

# SITE PLAN APPLICATION



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UPDATED: 08/03/2020

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## OVERVIEW OF THE SITE PLAN PROCESS

### I. Introduction

This application packet outlines the process and requirements for Site Plan review and approval in Spotsylvania County (hereinafter referred to as the "County"). The County requires an approved Site Plan prior to site development for all residential subdivisions and non-residential/commercial sites with 2,500 square feet or more of disturbance. Site Plans serve as the Erosion and Sediment Control Plan to satisfy both the Chesapeake Bay Preservation Act and Erosion and Sediment Control regulations.

The Site Plan review is intended to provide information to enable the County to determine whether a proposed use and/or improvement complies with the development standards of the Spotsylvania County Code, as well as with other applicable regulations.

**Please be aware that the development of a lot enrolled in the land use taxation program (administered by the Commissioner of Revenue) may disqualify the property owner from the program. Once the use of the property changes, the owner is responsible for paying the County a roll back tax based on the amount of taxes that had been deferred. The deferred tax is the difference between taxes paid based on the land use value versus the regular, assessed value. While Virginia Code Sec. 58.1-3237 requires the landowner to report a change in use, zoning, or property configuration to the Commissioner of Revenue within sixty (60) days of the action, *it is advisable to contact the Commissioner of the Revenue prior to an application for development to the Planning Department. Changes in the land use status may increase your property taxes. The Commissioner of Revenue can be contacted at 540-507-7053.***

**Major Site Plans** are for projects and developments (greater than 10,000 sq. ft.) that require a full Site Plan review. The purpose of the Site Plan review is two-fold:

1. The Site Plan acts as the Erosion and Sediment Control (E&S) plan by identifying E&S control measures and practices to be used in developing site improvements;
2. The plan shows all proposed improvements and construction limits to ensure that compliance with the Zoning Ordinance can be attained.

Items shown on a Major Site Plan can include (but may not be limited to): structures (both existing and proposed), landscaping, parking, water and sewer/utility services, open space, site topography, road networks, and stormwater management facilities.

The Application form to apply for a "Major Site Plan" can be found in Appendix I, pg. 27 – Site Plan Application.

**Minor Site Plans** are for the purpose of small projects/developments that will not generate a Major Site Plan review. To be considered a Minor Site Plan a plan must meet the following qualifiers:

1. The project is between 2,500 and 10,000 square feet of total land disturbance and will meet the Chesapeake Bay requirements.
2. The project is compliant under the Zoning District regulations outlined by the Zoning Ordinance.

If a plan does not meet these requirements, it is considered a Major Site Plan, and must comply with the standards of a full Site Plan Review.

The Minor Site Plan process is similar to the Major Site Plan process. The plans are distributed to the departments and agencies that are impacted by the proposed change. The case planner will organize the comments from the reviewers and distribute them to the Applicant and Engineer. The case planner will facilitate the review process and be the point of contact for the applicant and engineer.

For both Major and Minor Site Plans, approval authorizes the Applicant to proceed with an Application **for land-disturbing permits, building permits, other required permits, and any approvals required** in order to develop the property in conformity with the approved Site Plan. Any valid plan under the Code of Virginia 15.2-2261 and outstanding as of January 1, 2011 shall remain valid in accordance with the Code of

Virginia Sec. 15.2-2209.1. The Application form for a “Minor Site Plan” can be found in Appendix I, pg. 27 – Combined Site Plan Application.

**Site Plan Amendments** are for the purpose of minor revisions or adjustments to a previously approved Site Plan that will not generate a complete Site Plan review. To be considered a Site Plan Amendment, a plan must meet the following qualifiers:

1. No more than 2,500 square feet of total land disturbance of the previously approved project.
2. Does not propose an additional entrance or alteration to a public street.
3. Does not change the previously approved use under the Zoning District regulations.
4. Amends a valid, approved site plan, which is within five (5) years of the original Site Plan approval.

The Application for a “Site Plan Amendment” can be found in Appendix I, pg. 27 – Combined Site Plan Application.

## **II. County Code References and Guidelines**

You may need to consult one or more of the following documents to facilitate preparing a Site Plan:

- Spotsylvania County Code:
  - Chapter 6A- Chesapeake Bay Preservation
  - Chapter 8- Erosion and Sediment Control
  - Chapter 19A- Stormwater Management
  - Chapter 20- Subdivisions
  - Chapter 23- Zoning
- Spotsylvania County Design Standards Manual
- Virginia Uniform Statewide Building Code

All of the aforementioned documents are available on the County’s web site: [www.spotsylvania.va.us](http://www.spotsylvania.va.us) or by contacting the Planning Department at 540-507-7434.

## **III. Pre-Application Conference Process**

Prior to the submission of a Site Plan for review, a Pre-Application Conference is strongly recommended. The Pre- Application Conference is a formal process involving the members of the Technical Review Committee (TRC). The TRC consists of representatives of various intra-county departments, state and federal agencies.

The Pre-Application Process is intended to provide the necessary tools and guidance to the Applicant to ensure the future success of the project through the review process prior to the Applicant’s first submittal of a plan. This process affords the opportunity for the Applicant to discuss the project with County staff and other agencies to identify key issues related to land use policy, site issues, transportation, and utilities prior to plan submission. The Pre-Application process is designed so the Applicant may incorporate this information into their project prior to finalizing detailed plans and submitting them for the first review.

### *Purpose of the Pre-Application Meeting:*

- Identify the scope of the project
- Provide initial guidance to the Applicant regarding County and state plans, policies, and expectations
- Identify any major issues or conflicts based on the information provided
- Begin to identify potential site constraints or issues that may affect the development of the site
- Outline the approval process applicable to the proposed development

### *Application Process:*

- Applicant must call (540-507-7434) and schedule a meeting with the planning office. Prior to such meeting the Applicant must have a general plan of development or a concept plan
- Submit a Pre-Application Meeting Request form with a general plan of development or a concept plan. (Appendix A)
- Meeting requests are required to be made at least one (1) week prior to the meeting date requested
- Staff will contact and coordinate with appropriate review agencies to attend the meeting
  - a. The Technical Review Committee (TRC) meets every Thursday at 9:30 a.m.
  - b. Reviews are scheduled every (30) minutes

- c. The Applicant is encouraged to be present with their Engineer, Surveyor, etc. at the meeting to address any issues with the plan that may be discussed by the TRC

#### **IV. Site Plan Review Process**

1. After a Pre-Application Meeting, the Applicant submits the Site Plans [See A & B], supplementary documents, and the review deposit worksheet to the Intake Counter. An Application for Site Plan approval may be filed only by the Owner or Attorney-In-Fact of the lot which is the subject of the Site Plan or by any person specifically authorized in writing by the Owner to file such Application. **The Checklist (beginning on page 5) together with the 'Individual Agency Review Checklists' and Checklist Certification are required to be submitted with the Deposit Fee Worksheet and Application.**
  - A. **Electronic Review:**
    1. Plans may be submitted for electronic review with the submission of a paper Application and Deposit Fee Worksheet, rewritable CD that contains a full plan set and all of the supporting application materials in PDF format along with an 11x17 paper plan set.
    2. One (1) full size plan set (24x36) for Fire Department review
    3. One (1) full size plan set (24x36) for Utility Department review
    4. If the plans require VDOT review also submit three (3) full size plan sets (24x36).
    5. Please place an approval block in the same place on each page of the plan.
2. The Site Plans are logged in within three (3) business days and delivered to the Planning Department where a Case Planner is assigned to review the Application for completeness.
3. The Case Planner will determine whether the Application is complete within ten (10) working days of submission. If the Application is complete, the Planning Department distributes the Site Plan to the Technical Review Committee (TRC) members. The TRC Meeting is scheduled for the 2<sup>nd</sup> Thursday after the submission is determined to be complete. A notification letter is sent to the Applicant and Engineer notifying them of the date of the TRC Meeting, which they are invited to attend. The Case Planner compiles the review comments into a draft letter and e-mails the letter and the TRC Agenda to the Applicant and Engineer no later than **Tuesday (48 hours)** prior to the TRC Meeting.
4. If the Application is not complete, the Case Planner will notify the Applicant of any deficiencies. The County will take no further steps to process the Application until the Applicant remedies the deficiencies [Sec. 23-4.11.3] and re-submits the plan. The file will be closed if a corrected resubmission does not occur with thirty (30) days.
5. The plan and comments are discussed at the TRC Meeting with the Applicant and Engineer present. In the event the Applicant or Engineer is not present for the review of the plan, it will be scheduled for the following TRC Agenda.
6. The Applicant makes revisions and submits revised Site Plans [Electronic as noted above, Paper **(five (5) sets)**] and supplementary documents to the Case Planner within sixty (60) days of the TRC or after receiving all review comments. The resubmission **MUST** include a comment response letter identifying the corrections and where the corrections are located on the plan.
7. ***If the Site Plan proposes public easements, right-of-way dedication, boundary line adjustments or subdivision, the submission of a Plat Application is required prior to Site Plan approval. Approval and recordation of the Plat is required for issuance of a Final Zoning Certification and the setting of water meters.*** A separate Application and fee are required for the submission of a Plat. More information on the Plat preparation and review process can be found in the Plat Application Packets.
8. **Extensions must be requested in writing** (e-mail is acceptable). The first extension may be granted for up to sixty (60) days. A second extension may be granted for up to thirty (30) days. If extensions are not requested and/or if the extension period passes without resubmission, the Application may be considered **void** and the file closed. At this point, a new Application will need to be submitted (please see [Sec. 23-4.11.7(a)] of the County Code for more information).
9. Depending on the nature of the comments, the Site Plan may be redistributed to specific technical reviewers for review of amendments based on their comments. If there are still outstanding issues that need to be addressed, a comment letter will be sent to the Applicant within twenty (20) business days of the resubmission. If additional revisions are required, follow the procedures outlined in 6, above.

