these structures.
4. Location and identification of any structures to be removed from the property.
5. Distance in feet from any rivers, creeks, streams, swamps, or waterways on and adjacent to property.
6. Location of construction entrance / driveway.
7. Primary drain field and reserve drain field locations.
8. Location of any private stables and other facilities used for keeping horses or livestock.
9. Location of silt fence, if required.

**Attach the Following Items to Your Permit Application:**

1. VDOT approval for all new entrances proposed off of a State Road       Yes  No  N/A
2. Approved health permit for primary and reserve drain fields                       Yes  No  N/A
3. Complete copy of DCR-Virginia SWPP Registration Statement                       Yes  No  N/A
4. Signed Land Disturbance Permit Responsibility Sheet                                       Yes  No

An on-site inspection will be conducted of your project when the following has been completed:

- The last name of the property owner is posted on the road frontage at the proposed driveway location.
- The limits of clearing and/or grading are marked and/or flagged on site (to include driveway, drainfield, house site, area proposed to be cleared around the house site, etc.).
- Marking on site of at least the four corners of all proposed structures (*i.e.*, house, garage, shed, drainfield, etc.).

**ZONING PERMIT INFORMATION**

**Current Use:**  Vacant  Residential  Commercial  Agricultural  Industrial  Unclassified

**Proposed Use:**  Residential  Commercial  Agricultural  Industrial  Unclassified

**Affidavit**

The information provided herein is accurate to the best of my knowledge, information, and belief. I certify that all property corners have been clearly staked and flagged and that all construction will conform with the King and Queen County Zoning Ordinance and to the description contained in the application and site plan. All materials included with this application hereby become part of this application. Furthermore, I grant permission to the Zoning Administrator and other County Officials to enter the property and to conduct such investigations and tests as they deem necessary. I shall be responsible for readjusting any footing placement that is found not to be in conformance with property zoning and/or required setbacks from the roads and property boundaries.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**LAND DISTURBANCE PERMIT INFORMATION**

Total area of proposed land disturbance (e.g., 150'x150' or 2.5 acres): \_\_\_\_\_

**Land Disturbance Contractor Information:**

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

**Affidavit**

**For Single Family Dwellings Only:**

In lieu of submission of an erosion and sediment control plan for the construction of this single-family dwelling, I agree to comply with any reasonable requirements determined to be necessary by the King and Queen County Environmental Codes Compliance Officer. Such requirements shall be based on the conservation standards contained in the County's Erosion and Sediment Control Ordinance and shall represent at least the minimum practices necessary to provide adequate control of erosion and sedimentation resulting from this project.

All areas stripped of vegetation shall be stabilized within 7 days of final grading with permanent vegetation or protective ground cover suitable for the growing season. A gravel construction entrance at least 70-feet long shall be provided on all driving surfaces that intersect paved roads. A silt fence will be installed at the limits of clearing where necessary.

I further understand that failure to comply with such requirements within 3 working days following notice by the County's Environmental Codes Compliance Officer may result in citation for violation of the County's Erosion and Sediment Control Ordinance.

I further grant the right-of-entry onto this property, as described above, to designated King and Queen County personnel for the purposes of inspecting and monitoring compliance with the County's Erosion and Sediment Control Ordinance.

Signature of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

**For Non-Residential Projects Only:**

**Responsible Land Disturber Information:**

Name: \_\_\_\_\_ Phone No. \_\_\_\_\_

RLD No. \_\_\_\_\_ Expiration Date: \_\_\_\_\_

E&S Plan Prepared by: \_\_\_\_\_ Date of Plan: \_\_\_\_\_ Revisions: \_\_\_\_\_

Title of E&S Plan: \_\_\_\_\_

**Affidavit**

I hereby certify that I fully understand and accept responsibility for carrying out the provisions of the Erosion and Sediment Control Ordinance of King and Queen County, Virginia, for the project referenced herein as approved by the County. I further grant the right-of-entry onto this property, as described above, to the designated personnel of King and Queen County for the purposes of inspecting and monitoring compliance with the County Ordinance.

Signature of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

**BUILDING PERMIT INFORMATION**

**Type of Improvement:** \_\_\_\_\_

- |   |                         |                  |
|---|-------------------------|------------------|
| (A) New Building                            | (F) Swimming Pool / Spa | (J) Sign         |
| (B) Addition, Alteration                    | (G) Garage              | (K) Deck, Porch  |
| (C) Heating / Cooling System                | (H) Carport             | (L) Fence        |
| (D) Demolition                              | (I) Shed, Pole Barn     | (M) Other: _____ |
| (E) Manufactured/Modular Home (year): _____ |                         |                  |

**Proposed Use:** \_\_\_\_\_

- |                            |                              |
|----------------------------|------------------------------|
| (A) Single-family dwelling | (B) Multiple-family dwelling |
| (C) Commercial             | (D) Industrial               |

**Total Cost of Improvement: \$** \_\_\_\_\_

- |                                    |                         |                          |
|------------------------------------|-------------------------|--------------------------|
| (A) Electrical: ____ amps \$ _____ | (B) Plumbing: \$ _____  | (C) Mechanical: \$ _____ |
| (D) Gas: \$ _____                  | (E) Generator: \$ _____ |                          |

