



LAND DISTURBANCE PERMIT APPLICATION COUNTY OF GOOCHLAND, VIRGINIA

Community 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:
LDP-

1. A Land Disturbance Permit Application with a response to every statement and question. The application must be signed by the property owner.
2. **Three (3)** sets of stamped plans – Plans must include four (4) coordinate points in the Virginia State Plane South coordinate system on every plan sheet. Do not submit additional plans if you are also applying for a Plan of Development. Digital plan copies must be uploaded to the EnerGov portal at www.goochlandva.us/energov.
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 Information

Street Address: _____ Subdivision: _____

GPIN Number: _____ Lot Acreage: _____ Zoning: _____

Tax Map Number: _____ Disturbed Area: _____

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

If so, provide case #: _____

Project Description: _____

Property Owner Information

Full legal name of Property Owner: _____

Address: _____ Telephone: _____

_____ Cell phone: _____

E-mail: _____

Applicant Information (if not the Property Owner)

Full legal name of Developer/Applicant: _____

Address: _____ Telephone: _____

_____ Cell phone: _____

E-mail: _____

Name of Engineer/Firm: _____ Telephone: _____

Address: _____ Cell phone: _____

_____ E-mail: _____

APPLICANT INFORMATION

- If your project involves any land disturbance activity which disturbs 1-acre or more, you must also submit the following items with your application:
 1. A completed **Stormwater Permit Application**. (separate application)
 2. A check for **Stormwater 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 will require an **Erosion & Sediment Control bond**. Final approval will not be given until all bonds and fees have been paid, **Responsible Land Disturber** form is completed (enclosed), **Erosion and Sediment Control Agreement** is completed (enclosed).
- Erosion bond will not be released until the site is stabilized to the satisfaction of the County E&S inspector.
- 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.

PROPERTY OWNER 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 agree to establish the conservation practices according to the specifications and schedule as submitted in my Erosion and Sediment Control Plan, pursuant to the Guidelines established in Virginia Erosion and Sedimentation Control Handbook Third Edition and the County Erosion Control Ordinance. In the event I change my schedule of land disturbing activities, I agree to establish any necessary temporary erosion control measures according to the specifications in the above referenced Handbook. (If needed, technical assistance may be available from one of the following sources: Monacan Conservation District, Local Soil Conservation Service Office, Engineers, Soils Scientists, Landscape Architects, County Engineer, Extension Service, Forestry Service, etc.)

*I, the **property owner**, 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.*