**PLEASE NOTE THAT ADDITIONAL FEES MAY BE DUE UPON THE 3rd SUBMISSION AND ANY SUBSEQUENT SUBMISSIONS:**

- a. If the revisions and additional reviews are solely the result of a County request and not made in previous comment letters, a fee **will not** be assessed.
  - b. Minor revisions that result from comments by non-Spotsylvania County government agencies that were not requested in previous reviews and are not the result of revisions to some portion of the plan, **will not** generate additional fees.
  - c. Minor changes, such as: incorrect parcel numbers, errors or omissions in notes, typos, etc., that are not material to the development plan and do not require significant review time; **will not** generate additional fees.
  - d. If the revisions and/or additional reviews are necessitated by an oversight by the Applicant's Engineer/Surveyor for not making changes required by staff, as noted in previous reviews or for changes to the plan by the Engineer/Applicant that result in additional revisions, then additional fees **will** be required.
10. Once a plan is "approvable" (i.e. all comments are satisfied), a Best Management Practices (BMP) Agreement is required to be submitted, reviewed, and approved. The BMP Agreement is a legal agreement between the Landowner and the County identifying the requirements for inspection and maintenance of stormwater management facilities. BMP Agreements are required to be reviewed, approved, and recorded (in the Circuit Court) before a plan can be approved and released. Please be certain to reference the "approvable" plan on the first page of the BMP Agreement, including the date of inception, revision date, and complete title. A checklist is provided for the Applicant's use (Appendix H). The completed Checklist **MUST** be submitted with the Agreement in order for it to be reviewed and approved. The review process takes two-three (2-3) weeks. The Case Planner will contact the Applicant if there are outstanding comments on the BMP Agreement or if it has been approved and signed.
11. Once the BMP Agreement is approved, and the required plats and supplemental documents submitted, the site plan will be stamped approved by the case planner and forwarded to Code Compliance.
12. Once an approved plan is received by Code Compliance from the Planning Department, it will take three to five (3-5) business days before the approval is packaged and ready for pick-up. Once an approval is ready for pick-up, **the Code Compliance staff will call the Applicant to notify them that the approval is ready and provide the amount of all fees and any required bond amount.** The Applicant will also be notified of any additional information or licenses required for pick-up. If the individual, who needs to be notified that the approval is ready, is different from the Applicant, that information must be provided along with an accurate phone number on the Application. **NO APPROVAL WILL BE ISSUED WITHOUT THE CORRECT BOND FORMAT AND AMOUNT BEING PROVIDED AT PICK-UP.** The standard language for letters of credit and surety bonds is provided in Appendices I & J. **Any cash bond posted, greater than \$1,000, must be paid by certified check.**
13. A site plan shall be deemed final (and approved) once it has been reviewed and approved by County staff, and **the review fees have been paid in full by the Applicant.**
14. A stamped approved copy of the site plan must be on the construction site and available at all times.

## **V. Site Plan Submission Requirements Checklist: (Planning and Zoning Review)**

This information is **required on all site plans [with five (5) 24x36 or 36x48 copies and one (1) 11x17 copy of the Site Plan.]** [Sec. 23-4.11.2(c)]. (see Appendices B & C for required notes).

### (1) A title page containing the following:

- \_\_\_\_(i) Title block denoting the type of application, name of project, tax map reference, voting district, magisterial district, and street address;
- \_\_\_\_(ii) The name, address and phone number of the applicant and property owner (Site Data Table in Appendix C);
- \_\_\_\_(iii) The name, address, phone number, signature and registration number of the plan preparer, and the preparation date of the plan (Site Data Table in Appendix C);
- \_\_\_\_(iv) Vicinity map, 1" = 2000', a north arrow, scale, and scale graphic;
- \_\_\_\_(v) A table (with computations) estimating the lot coverage ratio and impervious surface ratio (Site Data Table in Appendix C);
- \_\_\_\_(vi) A table (with computations) stating the types of proposed uses, the number of residential dwelling units and densities, and the gross and net floor areas of non-residential structures (Site Data Table in Appendix C);
- \_\_\_\_(vii) Signature and seal of professional person certifying the plan;
- \_\_\_\_(viii) Revision block for date, reasons for revision, and signature of person making revision; and
- \_\_\_\_(ix) Signature block for approving agent.

### (2) Plan sheets containing:

- \_\_\_\_(i) The distance to and identification of the nearest intersection;
- \_\_\_\_(ii) The boundary of the entire parcel with courses and distances;
- \_\_\_\_(iii) Any existing or proposed parcel lines, easements, or rights-of-way within the subject parcel;
- \_\_\_\_(iv) The present zoning and principal use of the subject parcel and all contiguous properties;
- \_\_\_\_(v) The boundaries of any overlay zoning districts described in article 6 of this chapter (Zoning);
- \_\_\_\_(vi) The locations, dimensions, height, and setbacks of all existing and proposed buildings, structures and other improvements (including flag poles and signs);
- \_\_\_\_(vii) The boundaries of any lakes, rivers, streams, ponds, or wetlands;
- \_\_\_\_(viii) A landscape plan showing the location, dimensions and material descriptions of all existing and proposed screens, bufferyards, or landscaping;
- \_\_\_\_(ix) The location and dimensions of existing and proposed parking and loading areas (include calculations) and any other impervious surfaces, such as driveways, streets (and names), sidewalks, and playing surfaces;
- \_\_\_\_(x) The location and description of all points of access;
- \_\_\_\_(xi) The estimated daily vehicular trips generated by the proposed development on each road segment shown on the plan;
- \_\_\_\_(xii) The location and dimensions of on-site pedestrian walkways or bicycle paths and any connection to adjacent property;
- \_\_\_\_(xiii) Typical roadway pavement and design section for all proposed streets, roads, and driveways;
- \_\_\_\_(xiv) Points of connection to public water and sewer and/or location of wells and septic systems and

reserve drainfields;

- \_\_\_\_(xv) Topographic contour lines at two-foot intervals based on field or aerial survey, for the existing site and after the completion of the proposed development;
- \_\_\_\_(xvi) The location and dimensions of on-site and off-site facilities for the retention or detention of stormwater;
- \_\_\_\_(xvii) The size, location and boundaries of any common open spaces, recreation areas and recreation facilities, including a statement of whether such open areas are to be dedicated to the public;
- \_\_\_\_(xviii) For large-scale, phased developments, identification of the location and timing of each phase of the development;
- \_\_\_\_(xix) Any known historic building or features;
- \_\_\_\_(xx) Any known places of burial, cemetery easements, or objects or structures marking places of burial;
- \_\_\_\_(xxi) The 100-year floodplain limits and dam break inundation zone limits;
- \_\_\_\_(xxii) A table estimating the daily public water usage and sewage flow attributable to the proposed development in gallons per day, including the timing of any necessary connections;
- \_\_\_\_(xxiii) Location of water mains, sewer lines, fire hydrants, gas lines, electrical lines, easements, outdoor lighting, and outdoor trash receptacles;
- \_\_\_\_(xxiv) An erosion and sediment control plan including the information required under chapter 8 of the County Code;
- \_\_\_\_(xxv) Any wetland permits required under applicable state or federal law;
- \_\_\_\_(xxvi) Preliminary engineering for all required improvements, drawn to the specifications provided by the county;
- \_\_\_\_(xxvii) GPS coordinates for all new storm sewer outfalls, including outfalls from permanent stormwater management facilities. Every site plan shall reference at least two (2) concrete monuments at the subdivision corners to the VCS 1983. All information required under chapter 20, article 8 of the County Code applies;
- \_\_\_\_(xxviii) A legend for all symbols shown on the plan;
- \_\_\_\_(xxix) Signature and seal of professional person certifying the plan;
- \_\_\_\_(xxx) Revision block for date, reasons for revision and signature of person making revision; and
- \_\_\_\_(xxxii) Signature block for approving agent placed at the same location on each sheet.
- \_\_\_\_(xxxii) Lighting plan which identifies all site lighting, a photometric plan and lighting fixture details, including type and height of lights (Sec. 23-5.12)
- \_\_\_\_(xxxiii) Required Notes: Solid Waste, Floodplain, Construction Waste Storage, and Zoning (Appendix C)
- \_\_\_\_(xxxiv) Site plan certificate is signed (Appendix C)

