



PLAN OF DEVELOPMENT APPLICATION COUNTY OF GOOCHLAND, VIRGINIA

Environment & Land Development Office

P.O. Box 103

Goochland, VA 23063

Phone: (804) 556-5860

Web: www.goochlandva.us

FAX: (804) 556-5654

First Submittal Requirements

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

Office Use Only:
POD-

1. A Plan of Development Application with a response to every statement and question. The application must be signed by the property owner, legal representative, or firm authorized to make this application.
2. **Eight (8)** sets of stamped plans – Plans must include four (4) coordinate points in the Virginia State Plane South coordinate system on every plan sheet. **Please provide an electronic submittal to environmental@goochlandva.us**
3. Applicable fee – see attached fee schedule
4. Signatory authority is required for an individual signing on behalf of a corporation or limited liability company. Signatory authority is usually set forth in an operating agreement or in a corporate resolution.

Property Owner Information

Full legal name of Property Owner: _____

Address: _____ Telephone: _____

_____ Cell phone: _____

E-mail: _____

Applicant Information (if not Property Owner)

Full legal name of Developer/Applicant: _____

Address: _____ Telephone: _____

_____ Cell phone: _____

E-mail: _____

Name of Engineer/Firm: _____ Telephone: _____

Address: _____ Cell phone: _____

E-mail: _____

Property Information

Street Address: _____

GPIN Number: _____ Acreage: _____ Zoning: _____

Tax Map Number: _____ Disturbed Area: _____

Is this application filed for a project currently under Zoning review? Yes No

If so, provide case #: _____

Project Description: _____

APPLICANT INFORMATION

- 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)
- The review process will not begin without the proper applications and initial fees paid in full.
- Plans must be drawn and stamped by a certified Engineer, land surveyor or architect.
- The application may require bonds for improvements. Final approval will not be given until all bonds and fees have been paid.
- Erosion bond will not be released until the site is adequately stabilized.
- Road bonds will not be released until paved (and accepted 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.
- After final approval, PDFs of approved plans are required.

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

APPLICANT AGREEMENT & SIGNATURES

- All information in this application is required, unless specifically waived by Goochland County staff. Additional submittal materials may be required.
- Applicants and/or property owners may be required to post bonds or sureties for any improvement shown on the plan including, landscaping, paving, road construction, and erosion and sediment control.

I, the property owner, or representative of the above referenced firm submitting this application for review, 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 (if applicant, provide signatory authorization).

Signature	Date	Print Signature
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Fee Schedule

