

King & Queen County, Virginia

Land Disturbance, Zoning & Building Checklist

P.O. Box 177

King & Queen C.H., VA 23085

(804) 785-5975 or (804) 769-5000

www.kingandqueenco.net

The following items must be included with all permit applications at the time of submittal.

- [] A copy of your recorded property plat, survey, or deed.
- [] The property is posted at the proposed driveway location on road frontage with the last name of the property owner.
- [] The limits of clearing and/or grading are marked and/or flagged on site, including proposed buildings, driveway/entrances, drainfield and well.
- [] The total area (in acres or square feet) of land to be cleared or graded is provided on the permit application and your site sketch/plan (Example: 200 ft. x 200 ft. = 40,000 sq. ft.)
- [] A copy of your health permit (perk/drain field permit) and/or approved SAP
- [] If the construction is to be performed by the owner, a signed affidavit is required.
- [] If construction is performed by a contractor, contractor information must be provided (copies of contractor's license may be required with submittal, if not on file with county) and possible proof of current KQ County Business License.
- [] If a residential project an In Lieu of Agreement for Erosion and Sediment Control Plan must be signed by the owner.
- [] If not a single family dwelling, Responsible Land Disturber (RLD) contact information & RLD # must be provided on the application as well as an Erosion and Sediment Control Plan.
- [] At least (2) two sets of building plans.
- [] Erosion control measures are required to be shown on the plan. Indicate the proposed locations for the installation of silt fence and a stone construction entrance.
- [] If installing a new driveway off of a state road, you must obtain VDOT approval for driveway location in VDOT's right-of-way.
- [] Show the location of any streams, ponds, surface waters, or wetlands on the lot or within 100 feet of the lot's property lines. Show RPA (Resource Protection Area) boundaries and corresponding 100-foot buffers from construction from it.
- [] Indicate the distance of proposed buildings and/or land disturbance from streams, wetlands and other water sources (if less than 100 feet, a Chesapeake Bay Modification Approval is Required)
- [] Identify the locations and dimensions of any proposed or existing drain fields or wells, buildings, driveway/entrance on the site sketch/plan.
- [] Identify any proposed cut and fill areas and identify existing drainage ways with arrows.
- [] Completed permit application with all required information including contractor, owner, (a clear and concise) description of work, directions to construction site, building information, value of work, and utility services.
- [] Complete Floodplain Application if development is in a floodplain.

Notice:

*Incomplete information will delay the building permit process and will be considered incomplete/denied until all required information is provided.

*Conducting work without a permit is a violation and permit fees will be doubled.

*No Permit will be issued for a swimming pool unless fencing/barrier plans are submitted.

*Please post your permit(s) so that they are visible from the road.

*Manufactured homes must be skirted and if this is a replacement home, the old home needs to be removed within 60 days of occupancy of the new home. An Operations Certificate is required from the Health Department before a Certificate of Occupancy can be issued.

***A certificate of occupancy issued by this office is required prior to occupying a dwelling, manufactured home, commercial or industrial building.**

Quick Reference for Complete Application Submissions

1. 2 sets of construction plans.
2. Site sketch submitted for zoning and/or land disturbance
3. Copy of health permit for well and septic or SAP
4. Copy of VDOT entrance permit (if new entrance is proposed)
5. Complete Floodplain application (if located in a floodplain)
6. Payment for all permits applied for