Signature

Date

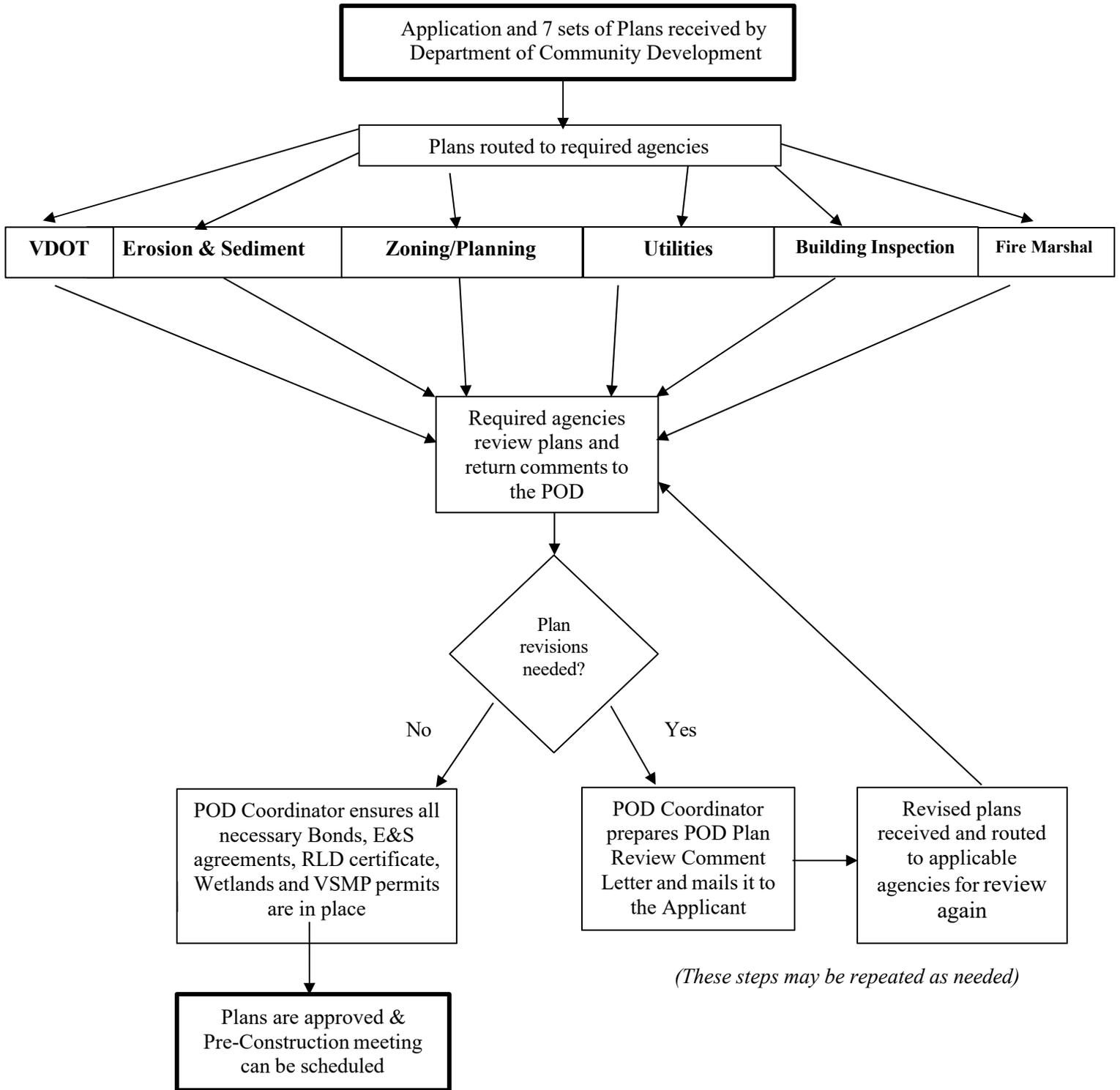
Print Signature

Fee Schedule

Limited Residential – Agreement in lieu of obligations defined by professionally produced plans. \$100.00
Residential/Subdivision Road Plan Review.\$900.00
Residential (Less than 2 lots)\$2,000.00
Residential (2-5 lots). \$2,000.00
Residential (over 5 lots)*.\$3,000.00
 *plus an additional \$100.00 per acre for each additional lot
Commercial (Less than 2 acres).....\$1,000.00
Commercial (2-5 acres)..... \$1,600.00
Commercial (over 5 acres)**\$2,250.00
 **plus an additional \$100.00 per acre for each additional acre

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

LDP 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 below
- E&S Quantities
- Responsible Land Disturber
- Storm Drainage details
- BMP design details
- E&S notes – see below

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 trailers 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., that might be affected by the land disturbance.

_____ Off-site areas – Describe any off-site land-disturbing activities that will occur, including barrow 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 that 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 that will be used to control erosion and sedimentation on the site. Controls should meet the specifications in Virginia Stormwater Management Handbook (VSMH).

_____ 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 that 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 or areas sensitive to erosion.
- _____ 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 VSMH.
- _____ 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 VSMH 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 Stormwater Management Handbook and Virginia Erosion and Stormwater Management Regulation (9VAC25-875).
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 14 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.

EROSION AND SEDIMENT CONTROL AGREEMENT

THIS EROSION AND SEDIMENT CONTROL AGREEMENT (“Agreement”), is made this _____ day of _____, 20____, by and between _____ a/an _____ (specify entity), (“Landowner”), _____ (“Contractor”), licensed to do business in the Commonwealth, and **GOOCHLAND COUNTY**, Virginia (“County”).

