



# 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.net](http://www.colonialbeachva.net)

### APPLICATION CHECK LIST FOR A NEW PRINCIPAL STRUCTURE OR RENOVATIONS/ADDITIONS TO AN EXISTING PRINCIPAL STRUCTURE

In order to process your building 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.

#### NEW STRUCTURE PERMIT APPLICATION CHECKLIST

APPLICANT	ITEMS REQUIRED	STAFF
<input type="checkbox"/>	<b>Permit Fees Due at Time of Application Submission</b> Cash or Check made payable to "Town of Colonial Beach"	<input type="checkbox"/>
<input type="checkbox"/>	A <b>Completed</b> and <b>Signed</b> Building/Zoning Permit Application	<input type="checkbox"/>
<input type="checkbox"/>	Tradesman Affidavit (one per trade required)	<input type="checkbox"/>
<input type="checkbox"/>	Water/Sewer Availability & Connection Form	<input type="checkbox"/>
<input type="checkbox"/>	A signed Agreement in Lieu of Erosion & Sediment Control Plan	<input type="checkbox"/>
<input type="checkbox"/>	Two (2) sets of Building Construction Plans	<input type="checkbox"/>
<input type="checkbox"/>	Two (2) copies of Site Plan	<input type="checkbox"/>
<input type="checkbox"/>	A Completed Colonial Beach Driveway Entrance Permit (Public Works Dept.)	<input type="checkbox"/>
<input type="checkbox"/>	A Bond or Letter of Credit for Erosion & Sediment Control	<input type="checkbox"/>
<input type="checkbox"/>	A Bond or Letter of Credit for the Driveway Permit	<input type="checkbox"/>
<input type="checkbox"/>	Town of Colonial Beach Business License	<input type="checkbox"/>
<input type="checkbox"/>	Documentation of Stormwater Permit Issuance	<input type="checkbox"/>
<input type="checkbox"/>	If Residential to Commercial - See Change of Use Check List	<input type="checkbox"/>
<input type="checkbox"/>	If applicable, a completed Permit Application and Notification For Asbestos Removal and Demolition. *Should you have questions regarding the requirements, please submit a permit application to the Virginia Department of Labor and Industry	<input type="checkbox"/>

#### 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
* E&S bond is refunded upon inspection showing 80% lot coverage (grass). ** Entrance bond is refunded upon final inspection by Public Works.			

- 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 \$1000 per tree removed plus a double permit fee.**
- In order to receive a Certificate of Occupancy 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, please call for an inspection. Once verified by staff, a CO may be issued.



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### ZONING APPLICATION FOR NEW PRINCIPAL STRUCTURE OR RENOVATIONS/ADDITIONS TO PRINCIPAL STRUCTURE

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

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

Deposit	Type:	Amount: \$	DH#:
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Zoning application is hereby made for a New Principal Structure or Renovation/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)**

<b>PLEASE CHECK PERMIT TYPE(S)</b>	<input type="checkbox"/> Zoning	<input type="checkbox"/> Building		
<b>Check all that apply</b>	<input type="checkbox"/> New SFD	<input type="checkbox"/> Site Plan Review	<input type="checkbox"/> Electric	<input type="checkbox"/> Land Disturbance
<input type="checkbox"/> Residential	<input type="checkbox"/> Renovation	<input type="checkbox"/> Bldg. Plan Review	<input type="checkbox"/> Mechanical	<input type="checkbox"/> Addendum/Renewal
<input type="checkbox"/> Commercial	<input type="checkbox"/> Addition	<input type="checkbox"/> Acc. Structure	<input type="checkbox"/> Plumbing	<input type="checkbox"/> Other: _____

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

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

**PLEASE FILL IN ALL AREAS RELEVANT TO THE PERMIT BEING REQUESTED**

<b>Building Use</b>		No. of Rooms	No. of Bedrooms	Stories
<b>Use Group</b>		Occupant Load	Overall Height of Structure	
<b>Water / Sewer</b>	<input type="checkbox"/> New	<input type="checkbox"/> Existing	<input type="checkbox"/> Other Building Code Notes:	