### **Minor Site Plan Checklist**

- \_\_\_\_ 1. The plan must show all property lines, limits of disturbance, proposed structures, all new parking, or any new areas;
- \_\_\_\_ 2. If the plan originates from a previously approved plan, it must show the previously approved plan, signatures, and date;
- \_\_\_\_ 3. The plan must show any previously approved conceptual plan;

- \_\_\_ 4. The applicant must provide a detailed narrative, outlining the proposal consistent with the general notes on the plan;
- \_\_\_ 5. The Application form and appropriate fees must be submitted with the first submission;
- \_\_\_ 6. Organizational documents showing the name of the person and their title authorized to execute legal documents required for this application on behalf of a Limited Liability Company (LLC), Trust or Corporation.
- \_\_\_ 7. Four (4) copies 24x36 or 36x48 and one (1) 11x17 copy of the Minor Site Plan;
- \_\_\_ 8. Any proposed site improvements, i.e. landscaping/buffers, lighting, parking, entrance, dumpster enclosures, etc. must be included for full review;
- \_\_\_ 9. Additional erosion and sediment control measures if necessary to prevent sediment transport off-site;
- \_\_\_ 10. Estimate of daily public water and sewage flow attributable to proposed development, including any new fees or necessary connections, upgrades, or service lines (Verify with Public Utilities staff 540-507-7300).

**Site Plan Amendment Checklist**

- \_\_\_ 1. The plan must show the previously approved plan, signature, and date;
- \_\_\_ 2. The plan must show the previously approved conceptual plan/GDP with an overlay of all the proposed changes;
- \_\_\_ 3. The Applicant must provide a detailed narrative outlining the proposed changes consistent with the general notes on the plan;
- \_\_\_ 4. The Application form and appropriate fees must be submitted and paid;
- \_\_\_ 5. Five (5) copies 24x36 or 36x48 and one (1) 11x17 copy of the Amended Site Plan.

**Additional Items Required Prior To Approval**

- \_\_\_ 1. A copy of the VSMP application or verification of such must be provided;
- \_\_\_ 2. If any waivers or modifications are requested, a Waiver Form (Appendix D) must be completed and submitted and the waiver document incorporated into the Site Plan;
- \_\_\_ 3. Easement sheet;
- \_\_\_ 4. Plats of easement and/or right-of-way dedication, if required (**separate application and fees are required**);
- \_\_\_ 5. Any additional items deemed necessary during the pre-application meeting.

**VI. Individual Agency Review Checklists**

The Applicant must submit a copy of this Checklist, along with the County’s Site Plan Application, with a certification that the plans reflect all applicable items on the Checklist. The Utilities Checklist is not all-inclusive, but merely representative of items that are routinely improperly submitted or otherwise selected by the Department of Utilities for your convenience. **Use of the checklist does not relieve the Applicant from the responsibility for complete compliance with all of the standards and requirements shown in this Manual, whether or not reflected on the Checklist.**

**Building Office Review**

- \_\_\_ 1. Provide separation distances to lot lines and/or imaginary lot lines between buildings on the same lot to address possible questions for the requirement for exterior wall fire ratings and opening permitted;
- \_\_\_ 2. Identify accessible route to building; accessible parking space location to create shortest accessible route of travel to building entrance; curb cut/ramp designs;
- \_\_\_ 3. Provide accessible parking signage, van accessible, fines, towing, and accessible path dimensions. [Consistent with DSM 5-5.2];
- \_\_\_ 4. Identify the number of accessible parking spaces, dimensions, number of handicap parking spaces required based on the total spaces required per Zoning Ordinance, dimension of access aisles, and van accessible;
- \_\_\_ 5. Provide the height, area, and use group of the proposed structure. Is a sprinkler system proposed? If so, further explain and define;
- \_\_\_ 6. Identify any existing structure that will be demolished;

- \_\_\_ 7. Identify if any existing property lines that run through the proposed are being abandoned;
- \_\_\_ 8. Provide the "Building Office" note on the plan (see Standard Notes, Appendix C);
- \_\_\_ 9. Provide the "Demolition" note on the plan if any structures will be demolished (see Standard Notes, Appendix C).

**Chesapeake Bay Review**

(Does not cover the RPA determinations and stormwater concept plans that may be required depending upon the development).

- \_\_\_ 1. Required, signed "Responsible Land Disturber" Certificate is on the plan (see Standard Notes, Appendix C);
- \_\_\_ 2. VSMP Permit Application – this is for all projects greater than 2500 square feet of disturbance;
- \_\_\_ 3. BMP Agreements completed;
- \_\_\_ 4. Wetlands permits/wetlands delineation;
- \_\_\_ 5. RPA Field Delineation (required whenever county maps show RPA on the site or close to the site);
- \_\_\_ 6. Fencing around all SWM facilities located within 300' of a residence or daycare;
- \_\_\_ 7. HUC Code;
- \_\_\_ 8. One (1) year, 24-hour storm extended detention for projects greater than 10 acres;
- \_\_\_ 9. Soil borings and geotechnical report for all dam embankments;
- \_\_\_ 10. Soil work for all infiltration facilities;
- \_\_\_ 11. E&S Bond (including bonding of SWM Facilities) – must use Spotsylvania guidelines and include 25% for maintenance;
- \_\_\_ 12. SSF should be used for any construction in close to wetlands/RPA and along major roads (1, 3, 17, etc.);
- \_\_\_ 13. Amount of land disturbance must be stated in E&S Project Description;
- \_\_\_ 14. Description;
- \_\_\_ 15. Required "RPA" notes are on the plan (see Standard Notes, Appendix C);
- \_\_\_ 16. Required "Landscape" note is on the plan (see Standard Notes, Appendix C);
- \_\_\_ 17. Required "E&S Field Measures" note is on the plan (see Standard Notes, Appendix C);
- \_\_\_ 18. Required "Seeding" note is on the plan (see Standard Notes, Appendix C);
- \_\_\_ 19. Required "PASS" note is on the plan (see Standard Notes, Appendix C);
- \_\_\_ 20. Provide GPS coordinates on the outfalls from any stormwater management structure including but not limited to SWM Pond Outfalls and emergency spillways, discharge points from BMP facilities, level spreaders and other similar SWM or BMP facilities. (EPA/DCR/DEQ SWM Regulations Discharge Locations and Identification.);
- \_\_\_ 21. A landscape bond must be posted for all required landscaping related to a site. These items include but are not limited to parking lot plantings, lot line screening and vegetative BMP's. The bond amount is equal to ½ of the estimated total landscaping cost plus 25% maintenance fee;
- \_\_\_ 22. A completed Virginia Stormwater Management Permit (VSMP) Registration Statement.

**Fire Marshal Review**

- \_\_\_ 1. Provide all Fire Marshal Review information on a single sheet within the plan set at a scale no less than 1"=50' [DSM 2-6 2.b];
- \_\_\_ 2. Provide streets, parking spaces, fire hydrants, fire department connections, fire department access lanes, and any other pertinent information as indicated by the Fire Official [DSM 2-6 2.b];
- \_\_\_ 3. Provide the USE group classification including the type of operations that will occur at this site as defined by the Uniform Statewide Building Code [DSM 2-6 2.b.1];
- \_\_\_ 4. Identify the type of construction as defined by the Uniform Statewide Building Code [DSM 2-6 2.b.2];
- \_\_\_ 5. Located and identify existing and proposed water mains and sizes [DSM 2-6 2.b.3];
- \_\_\_ 6. Provide water pressure and flow capability, static pressure residual pressure, flow in the GPM [DSM 2-6 2.b.4 - Calculation of the fire flow required on site per Section 2-4.3 for calculation procedure 2.b.3. (a)];
- \_\_\_ 7. Locate the existing and proposed fire hydrants within 800 feet of the project site on the plan and show distances between all new and existing hydrants [DSM 2-6 2.b.5];

- \_\_\_ 8. Identify the location of all proposed fire lanes with details of curb marking, sign locations and detail [DSM 2-6 2.b.6];
- \_\_\_ 9. Identify the location and type of any proposed hazardous materials storage areas, interior or exterior [DSM 2-6 2.b.7];
- \_\_\_ 10. Identify all fencing or any other potential obstruction to fire hydrants, fire department connections, or fire lanes [DSM 2-6 2.b.8];
- \_\_\_ 11. Provide the type of fire suppression or detection equipment to be provided: i.e. sprinklers, standpipes, smoke or heat detectors, etc. [DSM 2-6 2.b.9];
- \_\_\_ 12. Provide the location, type, and size of underground fire lines [DSM 2-6 2.b.10];
- \_\_\_ 13. Provide location of fire department Siamese connections (street front of building) [DSM2-62.b.11];
- \_\_\_ 14. Provide the height of building in feet and stories and include any canopy and overhang heights [DSM2-62.b.12];
- \_\_\_ 15. List a complete breakdown of building interiors such as fire walls, tenant separations, etc. and show all points of egress from buildings [DSM 2-6 2.b.13];
- \_\_\_ 16. If a fixed fire suppression or detection system is to be provided, the type of system shall be clearly indicated and will be subject to the applicable section of the Uniform Statewide Building Code [DSM 2-6 2.b.14];
- \_\_\_ 17. Provide complete details for all structures consistent with Plate 2-1 through 2-6 2.b.13;
- \_\_\_ 18. Provide all relevant DSM plates, the required "Fire Lane" note, and the required "Construction/Demolition Materials" note on the plan (see Standard Notes, Appendix C).