WITNESSETH

WHEREAS, Landowner desires approval of plans related to (Project Name and Permit No.) _____ (referred to as “Plans” and specifically including any revisions thereto), which include provision of erosion and sediment control measures as required by Chapter 5 of the Goochland County Code on property located at (Tax Map Nos.) _____ (“Property”); and

WHEREAS, County desires to ensure the installation, maintenance and adequate performance of such control measures.

NOW, THEREFORE, for and in consideration of the foregoing, and the following terms and conditions, and in further consideration of the County’s approval of the Plans and any accompanying permits, the parties agree as follows:

1. Contractor has provided a Surety, as defined in a. and b., as follows: (check one)
 - a. ___ Deposited with County, and County by its execution hereof acknowledges that it holds in escrow, the sum of _____ Dollars (\$_____), which deposit (“Surety”) is subject to this Agreement, or;
 - b. ___ Furnished County an Irrevocable Letter of Credit or Performance Bond, (individually, “Surety”) in the sum of _____ Dollars (\$_____), the terms and conditions of which are acceptable in substance and in form to the County Attorney, and which is subject to the terms of this

Agreement. **A copy of this document is attached and incorporated herein by reference.**

The Surety is designed to ensure performance of the Landowner's and Contractor's obligations and to ensure full and complete reimbursement to County in the event that County performs work or causes work to be performed pursuant to this Agreement. Any conflict between the terms of this Agreement and the terms of the Surety will be resolved using the term most favorable to the County.

2. In the event that measures for the control of sedimentation and/or erosion are not constructed in accordance with the Plans, County may enter upon the Property and construct such measures or do such other work as may be necessary to prevent further erosion or sedimentation, provided that County shall first give written notice to Landowner and Contractor of its intent to do so.

3. In the event measures for the control of sedimentation and/or erosion have been constructed, but fail, through overload and/or inadequate maintenance, to perform the function for which they were intended, County may enter upon the Property to perform such reconstruction or maintenance as may be necessary to restore performance in accordance with the Plans, upon first giving written notice to Landowner and Contractor of its intent to do so. Further, in the event there occurs sedimentation and/or erosion of the Property in sufficient quantity to adversely affect downstream drainage, or travel on any street, road, highway, or public way, then County may enter upon the Property to take such steps as may be necessary to restore functions to the affected drainage or travel way.

4. In the event County performs or causes to be performed work of any nature, including labor, use of equipment, and materials hereunder, County may draw upon the Surety in such amount and to the extent necessary to provide full and complete reimbursement to County for such work performed. County will deliver or mail to Contractor a notice of draw.

5. In the event County makes a draw, Contractor agrees that within ten (10) calendar days of County's notice of draw, it will replace or restore the Surety to the full amount prior to the draw.

6. Where the cost of the work exceeds the amount of the Surety, Contractor shall pay County in full, within ten (10) calendar days of County's notice of draw, any cost incurred by County in excess of the Surety.

7. The parties agree that the purpose and intent of this Agreement is to ensure the installation, maintenance, and performance of measures on the Plans, for the control of

erosion and sedimentation, and for the restoration or functions of facilities for drainage or vehicular travel if such facilities are adversely affected in their function by sedimentation or erosion from the Property.

8. The parties agree that the Surety will be held by County unless utilized as described in this Agreement or unless County otherwise releases it to the Contractor.

9. The parties agree that this Agreement will remain in force for either three (3) years with a renewal for one (1) additional year, or the expiration of the Surety, whichever first occurs. If the work required by the Plans has not been completed by the expiration of this Agreement, Landowner and Contractor will need to execute a new agreement and provide a new Surety, the required amount of which may be adjusted based on an updated estimate of the costs to cover the obligations in this Agreement and/or the Plans.

The parties hereby agree to be bound as evidenced by the signatures below of their authorized representatives.