**Type of Sewage Disposal:** \_\_\_\_\_ (A) Private (septic tank) (B) Public

**Water Supply:** \_\_\_\_\_ (A) Private (well) (B) Public

# of Bedrooms: \_\_\_\_\_ # of Bathrooms: \_\_\_\_\_ Total Sq. Footage: \_\_\_\_\_ No. of Stories: \_\_\_\_\_

**Building Contractor Information:**

License No. \_\_\_\_\_  
Expiration Date: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_  
Zip Code: \_\_\_\_\_  
Phone No. \_\_\_\_\_  
Fax No. \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

**Electrical Contractor Information:**

License No. \_\_\_\_\_  
Expiration Date: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_  
Zip Code: \_\_\_\_\_  
Phone No. \_\_\_\_\_  
Fax No. \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

**Plumbing Contractor Information:**

License No. \_\_\_\_\_  
Expiration Date: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_  
Zip Code: \_\_\_\_\_  
Phone No. \_\_\_\_\_  
Fax No. \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

**Mechanical Contractor Information:**

License No. \_\_\_\_\_  
Expiration Date: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_  
Zip Code: \_\_\_\_\_  
Phone No. \_\_\_\_\_  
Fax No. \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

**Mechanics Lien Agent Information:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_  
Zip Code: \_\_\_\_\_  
Phone No. \_\_\_\_\_  
Fax No. \_\_\_\_\_

**Gas/GFC Contractor Information:**

License No. \_\_\_\_\_  
Expiration Date: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_  
Phone No. \_\_\_\_\_  
Fax No. \_\_\_\_\_

**BUILDING PERMIT INFORMATION (CONT'D.)**

**Affidavit**

I affirm that I am the owner of a certain tract or parcel of land located at \_\_\_\_\_ and that I have applied for a building permit. I affirm that I am familiar with the prerequisites of Section 54.1-1111 of the Code of Virginia (below) and that I am not subject to licensure as a contractor or subcontractor.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

**Witness:**  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

**§ 54.1-1111. Prerequisites to obtaining building, etc., permit.**

*Any person applying to the building inspector or any other authority of a county, city, or town in this Commonwealth, charged with the duty of issuing building or other permits for the construction of any building, highway, sewer, or structure, or any removal, grading or improvement shall furnish prior to the issuance of the permit, either (i) satisfactory proof to such inspector or authority that he is duly licensed or certified under the terms of this chapter to carry out or superintend the same, or (ii) file a written statement, supported by an affidavit, that he is not subject to licensure or certification as a contractor or subcontractor pursuant to this chapter. The applicant shall also furnish satisfactory proof that the taxes or license fees required by any county, city, or town have been paid so as to be qualified to bid upon or contract for the work for which the permit has been applied.*

*It shall be unlawful for the building inspector or other authority to issue or allow the issuance of such permits unless the applicant has furnished his license or certificate number issued pursuant to this chapter or evidence of being exempt from the provisions of this chapter.*

**OFFICE USE ONLY:**

These are **YOUR RESPONSIBILITIES** as a permit holder for erosion and sediment control on your site:

- [ ] A VDOT CE-7 permit is required prior to any work being done in VDOT's right-of way (state roads).
- [ ] A Virginia Stormwater Management Program Permit required through the Virginia Department of Conservation and Recreation's (DCR) Stormwater Management Program must be submitted to DCR.
- [ ] A gravel construction entrance constructed of VDOT #1 stone with filter fabric underneath is to be installed before construction traffic is to have access to the site. Gravel is to be replenished as necessary. If sediment is tracked onto a hard surfaced road, the road is to be cleaned at the end of the day.
- [ ] Install and maintain erosion and sediment control measures, as shown on your approved survey or plat.
- [ ] Silt fence MUST be entrenched into a 4" x 4" trench and backfilled.
- [ ] Seed newly graded areas immediately after land disturbance is complete and water and maintain until grass is established.
- [ ] If site is not satisfactorily stabilized (ie. grass is established and mowable) at final site inspection, a surety will be required prior to issuing a temporary certificate of occupancy. A PERMANENT CO WILL NOT BE ISSUED UNTIL THE SITE IS STABILIZED. Surety will be returned/released once the site is stabilized.

I, \_\_\_\_\_, the permit holder for the land disturbing activities proposed on Tax Map # \_\_\_\_\_, do understand my responsibilities under the land disturbing permit that has been granted and certify that the above items will be followed.

\_\_\_\_\_  
Applicant / Date



# COMMONWEALTH of VIRGINIA

DEPARTMENT OF ENVIRONMENTAL QUALITY

## AGREEMENT IN LIEU OF A STORMWATER MANAGEMENT PLAN

### SINGLE-FAMILY DETACHED RESIDENTIAL STRUCTURE

#### Construction Activity Operator:

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

Contact: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Email address (if available): \_\_\_\_\_

#### Location of Single-Family Detached Residential Structure:

Address (if no 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 local Virginia Erosion and Sediment Control Program (VESCP) Authority provides authorization.

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

**(Please sign in INK. This certification must be signed by the operator of the construction activity identified above)**