



Application for Plan of Development

Goochland County
Environment & Land Development
Office

Plan of Development Submittal Process

First Submittal

The following items are required when applying for a Plan of Development:

1. A completed **Plan of Development Application**. (enclosed)
2. A check for **Plan of Development fee(s)** (enclosed)
3. **Seven (7) sets of certified original stamped plans** for any commercial & residential development.
4. **Please Note: Your plans must include four (4) coordinate points in the Virginia State Plane South coordinate system on every plan sheet.**

If your project involves any land disturbance activity which disturbs over 10,000 square feet, you must also submit the following items with your application:

1. A completed **Land Disturbing Application**. (separate application)
2. A check for **Land Disturbing Permit fee(s)** (separate application)

Final Approval

The following items are required *before* final approval of all plans:

1. **Seven (7) sets of plans** to be signed by Community Development and/or VDOT. These plans must include four (4) coordinate points in the Virginia State Plane South coordinate system.
2. A check, letter of credit or performance bond for all improvements. (if required)
3. The following are required if the POD involves land disturbance of more than 10,000 square feet: (separate land disturbance application)
 - a. A completed **Responsible Land Disturber application**. (separate application)
 - b. **Two** signed and complete **Erosion & Sediment Control Agreements**. (separate application)

Please note the following:

- The review process will not begin without the proper applications and initial fees paid in full.
- Final approval will not be given until all bonds and fees have been paid.
- Plans must be drawn and stamped by a Certified engineer, Land Surveyor or Architect.
- Erosion bond will not be released until 80% vegetation has been established.
- Road bonds will not be released until paved (and taken into VDOT state secondary system.)
- If you plan to install or connect to a utility system (whether the system is privately owned or County owned) you may need a separate permit from the County Utility Office. Please contact the Utility Department at 556-5835 for more information.

If you have any questions, please contact the Environmental & Land Development Office at 556-5860.

Fees For Plan of Development & Land Disturbance Review

PLAN OF DEVELOPMENT REVIEW

Residential.....	\$725.00 plus, \$25.00 per dwelling unit or lot
Commercial.....	\$725.00 plus, \$25.00 per acre*
Plan of Development one time	
12 month renewal.....	\$150.00
Plan of Development revision**	\$475.00
Subdivision Road Plan Review.....	\$900.00