### **GIS Department Review**

*(Items necessary to assist GIS in adding features from approved site plans to GIS database)*

- \_\_\_ 1. Provide GPS coordinates on two property corners by one of the two methods described below:
  - \_\_\_ a. VA State Plane, North Zone, NAD 1983, US Survey Feet 1983 Datum X, Y coordinate values on two adjacent outer perimeter property pins or monumented corners; or
  - \_\_\_ b. Surveyed distance and bearing traverses to and between two intervisible County, NGS, or VDOT monuments, from and between two adjacent outer perimeter property pins or monumental corners;
- \_\_\_ 2. "GPS Tie-in" note must be placed on cover sheet (see Standard Notes, Appendix C);
- \_\_\_ 3. Towers – Provide a GPS Coordinate for the tower in above mentioned projection and data;
- \_\_\_ 4. Provide a digital file (dwg or dxf) upon request of an approved site plan, including proposed buildings, parking areas, stormwater management structures. The File must be in VA State Plane, North Zone, NAD 1983 US Survey Feet.

### **Health Department Review**

Items reviewed per Sewage Handling and Disposal Regulations.

- \_\_\_ 1. OSE Form F, *Request for Subdivision Review by Local Government*;
- \_\_\_ 2. Subdivision plat to scale of 1"=100' or larger;
- \_\_\_ 3. Original topography shown at 2 ft. intervals or less;
- \_\_\_ 4. Lot boundaries, lot line dimensions, acreage;
- \_\_\_ 5. Overall site boundary;
- \_\_\_ 6. Neighboring property lines within 200 ft. of outermost property line;
- \_\_\_ 7. Existing and proposed road cuts and fills;
- \_\_\_ 8. Drainage easements and structures;
- \_\_\_ 9. Utility easements, proposed and existing (electric, phone, gas, water, cable, etc.);
- \_\_\_ 10. Significant landscape features;
- \_\_\_ 11. Existing and proposed water supplies, drainfields and reserve areas for each lot and within 200 ft. of outermost property line;
- \_\_\_ 12. Individual OSE/PE Soil Reports, identified as to individual lot, section number and subdivision;
- \_\_\_ 13. Drainfield sites, reserve areas, water supply locations clearly shown to scale on plat;
- \_\_\_ 14. Licensed OSE certification statement, signature, seal and date; and
- \_\_\_ 15. PE certification, seal and date.

## **Transportation Review**

- \_\_\_ 1. Identify all accessible routes to public and private streets, travel lanes, and parking space traffic flows and patterns;
- \_\_\_ 2. Provide traffic control, signage detail and location on plan: Do Not Enter, One-Way, Stop, Exit Only, Enter Only, No Left turn, etc.;
- \_\_\_ 3. Identify all pavement and directional markings identifying direction and traffic patterns and for intersections on the plan;
- \_\_\_ 4. Identify all sidewalk locations, size and pedestrian connectivity on site and to and from adjacent sites;
- \_\_\_ 5. Provide street acceptance compliance detail in general notes with conformance to DSM standards and VDOT;
- \_\_\_ 6. Demonstrate the Transportation Element of the Comprehensive Plan and DSM on the plan or in the general notes;
- \_\_\_ 7. The required "Transportation" note is on the plan (see Standard Notes, Appendix C);
- \_\_\_ 8. Detail the existing and proposed right-of-way on the plan;
- \_\_\_ 9. Indicate if use will generate an increase in trips; if so, detail any driveway improvements.

## **Utilities Review**

- \_\_\_ 1. Site Plan complies with preliminary or master site plan;
- \_\_\_ 2. Site Plan complies with County Water/Sewer Master Plan;
- \_\_\_ 3. Water services indicated;
- \_\_\_ 4. Existing water main shown;
- \_\_\_ 5. Proposed meter(s) shown;
- \_\_\_ 6. Easements shown and labeled including size;
- \_\_\_ 7. Water and Sewer easements separate from other utilities;
- \_\_\_ 8. Fire hydrants (500' max spacing residential, see Article 2 for others);
- \_\_\_ 9. Adequate access to hydrant for emergency apparatus - avoid location of fire hydrants along shoulders;
- \_\_\_ 10. Adjoining properties have access to water main either by easement or by water / sewer main extension to the property line;
- \_\_\_ 11. Water/sewer main size and material indicated in plan and profile;
- \_\_\_ 12. Water mains should be looped whenever possible;
- \_\_\_ 13. Meter and vault size shown;
- \_\_\_ 14. Correct vault detail provided;
- \_\_\_ 15. Services provided to all existing and proposed lots or parcels;
- \_\_\_ 16. Constant residual pressure - 20 psi minimum;
- \_\_\_ 17. All valves, tees, crosses, bends, hydrants, etc. are labeled and stationed;
- \_\_\_ 18. Valves spaced not over 500' intervals;
- \_\_\_ 19. Valve boxes outside pavement shall have tops set to the finish grade 6" deep concrete collar around valve box;
- \_\_\_ 20. Tees must have at least 2 gate valves provided;
- \_\_\_ 21. Crosses must have at least 3 gate valves provided;
- \_\_\_ 22. Bend dimensions are clearly shown (degree or inches). Joint restraint provided on all bends (THRUST BLOCKS PROHIBITED);
- \_\_\_ 23. Waterline size shown, minimums met (8" unless specifically approved);
- \_\_\_ 24. Three-quarter inch (3/4") minimum service line for single family;
- \_\_\_ 25. Water lateral and sewer lateral minimum 10' separation;
- \_\_\_ 26. Minimum ground cover 42" over waterlines;
- \_\_\_ 27. Dewatering hydrants provided at all low points;
- \_\_\_ 28. Scale provided, plan and profile (horizontal/vertical);
- \_\_\_ 29. Station given for all valves, tees, crosses, bends, hydrants, etc.;
- \_\_\_ 30. Special protection for water mains located under sewer mains;
- \_\_\_ 31. Hydraulic Report submitted, meets requirements;
- \_\_\_ 32. Meter Sizing worksheets submitted, match construction drawings;

- \_\_\_ 33. Fire flow test provided upon request;
- \_\_\_ 34. Sewer services stationed and labeled;
- \_\_\_ 35. Existing sewer main shown;
- \_\_\_ 36. Manholes shown and numbered;
- \_\_\_ 37. Existing manhole connection indicated;
- \_\_\_ 38. Sewer lines in and out of manholes at 90 degrees or greater;
- \_\_\_ 39. Sanitary manhole - stub provided for future extension;
- \_\_\_ 40. Commercial properties under Sewage Use/Pretreatment Ordinances have a monitoring manhole or grease trap;
- \_\_\_ 41. Pump station – requires separate specific approval. Considered complex, requires pre-submittal meeting with Utilities;
- \_\_\_ 42. Maximum separation between manholes, 400' if 15" or less, 600' if > 15";
- \_\_\_ 43. Manholes in floodplains have water tight lids;
- \_\_\_ 44. Sanitary House Connection/lateral minimum (4" single, 6" double);
- \_\_\_ 45. Minimum basement elevation shown;
- \_\_\_ 46. Sewer line size indicated, including percent slope;
- \_\_\_ 47. PVC-minimum depth 48";
- \_\_\_ 48. DIP-required: low cover (2.3.2), boring (2.3.1), conflicts (2.3.1), and stream crossings (2.3.1);
- \_\_\_ 49. Stream crossings consistent with Standard Detail for Stream Crossings;
- \_\_\_ 50. Minimum grades met (refer to specifications - 8"-0.40%; 10"-0.28%);
- \_\_\_ 51. Drop connections must be identified;
- \_\_\_ 52. Inverts given for all lines, stubs and manholes (minimum 0.1' and maximum 0.5');
- \_\_\_ 53. Rim elevation indicated.

