



## ACCESSORIES CHECKLIST with BUILDING REVIEW

**This checklist must be completed, with signatures at the time of submittal.**  
**You must submit an electronic copy along with a paper copy**

**If your lot or parcel is located within an RPA your application must go through a regular Zoning review process. If your lot or parcel is located in a Proffered subdivision or Cluster subdivision your application must go through a regular Zoning review process.**

Will a Separate Electric Meter be installed as part of this project?  Yes  No

(If yes, you must apply for this permit under the regular review process.)

Will the proposed structure be used for habitable living space? Yes  No

(If yes, you must speak to an associate in Zoning at time of submittal)

- *All structures (regardless of their location) with land disturbance greater than 2,500 sq. ft. must have an Erosion permit.*
- *All accessory structures are to be subordinate in purpose and area to the primary residence.*
- *All roofed/covered decks, sunrooms, screen porches etc. must go through regular Zoning review.*
  - Completed Application
  - Landowner Signature or Power of Attorney or Signed contract between contractor and landowner
  - Landowner Representative Affidavit (if applicable)
  - Two (2) complete sets of Building Plans – Please see the checklist requirement plans included in this checklist. **Interior renovations** will require (2) sets of plans indicating the dimensions of the rooms, existing door/window size, and the names of the rooms in the project
  - One (1) Plot Plan showing the accessory structure and the distances to the property lines from structure.
  - Completed Agreement in Lieu of Plans (Minimum Standards).

Provide the following required Virginia State Contractors License:

- Contractor Class A/B/C License
- Electrical License-A/B/C
- Electrical Tradesman License and Statement
- HVAC (Mechanical) License-A/B/C
- HVAC Tradesman License and Statement
- Tradesman License LP Gas and Tank Statement-if applicable
- Plumbing License-A/B/C
- Plumbing Tradesman License and Statement
- Landownership Affidavit if landowner is performing any of the work himself/herself

If the property is located on a well and drainfield then a Residential Well-Drainfield Affidavit is required

- If expanding existing drainfield, then 2 copies of Health Department Approval Letter must be submitted.
- If constructing an addition, adding or moving a bedroom then a copy of an operational permit or health permit is required.
- If tying into the existing drainfield a operational permit is required

Note: A Soil Report may be required **prior to approval** of your permit. A design may be required depending on the results of the soil report. (Some minor accessory projects may be exempt from the Soil requirements. Please check with our Permit Intake Technicians to obtain information on projects that are exempt.)



## Plan Review Checklist

**ITEMS NOT PROVIDED ON THIS CHECKLIST WILL INCREASE THE TIME IT TAKES TO OBTAIN A PERMIT.**

- This checklist is part of the application and needs to be completed.
- Please check what is applicable and mark N/A to what does not apply.
- **ALL PLANS SHALL BE PREPARED TO SCALE AND MUST BE LEGIBLE.**
- **All items listed below must be shown on plans in order for your permit to be approved by the Building Office.**
- **MINIMUM TWO (2) SETS OF ALL BUILDING PLANS AND ENGINEERED SPECIFICATIONS REQUIRED.**

- Footing size, depth and location of rebar (include all grade beams and piers)
- Foundation wall thickness, location of rebar and foundation design for backfill *over 4 feet*
- Must have Soil Test Report and design (if required)
- Floor joist size and spacing
- Girder beam/header size and location
- Ceiling joist size and spacing
- Rafter size and spacing
- Rafter tie size, location and spacing
- Ridge beam size
- Support locations for hips and valleys
- Location, use, and dimensions of all rooms (The bonus room must be identified if used as a bedroom)
- Window/door location and sizes
- Location of all bearing walls
- Location and size of all decks, porches, etc.
- Smoke detector locations
- All engineered wood products must have a layout with shop drawings and must be submitted at plan review
- All engineered trusses shall have a layout and sealed drawings from the registered design professional responsible for the Truss Design. (Sealed engineered truss drawings shall be submitted at time of application)

***I have read the above and understand by not submitting the above information; it will delay the processing of my permit application.***

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

\_\_\_\_\_  
Date

**Agreement In Lieu of Plan      Tax Map # \_\_\_\_\_**  
**(Minimum Standards)**

**APPLICATION NUMBER \_\_\_\_\_ SUBDIVISION \_\_\_\_\_**

**ATTENTION: Please see attached list for Proffered and Clustered subdivisions that may affect your accessory structure. If you are located in a proffered subdivision (to include Clustered subdivisions) your application must go through a regular Zoning review process.**