* Each acre, or portion thereof

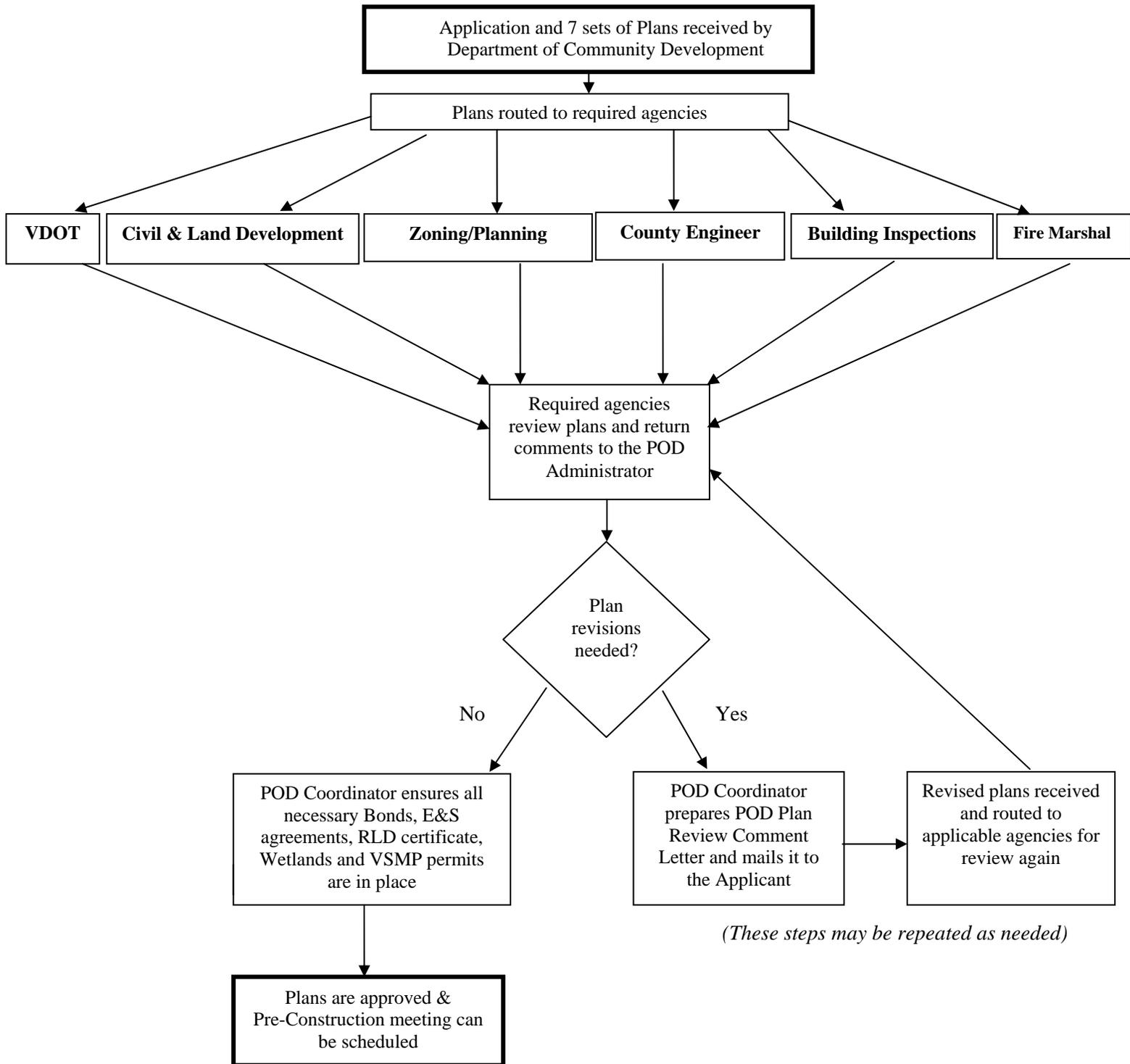
**Within one year of original issuance or renewal

LAND DISTURBING PLAN REVIEW

Limited Residential – Agreement in lieu of obligations defined by professionally produced plans	\$100.00
Residential	\$900.00
Subdivision Road Plan Review.....	\$900.00
Commercial	
Commercial (Less than 2 acres).....	\$900.00
Commercial (2-5 acres).....	\$1,500.00
Commercial (over 5 acres)*.....	\$2,250.00

*plus an additional \$50.00 per acre for each additional acre

POD Process Flowchart



Department of Community Development

**Application for a
Plan of Development Permit**

Date Application Filed		P.O.D. No.
Is this a rezoning case?		
Name of Owner		Name of Owner Representative
Address		Address
Phone/Cell		Phone/Cell
Location of project:		District
		Public Access Road
		Name of Development
		Are there proffered agreements? If so, please attach copy
GPIN #	Zoning	Is this in the overlay district? Name overlay district
Date Acquired	Acreage	Is this in a village area? Name Village area

Describe proposed improvements (include all existing and new)

Describe proposed use for the property

Signature _____ **Date** _____

Checklist for Plan of Development Plans

Planning & Zoning

- _____ Zoning
- _____ Proffers
- _____ CUP Conditions
- _____ Landscape Plan
- _____ Location of Signs
- _____ Lighting details
- _____ Setbacks
- _____ Site Coverage Calculations
- _____ Subdivision Conditions
- _____ Road Standards
- _____ Road Profiles
- _____ Tree Protection Area
- _____ Buffer Areas
- _____ Overlay District requirements

Fire

- _____ Waterline locations
- _____ Hydrant locations & accessibility
- _____ Fire Protection as per Subdivision Ordinance
- _____ Access Roads & Cul-de-sac radius
- _____ Fire Department apparatus accessibility, lane width, fire lane signage design and location
- _____ Fire flow calculations