**Checklist Certification:**

**Date:** \_\_\_\_\_

**Engineering Firm:** \_\_\_\_\_

**Engineer's Name:** \_\_\_\_\_

**(Printed)**

\_\_\_\_\_  
**(Signature)**

## APPENDICES

**County of Spotsylvania**

Department of Planning  
 9019 Old Battlefield Blvd, Suite 320  
 Spotsylvania, Virginia 22553  
 Phone: (540) 507-7434



**Pre-Application Meeting Request**

Property Owner(s): \_\_\_\_\_

Developer/Applicant: \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell # \_\_\_\_\_ \*Email: \_\_\_\_\_

Tax Map#: \_\_\_\_\_ Existing Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_ Disturbed Zoning: \_\_\_\_\_ Parcel Acreage: \_\_\_\_\_

Parcel Address: \_\_\_\_\_

Type of Application (Rezoning, Special Use, Site Plan): \_\_\_\_\_

Existing Public Water:  Yes  No

Existing Public Sewer:  Yes  No

Are there active permits under review with the County or have there been any prior approvals?  Yes  No

If yes, list: \_\_\_\_\_

Brief description of proposed development:  
 \_\_\_\_\_  
 \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**\*Please submit the completed request form with a general development plan or concept plan to Shannon Fennell, at [sfennell@spotsylvania.va.us](mailto:sfennell@spotsylvania.va.us), to be scheduled on the next available Technical Review Committee (TRC) Agenda**

**Site Data Required on the Plan Coversheet**

---

**Applicant Name:**

Address:

Phone:

**Owner Name:**

Address:

Phone:

**Plan Preparer Name:**

Address:

Phone:

**Project Information:**

Property Tax Map Number:

Parcel Zoning:

Overlay District(s):

Proposed Use of Structures:

Site Area (in acres):

Land Disturbance (in acres):

Length of water and sewer (not including laterals or privately owned force mains):

**Residential Dwelling Units:**

Number:

Density (units/acre):

**Nonresidential Structures:**

Gross Floor Area:

Net Floor Area:

Floor Area Ratio (FAR):

Impervious Surface (sq. ft.):

Impervious Surface Ratio (%):

Hydrologic Unit Code:

Wetlands on Site (y/n):

Wetlands Permits Required (y/n), Permit #:

Known Historic Buildings or Features (y/n):

Known Places of Burial (y/n):

Method for Solid Waste Storage:

Method of Solid Waste Collection:

Building Code Use Group/Type of Construction:

## Standard Notes

**Solid Waste Note:** *All refuse must be disposed of at County-approved disposal sites.*

**Floodplain Note** (include the applicable note):

- a. *No portion of the land hereon is located in the F.I.R.M. 100-year special flood area zone "A", as indicated on map # \_\_\_\_\_ dated February 18, 1998. However, this land is located in zone "X" (areas outside of the 500-year floodplain).*
- or,
- b. *Portions of the land hereon are located in the F.I.R.M. 100-year special flood area zone "A" as indicated on map # \_\_\_\_\_ dated February 18, 1998 and are so designated hereon.*

**RPA Notes:**

**Chesapeake Bay Preservation Act**

*CBPA is an overlay district for the entire Spotsylvania County and the parcel described within this plan lies within the RMA features and (does/does not) contain RPA features within the Chesapeake Bay Preservation Area Overlay District.*

**If RPA exists:**

*The Resource Protection Area (RPA) is a 100 foot wide buffer area that shall remain undisturbed and vegetated in accordance with Spotsylvania County Code Chapter 6A, Chesapeake Bay Preservation.*

and,

*The RPA was determined by field delineation by \_\_\_\_\_ (company name, etc.)*

**Construction Waste Storage Note:** *Prior to the issuance of a Certificate of Occupancy, all stockpiled materials, including but not limited to stumps, brush, and construction debris shall be removed from the property and disposed of in accordance with Chapter 19 of the County Code (Solid Waste) or any other state or federal regulations.*

**Landscape Note:** *Prior to development, the boundaries of the construction footprint shall be clearly marked on the property and suitable protective barriers shall be erected five (5) feet outside of the drip line of any tree or stand of trees to be preserved within 100 feet of the construction footprint. The barriers shall remain erected throughout all phases of construction. The storage of equipment, materials, debris, or fill shall not be allowed within the area protected by the barrier. Required landscape material, planting, and maintenance of best management practices shall conform to Chapter 6A of the Spotsylvania County Code.*

**Building Office Note:** *Approval of this site plan DOES NOT allow or give permission for any construction of the structures or other features shown herein. A separate review and approval will be required, from the Building Safety Department, prior to construction of any of the following: retaining walls, site lighting, free standing signs, building sewer lines, underground tank, above ground tank, fire lines, all proposed structures or any other feature that is defined as a structure by the Virginia Construction Code.*

**GPS Tie In Note:** *The (site plan) shown hereon is referenced to the Virginia Coordinate system of 1983 as computed from a field survey which ties this development boundary to (SC or NGS or VDOT) monument (insert number and name of monument).*

*The grid factor (elevation factor X scale factor) that has been applied to the field distance to derive the referenced coordinates is (insert complete grid factor). Unless otherwise stated the plat distances shown are intended to be horizontal distances measured at the mean elevation of the development.*

*The bearings shown are referenced to VCS 1983 Grid North. The foot definition used for conversion of the monument coordinates is the: "U.S. Survey Foot" or 1 ft. = 1200/3937 meter.*

*Geodetic control monuments existing or placed within the boundaries of this development shall not be disturbed. The landowner assumes the responsibility for replacement of any disturbed monument.*

**E&S Field Measures Note:** *Additional erosion control measures may be required as field conditions warrant.*

**Transportation Note:** *A separate permit review and approval is required through Virginia Department of Transportation prior to any construction of all road network and entrances. VDOT Approval is required for work in the right-of-way.*

**Seeding Note:** Contractor shall seed or mulch all denuded or disturbed areas in accordance with Virginia Erosion & Sediment Control Regulations Standards MS-1, MS-2, & MS-3.

**Demolition Note:** A separate demolition permit is required.

**Construction/Demolition Materials Note:** No burning of construction or demolition materials on site.

**Fire Line Note** (for non-residential): Fire line and fire department connection locations and sizes will not be approved until sprinkler system design is approved by Fire Marshal. A separate permit is required for this work.

**PASS Note:** Due to recent findings of possible acid sulfate soils (PASS) within Spotsylvania County; it is recommended that the developer, builders and engineers be aware that if acid sulfate soils as well as other soils that produce a pH of <4 are present on the project site extensive treatment to bring the soils acid/pH level to an acceptable level to sustain any form of plant growth may be required.

**Zoning Note:** A separate permit is required for signs, retaining walls, and underground and aboveground tanks.

**Site Plan Certificate:**

I hereby certify that to the best of my knowledge and belief this plan is correct and complies with Chapter 6A of the Spotsylvania County Code, and that I am a qualified professional licensed in Virginia.

VA License #: \_\_\_\_\_

\_\_\_\_\_  
Signature Date

**Responsible Land Disturber Certificate:**

RLD # \_\_\_\_\_

\_\_\_\_\_  
Name



Tax Map No. \_\_\_\_\_

**AGREEMENT FOR MAINTENANCE OF  
BEST MANAGEMENT PRACTICE  
FACILITY**

THIS (TYPE) SYSTEM AGREEMENT, made this \_\_\_\_ day of \_\_\_\_\_, by and between \_\_\_\_\_ a \_\_\_\_\_

(please type)

corporation/partnership/llc, or husband and wife, or individually, ("the Owner"), and the COUNTY OF SPOTSYLVANIA, VIRGINIA, a political subdivision of the Commonwealth of Virginia ("the County"), recites and provides as follows:

WHEREAS, THE OWNER, is the owner of certain real estate shown as Tax Map No. \_\_\_\_\_, situated in \_\_\_\_\_ Magisterial District, Spotsylvania County, Virginia, known as LOT\_\_\_\_, SECTION \_\_\_\_\_, which is to be developed as a \_\_\_\_\_; With a (# specific name/type BMP serving (X#) sq ft/ac impervious surface(s) List all proposed BMP's and service areas) and

WHEREAS, The Owner is providing a storm water drainage system consisting of a BEST MANAGEMENT PRACTICE BMP (TYPE) FACILITY (herein referred to as the "FACILITY") as shown and described on the plans entitled \_\_\_\_\_, dated \_\_\_\_\_, and last revised on \_\_\_\_\_, made by \_\_\_\_\_ or as shown on any subsequent revision approved by the County, a copy of which is incorporated by reference; and

WHEREAS, to comply with the rules and regulations of the County pertaining to this project, the Owner has agreed to maintain the Facility in accordance with the terms and conditions hereinafter set forth.

NOW, THEREFORE, for and in consideration of the mutual covenants and undertaking of the parties, the parties hereby agree as follows:

1. MAINTENANCE OF THE "FACILITY"

The Owner agrees that it shall maintain in perpetuity the Facility in a manner which will permit the Facility to perform the purposes for which it was designed and constructed, and in accordance with the standards by which it was designed and constructed, all as shown and described on the plans referenced above. Specifically, however, the Owner agrees that it shall:

(FILL IN APPROPRIATE INFORMATION FROM ATTACHED SHEET AND/OR MANUFACTURERS SPECIFICATIONS)

2. FINAL INSPECTION REPORTS

The Owner agrees that it will have the design engineer certify in writing to the County within 30 days of completion of the Facility that the Facility is constructed in accordance with the approved plans and specifications.