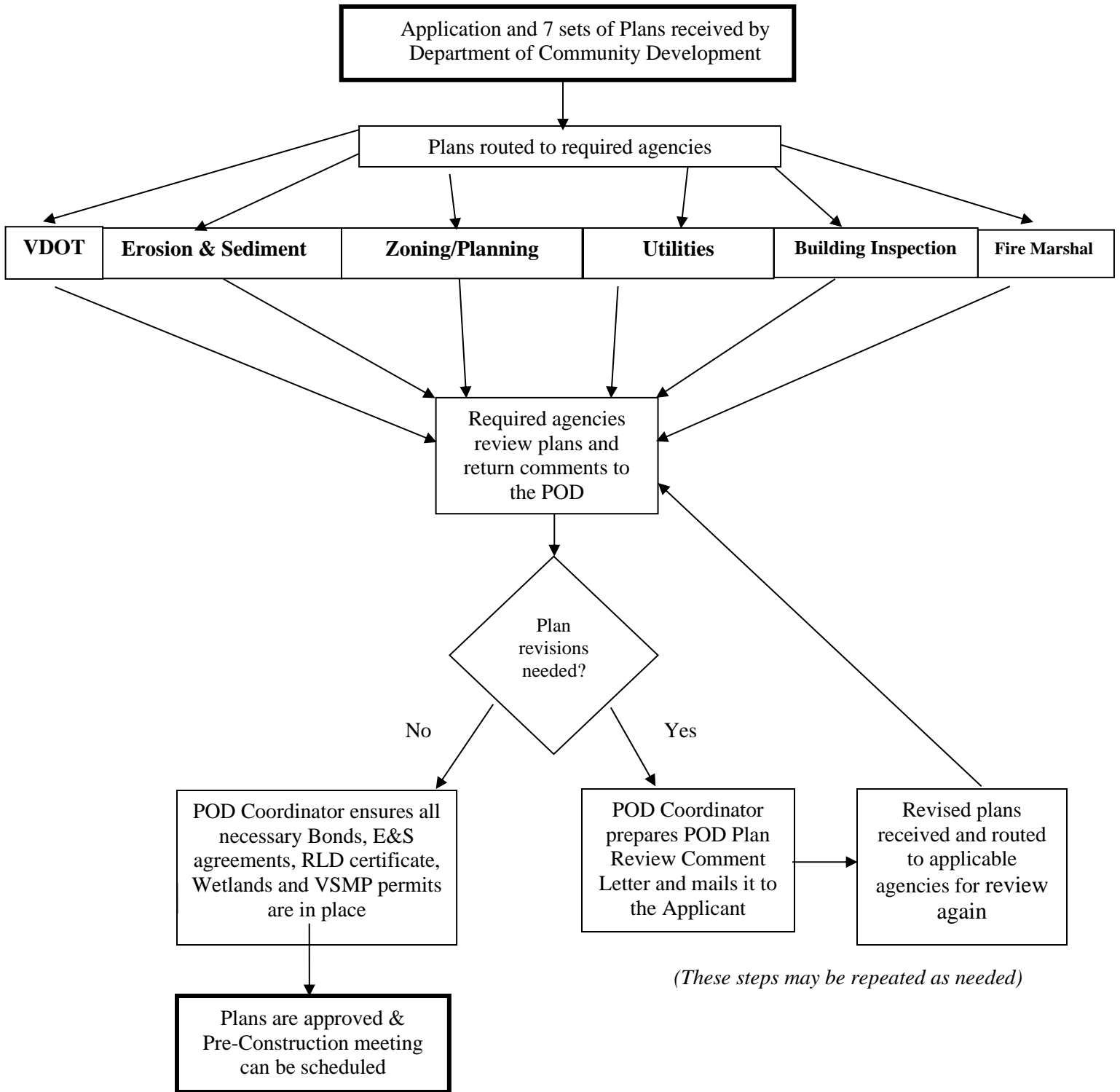
Residential.....	\$725.00 plus, \$25.00 per dwelling unit or lot
Commercial.....	\$725.00 plus, \$25.00 per acre disturbed*
Plan of Development one time	
12-month renewal.....	\$150.00
Plan of Development revision**.....	\$475.00

* Each acre, or portion thereof

**Within one year of original issuance or renewal

Office use only	Fee paid: \$
Application File Date:	Application Complete Date:

POD Process Flowchart



CHECKLIST FOR PLAN OF DEVELOPMENT/LAND DISTURBANCE PLANS

Planning & Zoning

- _____ Zoning
- _____ Proffers
- _____ CUP Conditions
- _____ Landscape and Lighting Plans
- _____ Location of Signs
- _____ Lighting details
- _____ Setbacks
- _____ Site Coverage Calculations
- _____ Subdivision Plat (where applicable)
- _____ 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
- _____ Scale
- _____ General Notes
- _____ Stop sign & Stop bar details
- _____ Drawings sealed by design professional
- _____ Detailed site drawings include buildings, locations, dimensions, location of property lines, setbacks, 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
- _____ Name of Development
- _____ Previous Approvals for the site
- _____ Location of construction trailer or other temporary structures

Building

- _____ occupancy use group
- _____ building dimensions
- _____ building height
- _____ building area in square feet
- _____ number of stories
- _____ clearly indicate distance of building exterior walls to property line
- _____ clearly indicate fire department connection
- _____ clearly indicate location of dedicated fire hydrant
- _____ provide locations of any hazardous material storage (i.e. propane tanks, diesel tanks, fertilizer, etc.)
- _____ location of handicap accessible route from handicap parking space(s) to accessible entrance
- _____ location, size, material and slope of all private sanitary and storm water drain piping

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

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 disturbed?

_____ 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.

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.