Erosion & Sediment Control

- _____ E&S checklist - see attached
- _____ E&S Quantities
- _____ Responsible Land Disturber
- _____ Storm Drainage details
- _____ BMP design details
- _____ E&S notes

Utility

- _____ Existing water & sewer lines & size
- _____ Proposed water & sewer lines & size
- _____ Thrust blocking details
- _____ Hydrant locations
- _____ Meters
- _____ Water meter sizing sheet
- _____ Water Modeling fee for new subdivisions

Land Development

- _____ Vicinity Map
- _____ North Arrow
- _____ General Notes
- _____ Stop sign & Stop bar details
- _____ Drawings sealed by design professional
- _____ Detailed site drawings include buildings, locations, dimensions, location of property lines, access from road, land slopes, wetlands, flood plain info underground utilities, underground tanks, abandoned wells, historic properties, cemeteries, easements, etc.
- _____ Parking Space calculations required & provided
- _____ Handicap parking spaces, numbers, signage, slope, location, accessible route, etc.
- _____ Flood Plain, FIRM map design issues indicated
- _____ All utilities clearly indicated on site plan in relationship to structures, property lines, easements, etc.
- _____ Curb & Gutter details
- _____ Pavement details
- _____ Owner Contact Info
- _____ Applicant Contact Info
- _____ Engineer Contact Info
- _____ Tax Map #'s or GPINs
- _____ Floor plans including loading areas

Checklist For Erosion and Sediment Control Plans

_____ *Minimum Standards – Minimum Standards must be listed and address.

NARRATIVE

_____ Project description – Briefly describes the nature and purpose of the land-disturbing activity, and the area (acres) to be disturbed.

_____ Existing site conditions – A description of the existing topography, vegetation and drainage.

_____ Adjacent areas – A description of neighboring areas such as streams, lakes, residential areas, roads, etc., which might be affected by the land disturbance.

_____ Off-site areas – Describe any off-site land-disturbing activities that will occur (including borrow sites, waste or surplus areas, etc.) Will any other areas be disturbs?

_____ Soils - A brief description of the soils on the site giving such information as soil name, mapping unit, erodibility, permeability, depth, texture and soil structure.

_____ Critical areas – A description of areas on the site which have potentially serious erosion problems (e.g., steep slopes, channels, wet weather/underground springs, etc.).

_____ Erosion and sediment control measures – A description of the methods which will be used to control erosion and sedimentation on the site. (Controls should meet the specifications in Chapter 3.)

_____ Permanent stabilization – A brief description, including specifications, of how the site will be stabilized after construction is completed.

_____ Stormwater runoff considerations - Will the development site cause an increase in peak runoff rates? Will the increase in runoff cause flooding or channel degradation downstream? Describe the strategy to control stormwater runoff.

_____ Calculations – Detailed calculations for the design of temporary sediment basins, permanent stormwater detention basins, diversions, channels, etc. Include calculations for pre-and post-development runoff.

SITE PLAN

- _____ **Vicinity map** – A small map locating the site in relation to the surrounding area. Include any landmarks which might assist in locating the site.
- _____ **Indicate north** – the direction of north in relation to the site.
- _____ **Limits of clearing and grading** – Areas which are to be cleared and graded.
- _____ **Existing contours** – The existing contours of the site.
- _____ **Final contours** – Changes to the existing contours, including final drainage patterns.
- _____ **Existing vegetation** – The existing tree lines, grassed areas, or unique vegetation.
- _____ **Soils** – the boundaries of different soil types.
- _____ **Existing drainage patterns** – The dividing lines and the direction of flow for the different drainage areas. Include the size (acreage) of each drainage area.
- _____ **Critical erosion areas** – Areas with potentially serious erosion problems. (See Chapter 6 for criteria.)
- _____ **Site Development** – Show all improvements such as buildings, parking lots. Access roads, utility construction, etc.
- _____ **Location of practices** – The locations of erosion and sediment controls and stormwater management practices used on the site. Use the standard symbols and abbreviations in Chapter 3 of the VESCH.
- _____ **Off-site areas** – Identify any off-site land-disturbing activities (e.g., borrow sites, waste areas, etc.). Show location of erosion controls. (Is there sufficient information to assure adequate protection and stabilization?)
- _____ **Detail drawings** – Any structural practices used that are not referenced to the E&S handbook or local handbooks should be explained and illustrated with detail drawings.
- _____ **Maintenance** – A schedule of regular inspections and repair of erosion and sediment control structures should be set forth.