3. INSPECTION FOR PREVENTATIVE MAINTENANCE

- (a) The Owner agrees to cause inspections to be made of the Facility by a Professional Engineer registered in Virginia retained at the Owner's expense and approved by the County. The inspection shall occur during the last (60) days of the first year of operation and at least once every year to observe any failures, problems, invasive plants and other items that may become a problem for the operation of the BMP. These inspections can be self-inspections by the BMP owner, landscape professionals and/or maintenance crews of the facility. These annual reports must be submitted to the County as part of the certifying professionals report submitted every three (3) years thereafter.
- (b) The inspection reports shall be submitted in writing to the County within 30 days after each inspection. The reports shall include the following:

(FILL IN APPROPRIATE INFORMATION FROM ATTACHED SHEET AND/OR MANUFACTURERS SPECIFICATIONS)

- (c) The Owner agrees to perform promptly all needed maintenance specified in the inspection report within 60 days or such longer time if agreed to by the County in writing.

4. RIGHTS OF THE COUNTY IN THE EVENT OF DEFAULT BY THE OWNER.

In the event of any default or failure by the Owner in the performance of any of the covenants and warranties pertaining to the maintenance of the Facility, as provided herein, the County, after providing reasonable notice to the Owner, may enter upon the property and perform the necessary maintenance or repairs. All costs thereof expended by the county in performing such necessary maintenance or repairs shall constitute a lien against the properties of the Owner described hereunder; provided, however, that such lien shall not become perfected nor encumber the properties of the Owner until such time as a memorandum of lien setting forth the amount of the lien shall be recorded in the Clerk's Office of the Circuit Court of Spotsylvania County, Virginia, and indexed in the grantor's index in the name of the Owner. Any lots or property conveyed of record by the Owner to third parties prior to the recordation of said memorandum of lien as aforesaid shall pass free and clear of any such lien, and such memorandum of lien shall not be construed to create an encumbrance upon title of any such lots or property so conveyed of record by the Owner to third parties. However, nothing herein shall obligate the County to maintain the Facility.

5. INDEMNIFICATION OF COUNTY

The Owner hereby agrees that it shall save, hold harmless, and indemnify the County and its employees and officers from and against all liability, losses, claims, demands, costs and expenses arising from, or out of, default or failure by the Owner to maintain the Facility, in accordance with the terms and conditions set forth herein, or from acts of the Owner arising from, or out of, the construction, operation, repair or maintenance of the Facility.

6. The parties hereto expressly do not intend by execution of this Agreement to create in the public, or any member thereof, any rights as a third party beneficiary or to authorize anyone not a party hereof to maintain a suit for any damages pursuant to the terms of this Agreement.
7. This agreement shall be a covenant which runs with the land and shall inure to the benefit of and shall be binding upon the parties hereto, their respective successors and assigns, and all subsequent owners of the property.
8. Upon execution of this Agreement, it shall be recorded in the Clerk's Office of the Circuit Court of Spotsylvania County, Virginia, at the Owner's expense.

IN WITNESS WHEREOF, the Owner has caused this Agreement to be signed in its names by a duly authorized person.

SIGNATURES ON THE FOLLOWING PAGES

\_\_\_\_\_  
(type) Name of Corporation/Partnership/LLC

By: \_\_\_\_\_  
Signature of the Authorized Person to Sign  
for the Corporation/Partnership/LLC

Its: \_\_\_\_\_  
Title of the Authorized Person to Sign for the  
Corporation/Partnership/LLC

STATE/Commonwealth of \_\_\_\_\_  
City/County of \_\_\_\_\_, to wit:

The foregoing Agreement was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_, by

\_\_\_\_\_ who is the

[Owner(s)]

\_\_\_\_\_ of the Corporation/Partnership/LLC (if applicable).

(Title)

\_\_\_\_\_  
Notary Public

My Commission Expires:  
Registration Number:

\_\_\_\_\_  
(sign) Individual Owner

\_\_\_\_\_  
(sign) Individual Owner

STATE/Commonwealth of \_\_\_\_\_  
City/County of \_\_\_\_\_, to wit:

The foregoing Agreement was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_, by

\_\_\_\_\_  
[Individual Owner(s)]

\_\_\_\_\_  
Notary Public

My Commission Expires:  
Registration Number:

COUNTY OF SPOTSYLVANIA, VIRGINIA

By: \_\_\_\_\_  
Ed Petrovitch  
County Administrator

COMMONWEALTH OF VIRGINIA  
COUNTY OF SPOTSYLVANIA, to wit:

The foregoing Agreement was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by Ed Petrovitch, County Administrator of Spotsylvania County.

\_\_\_\_\_  
Notary Public

My Commission Expires:  
Registration Number:

APPROVED AS TO FORM:

\_\_\_\_\_  
COUNTY ATTORNEY

## Filling out the new BMP Agreement

1. **(TYPE) SYSTEM** – This is to be Structural, Retention/Detention, and/or Filtration as a category title. Note; this can list multiple categories and retention detention are together.
2. **BMP AND ACRES SERVED** – This section must list the number of specific type(s) BMP's (manufactures name, Bioretention, Infiltration, Wetland, etc.) Must also include the number of sq ft or ac of impervious surface being treated per BMP. *Example; 1- infiltration type BMP serving 2,500 Sq Ft, 1 – detention wetland serving 4ac (174,240.00Sq Ft)*
3. **MAINTENANCE Item 1.** – This section you must use the appropriate minimal REQUIRED items on the attachment document. The items are broken down into the specific Structural retention or filtration type categories for Maintenance and inspections. If the BMP being used is or contains a manufactured BMP, the Manufacturers' Maintenance and Inspection information must be attached and called out as attachment "A" or "B" accordingly.
4. **INSPECTION 3(b)** – This section you must use the appropriate minimal REQUIRED items on the attachment document. The items are broken down into the specific Structural retention or filtration type categories for Maintenance and inspections. If the BMP being used is or contains a manufactured BMP, the Manufacturers' Maintenance and Inspection information must be attached and called out as attachment "A" or "B" accordingly.
5. **Example of Traditional/Standard BMP Maintenance and Inspection Agreement REQUIRED Items** – these items must be used for the maintenance and inspection portion of the agreement depending on the category and type of BMP being used.

**Traditional/Standard BMP Maintenance and Inspection Agreement REQUIRED Items**

<b>Traditional/Standard BMP Maintenance and Inspection Agreement REQUIRED Items</b>				
		<b><u>STRUCTURAL</u></b>	<b><u>FILTRATION</u></b>	<b><u>DETENTION/RETENTION</u></b>
<b>Maintenance</b>	(i)	perform any maintenance or repairs requested in writing by the County within thirty (30) days of such request or such longer time if specified by the County;	perform any maintenance or repairs requested in writing by the County within thirty (30) days of such request or such longer time if specified by the County;	remove silt and other debris from the Facility so as to maintain the elevation of the bottom of the Facility as shown on the approved plans;
	(ii)	maintain, update and storage its maintenance records for the facility;	maintain, update and store the maintenance records for the Facility;	plant and mow grass or maintain a vegetative cover on any slopes surrounding the Facility;
	(iii)		during extreme droughts the plants shall be watered in the same manner as any other landscape material; and	maintain in good order and repair any principal and emergency spillways which serve as the outflow devices for the Facility; and
	(iv)		in the event of a chemical spill all soil and plants shall be removed and properly disposed and replaced with new uncontaminated filter media and plants.	perform any maintenance or repairs requested in writing by the County within thirty (30) days of such request or such longer time if specified by the County; and
	(v)			install and maintain fences and warning signs in good repair as required by Spotsylvania County.
		<b><u>STRUCTURAL</u></b>	<b><u>FILTRATION</u></b>	<b><u>DETENTION/RETENTION</u></b>
<b>Inspections</b>	(1)	The date of inspection;	The date of inspection;	The date of inspection;
	(2)	Name of inspector;	Name of inspector;	Name of inspector;
	(3)	The condition and/or presence of:	The condition and/or presence of:	The condition and/or presence of:
	(i)			Vegetation,
	(ii)			Fences,
	(iii)			Spillways,
	(iv)			Embankments,
	(v)			Reservoir area,
	(vi)			Inlet and outlet channels,
	(vii)			Underground drainage structures,
(viii)			Sediment load,	
(ix)			Gates and Valves or,	
(x)	Any other item that could affect the proper function of the Facility	Any other item that could affect the proper function of the Facility	Any other item that could affect the proper function of the Facility	<b>Any other item that could affect the proper function of the Facility</b>

**QUICK CHART BMP Selection Chart (DEQ-Handbook)**

<b>Structural</b>	Rooftop Disconnect 1, Vegetated Roof 1 & 2, Rainwater Harvest, Urban Bio retention, Permeable Pave 1 & 2, MFD BMP's
<b>Filtration</b>	Sheet flow to Veg. Filter/O.S., Sheet flow to veg. filter, Grass Channel, Soil Amendments, Dry Swale 1 & 2, Filter Practice 1 & 2, Infiltration 1 & 2
<b>Retention/Detention</b>	Bio retention 1 & 2, Wet Swale 1 & 2, Constructed Wetland 1 & 2, Wet Pond 1 & 2, Ext. Detention 1 & 2

All BMP's will depend on Design to determine if a BMP agreement is required. This chart shows the potential and type of BMP agreement based on the designs set forth in the DEQ SWM Handbook.

