



# CERTIFICATE OF APPROVAL APPLICATION COUNTY OF GOOCHLAND, VIRGINIA

Planning and Zoning Office  
P.O. Box 103  
Goochland, VA 23063

Phone: (804) 556-5860

Web: [www.co.goochland.va.us](http://www.co.goochland.va.us)

FAX: (804) 556-5654

|                              |                    |
|------------------------------|--------------------|
| Application File Date: _____ | Fee paid: \$ _____ |
| Application No.: COA- _____  | Receipt No.: _____ |

**Application Requirements**

The following forms must be filled out completely and submitted or the application may not be accepted:

1. A Certificate of Approval Application with full answers to every statement and question. The application must be signed by a Property Owner, Applicant, or Representative named below.
2. A Certificate of Approval Application Checklist with full answers to every statement and question.
3. The Application Fee is required at the time of application. (See Fee Schedule for more information.)
4. Three (3) sets of collated copies of all information.

**Applicant(s) Information**

|                               |                   |
|-------------------------------|-------------------|
| Name of Property Owner: _____ | Telephone: _____  |
| Address: _____                | Cell phone: _____ |
| _____                         | FAX: _____        |
| E-mail: _____                 |                   |

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|                          |                   |
|--------------------------|-------------------|
| Name of Applicant: _____ | Telephone: _____  |
| Address: _____           | Cell phone: _____ |
| _____                    | FAX: _____        |
| E-mail: _____            |                   |

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|                               |                   |
|-------------------------------|-------------------|
| Name of Representative: _____ | Telephone: _____  |
| Address: _____                | Cell phone: _____ |
| _____                         | FAX: _____        |
| E-mail: _____                 |                   |

*Disclosure of Real Parties in Interest. Provide completed disclosure form(s).*

**Property Information**

|                         |                |
|-------------------------|----------------|
| Street Address: _____   | Zoning: _____  |
| GPIN Number: _____      | Acreage: _____ |
| Overlay District: _____ |                |
| Existing Use: _____     |                |

*Are there any deed restrictions? If yes, attach copy of deed restrictions. Date restrictions expire: \_\_\_\_\_*

The undersigned  Owner  Applicant authorizes entry onto the property by Goochland County employees during normal discharge of their duties in regard to this request.

\_\_\_\_\_  
Signature \_\_\_\_\_  
Print Signature

**Written Description of Proposed Physical Improvements**

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**Project Information**

1. Proposed use(s): \_\_\_\_\_
2. Hours of operation: \_\_\_\_\_
3. Proposed name of development or business: \_\_\_\_\_
4. Estimated number of patrons/clients/patients/pupils/etc.: \_\_\_\_\_
5. Proposed number of employees/attendants/teachers/etc.: \_\_\_\_\_
6. Description of building façade and architecture of proposed new building or additions: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
7. Square footage of the building: \_\_\_\_\_
8. Required parking spaces: \_\_\_\_\_
9. Explain how the proposal is compatible with the surrounding area and the applicable Overlay District: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Additional Comments/Remarks**

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**Certificate of Approval Process**

Completed Certificate of Approval applications shall be filed with the Planning and Zoning Office. Once the application is deemed complete, Goochland County staff has ten (10) working days to approve or deny the application.

**Administrative Appeal**

A decision or any portion of a decision rendered by Goochland County staff may be appealed to the Design Review Committee. Written notice of an appeal must be submitted to the Planning and Zoning Office within thirty (30) days of the COA administrative approval or denial. The Design Review Committee meets as needed on the fourth Monday of the month (except November and December) in the Board Meeting Room (Room 250) in the Goochland Administration Building at 5:30 p.m. *The applicant or their representative must be present at the meeting to answer any questions from the Committee.*

# CERTIFICATE OF APPROVAL APPLICATION CHECKLIST

## APPLICANT AGREEMENT & SIGNATURES

**\*\*Applicant must read and sign\*\***

- Each application package must contain three (3) folded, collated copies of all plans and documents submitted. Photographs, manufacture specifications or samples of exterior building materials is required. All submittal items become the property of Goochland County.
- All information in this application/checklist is required, unless specifically waived by Goochland County staff. Additional submittal materials may be required. The application is not complete without this checklist, completed and including the required information indicated on the checklist.
- Applicants and/or property owners may be required to post bonds or sureties for streetlights, sidewalks, or other improvements approved with the Certificate of Approval.