GENERAL NOTES

1. All standards refer to those of the Virginia Department of Transportation (VDOT) and/or the County of Goochland, Virginia.
2. Dimensions and radii shown are to face of curb where applicable.
3. The contractor shall secure all necessary permits for this project from VDOT and/or the County of Goochland, Virginia.
4. The contractor shall be responsible for the verification of 95% compaction within the paved area, on subgrade, by an independent soils testing laboratory.
5. Any sign in excess of eight (8) square feet requires a permit which must be obtained from the Building Inspections Department. Temporary construction signs shall not be erected without owner's approval.
6. All parking spaces to be delineated by four (4) inch wide, white painted strips.
7. All drainage structures shall be built and installed in accordance with the Virginia Department of Transportation specifications. Drainage structures shall be cast in place or precast concrete, unless otherwise noted.
8. All construction and materials shall conform with the latest standards and specifications of the Virginia Department of Transportation, except where Goochland County standards are applicable.
9. Location of existing sewers, water and gas pipes, conduits and other structures across underneath, or otherwise along the line of proposed work are not necessarily shown on plans, and if shown are only approximately correct. The contractor shall be liable for all damage done to any structures or property through his negligence or carelessness. Contractor shall verify location and elevation of all underground utilities shown on plan in areas of construction prior to starting work. Contact Engineer immediately if location or elevation is different from that shown on plan or upon discovery of any utility not shown on plan. For assistance in locating existing utilities, call "Miss Utility" at 1-800-552-7001 - 48 hours prior to excavation.
10. The Department of Community Development must be notified:
 - 48 hours prior to the pre-construction conference
 - 24 hours prior to the commencement of land disturbing activity
 - 48 hours prior to the final inspection

EROSION CONTROL NOTES

1. Unless otherwise indicated, all vegetative and structural erosion and sediment control practices will be constructed and maintained according to minimum standards and specifications of the Virginia Erosion and Sediment Control Handbook and Virginia Regulations VR 625-02-00 Erosion and Sediment Control Regulations.
2. All erosion and sediment control measures are to be placed prior to or as the first step in clearing. If during construction, additional erosion control devices are found necessary, they shall be installed as directed by the Department of Community Development.
3. A copy of the approved erosion and sediment control plan shall be maintained on the site at all times.
4. No disturbed area will be denuded for more than 30 calendar days.
5. All storm and sanitary sewer lines not in streets are to be mulched and seeded immediately after backfill. No more than five hundred (500) feet are to be open at one time.
6. Electric power, telephone, and gas supply trenches are to be compacted, seeded and mulched immediately after backfill.
7. All temporary earth berms, diversions, and silt dams are to be mulched and seeded for vegetative cover immediately after grading. Straw or hay mulch is required. The same applies to all soil stockpiles.
8. During construction, all storm sewer inlets will be protected by silt traps, maintained and modified as required by construction progress.
9. Any disturbed area not paved, sodded, or built upon by November 1st, is to be seeded on that date with oats, abruzzi, rye or equivalent and mulched with hay or straw mulch. Modify as applicable depending on proposed time of construction.
10. The contractor shall inspect all erosion control measures periodically and after each runoff-producing rainfall event. Any necessary repairs or cleanup to maintain the effectiveness of the erosion control devices shall be made immediately.
11. During dewatering operations, water will be pumped into an approved filtering device.
12. Prior to commencing land disturbing activities in areas other than indicated on these plans (including, but not limited to, off-site borrow or waste areas), the contractor shall submit a supplementary erosion control plan to the owner for review and approval by the Department of Community Development.