<b>Construction</b>	<input type="checkbox"/> Framed	<input type="checkbox"/> Modular	<input type="checkbox"/> Other (specify):			Year
<b>Foundation</b>	<input type="checkbox"/> Masonry	<input type="checkbox"/> Formed Concrete	<input type="checkbox"/> Treated Wood	<input type="checkbox"/> Pre-Cast Concrete	<input type="checkbox"/> On Frame	<input type="checkbox"/> Off Frame
<b>Square Footage</b>	1 <sup>st</sup> floor sq. ft.		2 <sup>nd</sup> floor sq. ft.	3 <sup>rd</sup> floor sq. ft.	Total sq. ft.	
<b>Basement</b>	<input type="checkbox"/> Finished	Sq. ft.	<input type="checkbox"/> Unfinished	Sq. ft.	<input type="checkbox"/> Partial	<input type="checkbox"/> Crawlspace
<b>Walls</b>	<input type="checkbox"/> Wood Frame	<input type="checkbox"/> Masonry Bearing	<input type="checkbox"/> Structural Steel	<input type="checkbox"/> Reinforced Concrete	<input type="checkbox"/> Other	
<b>Exterior</b>	<input type="checkbox"/> Brick	<input type="checkbox"/> Wood	<input type="checkbox"/> Vinyl	<input type="checkbox"/> Aluminum	<input type="checkbox"/> Stone	<input type="checkbox"/> Other
<b>Roof</b>	<input type="checkbox"/> Manufactured Trusses		<input type="checkbox"/> Field Frame	<input type="checkbox"/> Other (specify):		

<b>Garage</b>	<input type="checkbox"/> Detached	<input type="checkbox"/> Attached	Length	Width	Sq. ft.	Height
<b>Porch/Stoop</b>	<input type="checkbox"/> Front	<input type="checkbox"/> Rear	Length	Width	Sq. ft.	Height
<b>Deck/Patio</b>	<input type="checkbox"/> Front	<input type="checkbox"/> Rear	Length	Width	Sq. ft.	Height
<b>Ramp</b>	<input type="checkbox"/> Front	<input type="checkbox"/> Rear	Length	Width	Sq. ft.	Height
<b>Shed</b>	<input type="checkbox"/> Framed	<input type="checkbox"/> Pre-Manufactured	Length	Width	Sq. ft.	Height
<b>Carport</b>	<input type="checkbox"/> Framed	<input type="checkbox"/> Pre-Manufactured	Length	Width	Sq. ft.	Height

<b>Electrical</b>	<input type="checkbox"/> New	<input type="checkbox"/> Existing	<input type="checkbox"/> Upgrade	<input type="checkbox"/> Temporary	<input type="checkbox"/> Disconnect	Amps:
<b>Mechanical</b>	Heat Type:		Fuel Type:		<input type="checkbox"/> Replacement	<input type="checkbox"/> Hood
<b>Plumbing</b>	# Full Bath(s):		# Half Bath(s):		<input type="checkbox"/> Replace lines	<input type="checkbox"/> Repairs
<b>Fireplace</b>	<input type="checkbox"/> Wood	<input type="checkbox"/> Electric	<input type="checkbox"/> Gas Logs	<input type="checkbox"/> Wood Stove		
<b>Chimney</b>	<input type="checkbox"/> Manufactured		<input type="checkbox"/> Masonry	<input type="checkbox"/> Other (specify):		
<b>Water Heater</b>	<input type="checkbox"/> Gas	<input type="checkbox"/> Electric	<input type="checkbox"/> Other (specify):			<input type="checkbox"/> Replacement
<b>Tank / Gas lines</b>	<input type="checkbox"/> New	<input type="checkbox"/> Replacement	<input type="checkbox"/> Above ground	<input type="checkbox"/> Underground		
<b>Generator</b>	Type		Fuel Source		<input type="checkbox"/> Permanent	<input type="checkbox"/> Portable

<b>Alarms / Amusements</b>	Type:	Number:	
<b>Tent</b>	Size:	Occupant Load:	<input type="checkbox"/> Cooking
<b>Landscaping</b>	Total Trees Removed:		

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

<b>Mechanic Lien Agent</b>	Name	Telephone No.
<input type="checkbox"/> None Designated	Mailing Address	

General Contractor / Subcontractor Information	State Contractor's License No. & Class	State Tradesman Certification No.	Colonial Beach Business License No.