**BMP AGREEMENTS CHECKLIST**

*(Acknowledge that you have checked the following by initialing)*

Project: \_\_\_\_\_

**Applicant  
Initial:**

**Planner  
Initial:**

- \_\_\_\_\_      \_\_\_\_\_      The Tax Map No. is listed at the top of the document.
- \_\_\_\_\_      \_\_\_\_\_      The Tax Map No. on the BMP Agreement must be the same as on the plans.
- \_\_\_\_\_      \_\_\_\_\_      Owners name on documents **must** match name on plans and match the name as shown on the recorded deed where the owner acquired title.
- \_\_\_\_\_      \_\_\_\_\_      Agreement must list the title of the plan, not the plat.
- \_\_\_\_\_      \_\_\_\_\_      If there is an offsite encroachment – does the developer have in hand an easement or permit.
- \_\_\_\_\_      \_\_\_\_\_      If there is a revision date on the plans, it must be listed on the BMP Agreement.
- \_\_\_\_\_      \_\_\_\_\_      The title of the plans must match the title of plan referred to in the BMP Agreement.
- \_\_\_\_\_      \_\_\_\_\_      The name of the company who prepared the plan must match the name of the company shown on the BMP Agreement.
- \_\_\_\_\_      \_\_\_\_\_      Signature block must match the owner:
  - \_\_\_\_\_      Individual Owner
  - \_\_\_\_\_      Corporation/Partnership/LLC
  - \_\_\_\_\_      Title of authorized person signing for the Corporation/Partnership/LLC
- \_\_\_\_\_      \_\_\_\_\_      If the person is signing for a Corporation – the person signing must be an officer (Pres., V-Pres., Secretary or Treasurer) of the corporation.
- \_\_\_\_\_      \_\_\_\_\_      If the person is signing for a LLC – the person signing must be a Member, Manager or a Managing Member. If signing otherwise, must provide a certified copy of document that authorizes that person to sign.
- \_\_\_\_\_      \_\_\_\_\_      If the person is signing for a Partnership, the person signing must either be a Partner or General Partner.
- \_\_\_\_\_      \_\_\_\_\_      The signatures must be notarized in the capacity in which the person signed the BMP Agreement. The title must match the title listed in the notary clause.
- \_\_\_\_\_      \_\_\_\_\_      The Notary must provide his/her commission expiration date.
- \_\_\_\_\_      \_\_\_\_\_      The Notary must provide his/her registration number.
- \_\_\_\_\_      \_\_\_\_\_      If sealed, whether by hand-held or stamp, the notary seal must be able to be reproduced by photography.
- \_\_\_\_\_      \_\_\_\_\_      The Notary should print his/her name under his/her signature and/or the signature should be legible.
- \_\_\_\_\_      \_\_\_\_\_      Documents must have a signature block for the County Attorney to approve as to form.
- \_\_\_\_\_      \_\_\_\_\_      Make sure all paragraphs shown on the County's form are included in the submitted document.

## BMP AGREEMENTS CHECKLIST

*(Continued)*

**Applicant  
Initial:**

**Planner  
Initial:**

- |       |       |   |
|-------|-------|---|
| _____ | _____ | The magisterial district listed on the BMP agreement and plans must match.  |
| _____ | _____ | The date of the plans and any revisions listed on the BMP agreement must match those dates on the plans.  |
| _____ | _____ | If there is a maintenance/inspection schedule/plan attached to the BMP Agreement, the following language must be added under item 1 and item 3: |

**“See attached maintenance/inspection schedule identified as Exhibit A and incorporated herein by reference.”**

(Sample Copy)  
INDIVIDUAL FORM  
LETTER OF CREDIT

\_\_\_\_\_  
(Issuance Date)

Spotsylvania County Board of Supervisors  
Attention: Transportation Planner  
9019 Old Battlefield Blvd., Ste. 320  
Spotsylvania, VA 22553

Re: Letter of Credit# \_\_\_\_\_ for \_\_\_\_\_  
(Letter of Credit Number) (Subdivision Name)

We hereby establish an irrevocable and unconditional LETTER OF CREDIT in your favor in the sum of \$(Amount) available by your draft or drafts. This credit is available and drafts must be drawn hereunder for the amount of \$(Amount typed out into words) for improvements to be installed and constructed in the development known as (Subdivision Name) as designated in the agreement between (Developer) and Spotsylvania County, dated \_\_\_\_\_

All drafts drawn hereunder must be marked "drawn under "LETTER OF CREDIT" number \_\_\_\_\_, of (Financial Institution) dated \_\_\_\_\_. Drafts drawn pursuant to this LETTER OF CREDIT must be accompanied by a certification from the Spotsylvania County Director of Planning or Transportation Planner that improvements have not been completed in accordance with the terms and conditions of this agreement, dated \_\_\_\_\_ between \_\_\_\_\_ and Spotsylvania County. Copies of this Letter of Credit are acceptable for drafts unless the entire remaining balance is being drawn. Drafts may be presented via overnight delivery service.

We hereby agree that drafts under and in compliance with the terms of this Letter of Credit will be duly honored when presented at (Financial Institution and Address), on or before (Expiration Date). This Letter of Credit shall then renew automatically from year to year unless and until (Financial Institution) gives ninety (90) days prior written notice to the Spotsylvania County Transportation Planner, 9019 Old Battlefield Blvd., Suite 320, Spotsylvania, VA 22553; by certified mail, return receipt requested, of its intent to terminate same at the expiration of the ninety (90) day period with a copy to: Spotsylvania County Attorney, PO Box 308, Spotsylvania, VA 22553. This Letter of Credit shall terminate on the following terms: (1) the expiration date of this letter or any subsequent extension as set forth above; or (2) prior to such expiration date, upon the Director of Planning or Transportation Planner giving a written, signed and dated release to the (Developer) stating that it has fulfilled the obligations of the Agreement, with a copy of such release provided to (Financial Institution).

This Letter of Credit is subject to and governed by the laws of the Commonwealth of Virginia. Venue shall be proper in the Circuit Court of Spotsylvania County, Virginia.

(Name of Bank)

By: \_\_\_\_\_

(Name of Authorized Signature)

By: \_\_\_\_\_

(Name of Authorized Signature)

Its: \_\_\_\_\_

(Title)

SEAL:

**INDIVIDUAL FORM SEDIMENT AND  
EROSION CONTROL  
PERFORMANCE SURETY BOND AND/OR AGREEMENT  
SPOTSYLVANIA COUNTY, VIRGINIA**

KNOW ALL MEN BY THESE PRESENTS: That we, the undersigned, \_\_\_\_\_  
\_\_\_\_\_ (Owner) and \_\_\_\_\_  
\_\_\_\_\_ (Surety) are held and firmly bound unto Spotsylvania  
County, Virginia, in the sum of \$\_\_\_\_\_ for the payment of which well and truly to be made, we hereby jointly  
and severally bind ourselves, our heirs, executors, administrators, successors and assigns, and do hereby waive  
homestead exemptions.

The condition of the above obligation is such that whereas, the Signee has presented to the Board of Supervisors of the  
County of Spotsylvania, Virginia a sediment and erosion control plan dated \_\_\_\_\_,  
designated as: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Spotsylvania County, Virginia

And whereas, a condition of the approval of said plan is implementation/construction of the sediment and erosion controls  
and other improvements therein in accordance with the specifications shown on said plan or as provided by law, and  
whereas, the Signee has undertaken to complete said sediment and erosion controls and other improvements in a  
workmanlike manner in accordance with said specifications and law until the job is completed.

NOW THEREFORE, if said Signee shall well and faithfully do and perform the things agreed by it to be done, as  
hereinabove stipulated, then this obligation shall be void. Should the signee fail to perform the above stated obligations  
within the stated time period, the cash amount shall become immediately due upon demand by the Board of Supervisors  
Spotsylvania County. This obligation shall remain in full force and effect until such time as it is released by Spotsylvania  
County; it being expressly understood and agreed that the liability of the surety for any and all claims hereunder shall in  
no event exceed the penal amount of this obligation as herein stated.