1. If you have any questions concerning the typical plot plan shown on pages 6 and 7, please read Zoning Ordinance Code Sections, 23-5.2.1 & 2. If you have any additional questions, please call the Zoning Office at (540) 507-7222. Information is also available at the Intake Counter or online at [www.municode.com](http://www.municode.com), Spotsylvania Web Page Link.
2. On lots greater than 2 acres, you may locate accessory structures within the front yard area (12 feet to sides) but no closer than 15 feet to the street as shown by a typical building restriction line (BRL). On lots less than 2 acres, accessory structures are prohibited in any front yard unless the property is zoned RR or RA. See Code Section 23-5.2.2(6.A).
3. Corner lots shall be considered to have 2 front yards and are subject to front yard requirements for both fronts. Please see Section 23-5.2.2 (6) (A & B).
4. Single-family homes located outside of a proffered subdivision (to include Clustered subdivisions) have a minimum rear yard setback for open decks of 23’.
5. Open, uncovered handicap ramps, none of which are more than ten (10’) in width, may extend five (5’) into any minimum required yard, but no closer than five (5’) to any lot line.
6. No structure shall be located in any easements.
7. Commercial/Residential propane tank installation shall have a property line setback distance to be no less than 10’ from rear and side property lines.
8. Three sided car-ports may extend 5 feet into a side property line.
9. Accessory structure(s) is subordinate in are to the principal structure(s). (Section 23-2.1.4, *Accessory Uses*)

I, hereby certify as owner/owner’s agent, that I will comply with all Local and State codes affecting construction, inspection, and use applied for with the Code Compliance Department, including State and Local Building and Zoning Codes. I understand that the attached plan is a representation of a typical lot layout and no structure may be located closer to any lot line than shown as a building restriction line (BRL). Furthermore, I certify that such construction will not interfere or conflict with existing underground well and septic systems or any Health Department regulation.

\_\_\_\_\_  
**Property Owner’s Signature**

\_\_\_\_\_  
**Property Address**

\_\_\_\_\_  
**Contractor/Builder Signature**

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

**If your property is located in one of the following proffered subdivisions, your application must go through the regular Zoning review process.**

**Proffered Subdivisions:**

1. Alexander's Crossing
2. Barley Woods (formerly "Villas at Harrison Crossing")
3. Barrington
4. Benchmark
5. Breckenridge
6. Brittany Commons
7. Brooks
8. Cedar Forest
9. Chancellorsville Crossing (formerly "Reserve at Chancellorsville")
10. The Village at Courthouse Commons (formerly "Courthouse Village")
11. Fawn Lake
12. Fortunes Landing
13. River Glen (formerly "Glen Haven")
14. Goodwin Cove
15. Heritage Woods
16. Hills of Breckenridge
17. Jackson Village
18. Keswick
19. Kilburn Crossing
20. Lafayette Crossing
21. Lakeside
22. Lee's Parke
23. Legacy Woods
24. Legends of Chancellorsville
25. Magnolia Harbor
26. Mallard Landing
27. Mill Creek
28. New Post
29. Ni River Station
30. Ni Village
31. Pamunkey Point
32. Plantation Woods
33. Pleasure Island
34. Regency Park
35. Regency at Chancellorsville (formerly "Retreat of Chancellorsville")
36. River Club
37. River Crossing (formerly "Spring Arbor")
38. Salem Fields
39. Stuart's Crossing
40. Summerfield
41. Summit Crossing
42. Sunrise Bay
43. Thorburn Estates
44. Turnberry (ALL)
45. Twin Oaks
46. Wheatland Townes

Any submissions for Wilderness Camp Resort will require full review by Zoning.

**If your property is located in one of the following cluster subdivisions, your application must go through the regular Zoning review process.**

**Cluster Subdivisions:**

1. Arbor Glen
2. Ashby Woods
3. Breckenridge Estates
4. Broad Creek estates
5. Chancellorsville Crossing
6. Chancellor's Pond
7. Estates of Keswick
8. Estates at Kingswood
9. Estates at Terrys Run
10. Everett Estates
11. Fawn Lake (Section 13)
12. Finney Estates
13. Hamilton's Crossing
14. Hawthorne Woods
15. Hilliard Landing
16. Holland Meadows
17. Huntington Meadows
18. Lansdowne
19. Laurel Ridge
20. Lee's Crossing
21. Long Branch Ridge
22. Mansfield Club
23. Marquis Reserve
24. Pelham's East
25. Pelham's Crossing
26. Pennington Estates
27. Plantation Woods
28. River Club
29. River Meadows
30. St. George Estates
31. Stonegate Estates
32. The Estates of Buckingham
33. The Oaks of Chancellor
34. The Reserve of Chancellorsville
35. Water Crest Estates
36. Whitehall
37. Wild Turkey Estates
38. Woodland Manor
39. Woods of Breckenridge