I certify that all licenses and certifications required by the State of Virginia and the Town of Colonial Beach are current at the time of application. Please notify this office immediately of any changes to the above-noted subcontractors. A complete list of subcontractors will be submitted prior to 1<sup>st</sup> inspection.

Print Name	Contractor Signature	Date
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**ALL BUILDERS OR OWNER-DEVELOPERS THAT CONTRACT TO BUILD FOR OTHERS ON PROPERTY THAT THE BUILDER OR OWNER-DEVELOPER OWNS, MUST BE LICENSED UNDER THE PROVISIONS OF § 54.1-1101 CODE OF VIRGINIA**

**Owner's Affidavit** (Acting as contractor) 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 §54.1-1101 of the Code of Virginia and I am not subject to licensure as a contractor or subcontractor. I also affirm that I will be responsible for meeting the code standards.

I further affirm that I will:  reside in this house for at least 24-months  
 give this house to an immediate family member and they will live in this house for at least 24-months  
 Other (Explain) \_\_\_\_\_

Owner's signature	Notary signature
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Signed and acknowledged by \_\_\_\_\_ in the city or county of \_\_\_\_\_, of Virginia on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. In the presence of the undersigned witness. Notary No. \_\_\_\_\_ Expires: \_\_\_\_\_

**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 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. I also acknowledge that it is my responsibility to obtain any stormwater permit from the Commonwealth of Virginia.

Date	Owner or Applicant Signature	Please Print name
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Note: This Page is for office use only

<input type="checkbox"/> RESIDENTIAL	<input type="checkbox"/> COMMERCIAL
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Gen. Zoning Fees	
Plan Review (Site)	
911 Address Fee	
Land Disturbing (E&S)	
Addendum/Renewal	
Other	
<b>TOTAL ZONING FEES</b>	

<b>Bonds required</b>	
Driveway	
E&S	
Water/sewer	
Sidewalk	

**REQUIRED SIGNATURES**

<b>Property Zoned as:</b>				
Rezoning / Special Exception #			Proffers / Conditions <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Height Requirements</b>				
Principal Structure	Proposed:		Maximum permitted:	
Accessory Structure	Proposed:		Maximum permitted:	
Census Tract:				
Flood Hazard District <input type="checkbox"/> Yes <input type="checkbox"/> No F.I.R.M No.				
Parking Required <input type="checkbox"/> Yes <input type="checkbox"/> No How many spaces? _____				
Setbacks: <input type="checkbox"/> Not Applicable <input type="checkbox"/> Corner Lot				
Front	Proposed		Required	
Back	Proposed		Required	
Right	Proposed		Required	
Left	Proposed		Required	
Comments:				

<b>Zoning Administrator</b>		<b>Date</b>		
Tree Replantings:				
Chesapeake Bay District: <input type="checkbox"/> None <input type="checkbox"/> RMA <input type="checkbox"/> RPA				
RLD		RLD No.:		
Bond required at issuance? <input type="checkbox"/> Yes <input type="checkbox"/> No		Bond Amount: \$		
Comments:				

<b>Environmental Planner</b>		<b>Date</b>		
Comments:				

<b>Building Official/ Inspector</b>		<b>Date</b>		
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**CHESAPEAKE BAY PRESERVATION OVERLAY DISTRICT**

Environmental Information	Square Feet of Lot	Square feet of structure to be built (length X width)
<b>Square feet of structures/uses (to be built or existing)</b>		
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:

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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: \_\_\_\_\_

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➤ **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: \_\_\_\_\_