*In representing the above referenced firm submitting this application for review, I hereby state that the information provided in this application, and all accompanying information, is accurate, true and correct to the best of my knowledge, and that the attached plans contain all information required by the checklist.*

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

## CHECKLIST INFORMATION AND MATERIALS

The following information must be provided, in sets of three (3), unless specifically waived by the Planning Director or the DRC. Additional submittal materials may be required by the Planning Director or the DRC. Incomplete packages may not be accepted.

- ❑ **Site Plan.** A site plan drawn to scale (engineer/survey preferred) with the project name, all existing and proposed improvements, and other information including but not limited to:
  - engineering firm information, revision date(s) (if applicable)
  - approximate location of all BMPs (if applicable)
  - existing rights-of-way, access easements, and driveways
  - boundary dimensions and distances
  - existing and proposed parking areas with aisles, handicap spaces, access (if applicable)
  - sidewalks (if applicable)
  - signage
  - fencing (if applicable)
  - all required zoning setbacks and overlay district setbacks
- ❑ **Elevations.** Architectural elevations of all sides of the building(s) drawn to scale (architectural preferred) noting building materials and colors. These plans should provide a basic understanding of the design, style, materials, scale and color of the proposed work.
- ❑ **Overlay District Improvements.** Plans for streetlights, sidewalks, or other improvements that may be required by Overlay District regulations. Additional costs, sureties or bonds may be required for streetlights and/or sidewalks if the property is located in an Overlay District.

- ❑ **Signs.** Provide a colored rendering showing the size and shape of the sign and support structures, the style and location of the lettering and graphics, and the base and/or frame of the sign. Please include:
  - location
  - related landscaping
  - illumination type, intensity, and color
  
- ❑ **Landscaping.** A landscape plan for required plantings. Please specify:
  - all proposed landscaping: tree/shrub name, type, size (not pot size), and location
  - location of existing tree lines - individually identify existing trees 6-inch caliper or greater in size
  - buffers widths
  - irrigation systems
  
- ❑ **Lighting.** An exterior lighting plan (if applicable). Plans must specify:
  - location of all proposed pole, wall, ground, sign, and other lighting on the site
  - detail descriptions of proposed lighting fixtures, including manufacture’s “cut sheets” for all proposed fixtures, and information on illumination type, intensity, style, shielding, color and height
  - photometric plan including all fixtures, showing that lighting does not exceed the required foot candles at property line
  - demonstration that lighting plan has been coordinated with landscape plan
  
- ❑ **Building Materials and Colors.** A photograph, manufacture specifications, or exterior building material samples for the proposed building(s) and site:
  - color chip samples
  - brick/block samples
  - siding/trim/roofing samples and colors
  
- ❑ Photographs or drawings relating the proposed improvements to the surrounding streetscape.
  
- ❑ Attached list of all Conditional Use Permit, Zoning Proffer, or previous COA requirements.
  
- ❑ The applicant may submit additional information/material that will make the conceptual plan review more productive. Drawings or other submittal items that clarify topography, visibility, utilities, landscaping, or other unique or unusual conditions are welcome.
  
- ❑ **Certificate of Approval (COA) Fee Schedule**
  - Minor site improvements (i.e., signs, fences, outbuildings, walls, exterior lighting, façade/roof changes, etc.)..... \$50.00
  - Major site improvements:
    - Expanding the footprint of the existing building.....\$250.00
    - New construction.....\$500.00
  - COA Appeal.....\$500.00