LANDOWNER

Date: _____

Signature: _____

Printed Name: _____

Title: _____

CONTRACTOR

Date: _____

Signature: _____

Printed Name: _____

Title: _____

Goochland County

Date: _____

Signature: _____

Printed Name: _____

Title: _____

Approved as to form:

Goochland County Attorney's Office



**Designation of “Responsible Land Disturber” for
 POD/LDP # _____ Project _____**

All applicants for permits involving Land Disturbing activities must provide the name of a “Responsible Land Disturber” (“RLD”) prior to the permit being issued.

I, (printed name of “RLD”) _____, hold a certificate of competency*, as provided for by §62.1-44.15:52 of the State Regulations, and will be in charge of and responsible for carrying out all activities related to the land disturbing activity regulated by this permit application. I will advise the E&S Administrator immediately, and in writing, upon my replacement as “RLD”.

* The holder of a valid Virginia Professional Engineer, Land Surveyor, Landscape Architect or Architect License who is also involved in site design and land disturbance are acceptable alternative certifications for this purpose.

Printed Name		Signature
RLD/PE License #	License Type	Expiration Date of License
Telephone #	Email Address	
Address		

Sworn to and before me this _____ Day of _____ 20____
 by _____

My Commission Expires: _____

Notary Public

Land Disturbing activity is defined as: (Chapter 5 Section 5-30 Definitions, Goochland County Ordinance.)...any land change which may result in soil erosion from water to wind and the movement of sediments into State waters or onto lands in the Commonwealth, including but not limited to, clearing, grading, excavating, transporting and filling of land, except that the term shall not include:

- (1) Minor land-disturbing activities such as home gardens and individual home landscaping, repairs and maintenance work;
- (2) Individual service connections;
- (3) Installation, maintenance, or repair of any underground public utility lines when such activity occurs on an existing hard-surfaced road, street or sidewalk provided such land-

disturbing activity is confined to the area of the road, street or sidewalk which is hard-surfaced;

- (4) Septic tank lines or drainage fields unless included in an overall plan for land-disturbing activity relating to construction of the building to be served by the septic tank system;
- (5) Surface or deep mining;
- (6) Exploration or drilling for oil and gas including the well site, roads, feeder lines, and off-site disposal areas;
- (7) Tilling, planting, or harvesting of agricultural, horticultural, or forest crops, or livestock feedlot operations; including engineering operations and agricultural engineering operations as follows: construction of terraces, terrace outlets, check dams, desilting basins, dikes, ponds not required to comply with the Dam Safety Act, Article 2, (Sec. 10.1-604 et seq.) of Chapter 6 of the Code of Virginia, 1950, as may be amended from time to time, ditches, strip cropping, lister furrowing, contour cultivating, contour furrowing, land drainage, and land irrigation; however, this exception shall not apply to harvesting of forest crops unless the area on which harvesting occurs is reforested artificially or naturally in accordance with the provisions of Chapter 11 (Sec. 10.1-1100 et seq.) of the Code of Virginia, 1950, as may be amended from time to time, or is converted to bona fide agricultural or improved pasture use as described in subsection B of (10.1-1163), Section of the Code of Virginia, 1950, as may be amended from time to time.
- (8) Repair or rebuilding of the tracks, rights-of-way, bridges, communication facilities and other related structures and facilities of a railroad company;
- (9) Disturbed land areas of less than 10,000 square feet in size, except in such as environmentally sensitive areas such as flood plains and wetlands, steep slopes (15° or more) and areas within fifty feet (50') of the James River, except in cases in which the plan-approving authority has required an agreement in lieu of a plan under Section 5-32 hereto, in which the exemption shall not apply.
- (10) Installation of fence and signposts or telephone and electric poles and other kinds of posts or poles;
- (11) Emergency work to protect life, limb or property, and emergency repairs; provided that if the land-disturbing activity would have required an approved erosion and sediment control plan, if the activity were not an emergency, then the land area disturbed shall be shaped and stabilized in accordance with the requirements of the plan-approving authority.