The said Surety for value received hereby stipulates and agrees that no change, extension of time, alteration or addition  
to the work to be performed shall in any wise affect the obligation of this bond and he does hereby waive notice of any  
such change, extension of time, alteration or addition.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed this \_\_\_\_\_ day of  
\_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
NAME TITLE

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
NAME TITLE

\_\_\_\_\_  
SURETY NAME

\_\_\_\_\_  
WITNESS

By: \_\_\_\_\_  
ATTORNEY IN FACT (AGENT) FOR SURETY

DATE: \_\_\_\_\_

\_\_\_\_\_  
ADDRESS OF AGENT FOR SURETY

FOR SURETY BONDS, POWER OF ATTORNEY FORM MUST ACCOMPANY THIS FORM.

**Spotsylvania County Planning Department**  
9019 Old Battlefield Boulevard, Suite 320  
Spotsylvania, VA 22553



**SITE PLAN APPLICATION**

<input type="checkbox"/> <b>Commercial Site Plan</b> Site plans for non-residential developments greater than 10,000 sf of total disturbance.	<input type="checkbox"/> <b>Residential Site Plan</b> Site plans for residential subdivision infrastructure	<input type="checkbox"/> <b>Minor Site Plan</b> Site plans for development projects less than 10,000 sf of total disturbance.	<input type="checkbox"/> <b>Site Plan Amendment</b> Modifications to an approved and valid site plan.	<input type="checkbox"/> <b>Infrastructure Plan</b>
--	--	--	--	---

<b>Project Name:</b>		<b>Tax Map No(s):</b>	<b>No. of lots / No. of units / No. of buildings:</b>
<b>Proposed Use:</b>		<b>Current Zoning:</b>	<b>Total Lot Acreage:</b>
		<b>Overlays:</b>	<b>Total Disturbed Acreage:</b>
<b>RPA?</b> <input type="checkbox"/> Y <input type="checkbox"/> N	<b>Existing Public Water?</b> <input type="checkbox"/> Y <input type="checkbox"/> N	<b>Proposed On-Site Water/Sewer Installation?</b> <input type="checkbox"/> Y <input type="checkbox"/> N	<b>Proposed Off-Site Water/Sewer Installation?</b> <input type="checkbox"/> Y <input type="checkbox"/> N
<b>Flood Plain?</b> <input type="checkbox"/> Y <input type="checkbox"/> N	<b>Existing Public Sewer?</b> <input type="checkbox"/> Y <input type="checkbox"/> N		
<b>Landowner:</b>			
Name:		Phone No:	
Contact Name:			
Address:		Cell No:	
		Email:	
<b>Applicant:</b>			
Name:		Phone No:	
Contact Name:			
Address:		Cell No:	
		Email:	
<b>Engineer/Surveyor:</b>			
Name:		Phone No:	
Contact Name:			
Address:		Cell No:	
		Email:	
<b>Project Description/Justification:</b>			

**Authorized Signatory Name (Please Print):** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

I hereby certify by my signature above that I am the owner of record of the named property or that I am authorized to act on behalf of all the owners of record of the named property to execute this application. I further certify that all information I have provided thereon is complete and accurate. I agree on behalf of myself and all owners to conform to the Zoning Ordinance, Subdivision Ordinance, Virginia Uniform Statewide Building Code, Erosion Ordinance, Chesapeake Bay Preservation Ordinance, the Water and Sewer Construction Specifications of Spotsylvania County, and all other applicable laws and regulations of this jurisdiction.

OFFICE USE	
<b>FEES</b>	<b>\$</b>
<b>APP #</b>	<b>ST</b>



## SITE PLAN DEPOSIT & FEE WORKSHEET

This worksheet is to be used to calculate the deposit amount required and submitted with the Site Plan Application.

You will need to know the number of lots, total site acreage, amount of disturbed acreage and number of buildings for the project to determine the deposit fees due. This information should also be included on the Site Plan Application form.

\* **Additional fees will be incurred** dependent upon the types and number of reviews, in accordance with the *Community Development Unified Fee Schedule* and will be due prior to the release of any approved documents to the Applicant.

Upon Completion of the Plan Review the Departments noted below will assess additional Fees:

- Chesapeake Bay, Erosion & Sediment Control and GIS are dependent on the scope of the project
- Fire Marshal's Office, Utilities/Building/Zoning Departments will be assessed after the review is complete.

	Commercial Site Plan	Residential Site Plan	Minor Site Plan	Site Plan or Infrastructure Amendment	Infrastructure Plan (Article 13 Subdivisions)
<b>Intake/Processing</b> [CODE]	Set Fee \$65	Set Fee \$65	Set Fee \$65	Set Fee \$65	Set Fee \$65
<b>Buildings</b> [BLD]	Set Fee \$400	No Deposit*	No Deposit*	No Deposit*	
<b>GIS</b> [GIS]	Set Fee \$260 +\$5 per lot >10 lots	Set Fee \$260 +\$5 per lot >10 lots	No Deposit*	No Deposit*	
	Total	Total			
<b>Planning</b> [PLN]	Set Fee \$3,210 +\$65 per disturbed acre >2 acres	Set Fee*** \$3,210 +\$25 per each 5 lots or portion >10 lots	Set Fee \$1,345	Set Fee \$1,335	Set Fee \$1,750 +\$45 per disturbed acre >5 acres
	Total	Total			Total
<b>Transportation</b> [TRN]	Set Fee \$285	Set Fee \$285	No Deposit*	No Deposit*	
<b>Utilities</b>	*Base Fee \$258  If Off-Site Water/Sewer Mains Add: <u>Base Fee \$200</u> Total	Base Fee \$500 +\$50 per lot inspection fee If Off-Site Water/Sewer Mains Add: Base Fee <u>\$200</u> Total	Base Fee \$258	Set Fee \$258	Set Fee \$258
<b>Zoning</b> [ZON]	*Base Fee \$405 + \$115 per building  Total	*Base Fee \$405 + \$115 per building  Total	Set Fee \$205	Set Fee \$140	



<b>CHES BAY</b>	Set Fee \$300	Set Fee \$300	Set Fee \$300	No Deposit*	Set Fee \$300
<b>E &amp; S [ENV]</b>	Set Fee \$600	Set Fee \$600	Set Fee \$600	No Deposit*	Set Fee \$600
<b>Stormwater Management/Land Disturbance</b>	Refer to Stormwater Deposit/Fee Chart below **				
	<b>FEE TOTAL\$</b>				
	\$	\$	\$	\$	\$

\* UTILITIES DEPARTMENT (FEES PER LINEAR FOOT OF WATER/SEWER MAINS), FIRE MARSHAL'S OFFICE, AND FINAL BUILDING AND ZONING DEPARTMENTS' FEES WILL BE ASSESSED AFTER THE REVIEW IS COMPLETE.

\*\* PLEASE NOTE: THE DEQ AND LOCAL PORTION IS TO BE PAID AT THE TIME OF APPLICATION SUBMISSION.

General / Stormwater Management Construction Activity/Land Clearing Land-disturbance Deposit/Fee Chart			
FEE TYPE - Sites or areas within common plans of development or sale with land disturbance	DEQ 28%	Local	Deposit/Fee
CBPA acreage equal to or greater than 2,500 sf and less than 1 acre	\$0	\$290	<b>\$290</b>
Small acreage equal to or greater than 1 acre and less than 5 acres	\$756	\$1,944	<b>\$2,700</b>
Large acreage equal to or greater than 5 acres and less than 10 acres	\$952	\$2,448	<b>\$3,400</b>
Large acreage equal to or greater than 10 acres and less than 50 acres	\$1,260	\$3,240	<b>\$4,500</b>
Large acreage equal to or greater than 50 acres and less than 100 acres	\$1,708	\$4,392	<b>\$6,100</b>
Large acreage equal to or greater than 100 acres	\$2,688	\$6,912	<b>\$9,600</b>
<b>Indicate Appropriate Total Fee Amount:</b>			

\*\*\* Example Residential Planning Fees based on Total Lots Proposed:

Total Lots Proposed	Total Planning Fee	Total Lots Proposed	Total Planning Fee
1-10	\$3,210	26-30	\$3,310
11-15	\$3,235	31-35	\$3,335
16-20	\$3,260	36-40	\$3,360
21-25	\$3,285	46-50	\$3,410

**PLANNING FEE REFUND POLICY:** All refunds must be requested in writing to the Planning Director. Refunds will be issued in the following circumstances: 95% of Planning fees if application is withdrawn within two (2) business days of submission; 80% of Planning fees if the Application is withdrawn during the initial review period (time varies depending on application type); 40% of Planning fees if the application is withdrawn within ten (10) business days after initial review comments are issued. Fees assessed by other departments will be refunded at the discretion of each department director.

\*A deposit in accordance with the Deposit & Fee Worksheet is required for application review to commence. Additional fees will likely be incurred throughout the review process (in accordance with the Community Development Unified Fee Schedule) and will be assessed upon completion of the review and due prior to the release of any approved documents to the applicant.