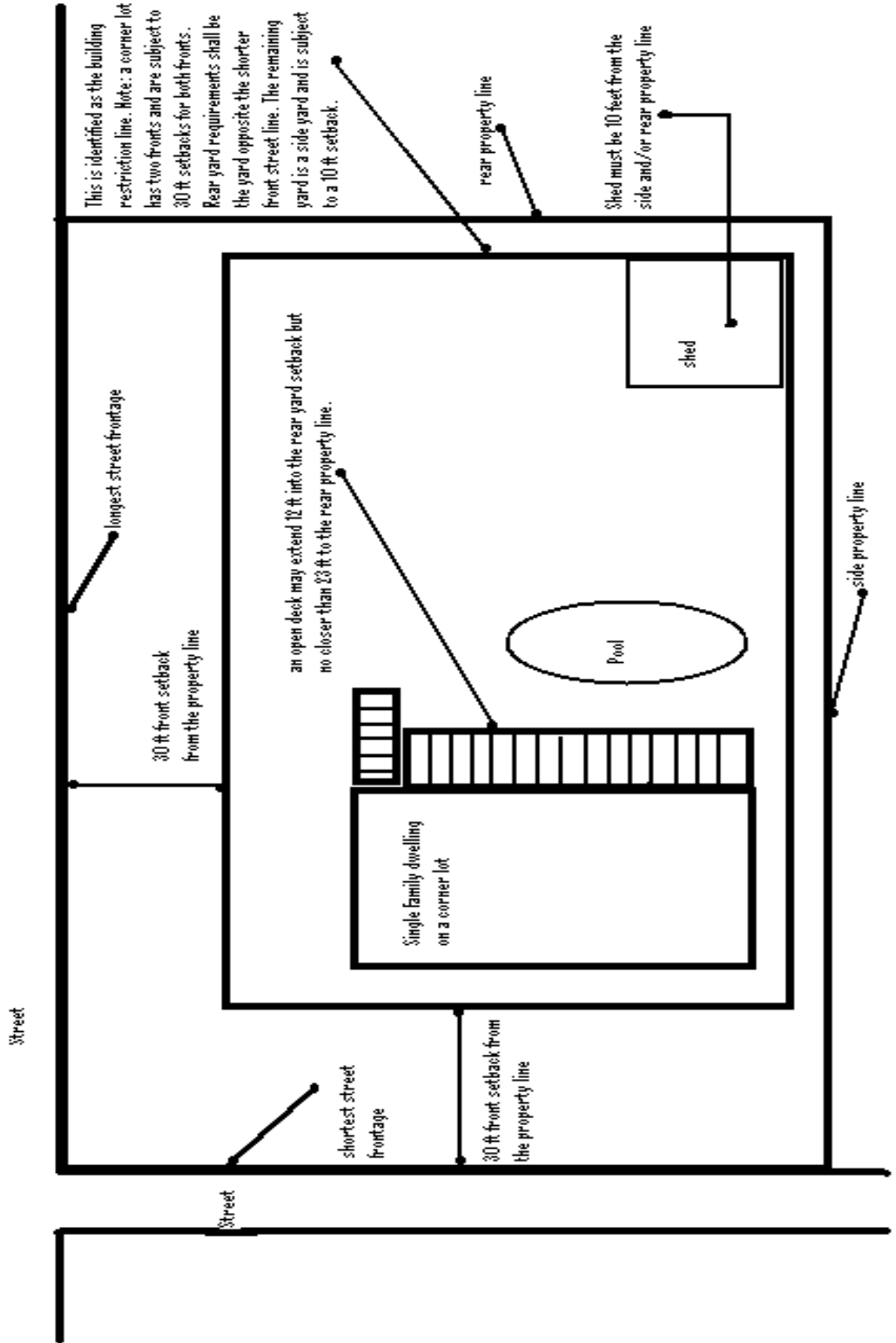
Any submissions for Wilderness Camp Resort will require full review by Zoning.



This drawing does not constitute an approved plan and is for information only.

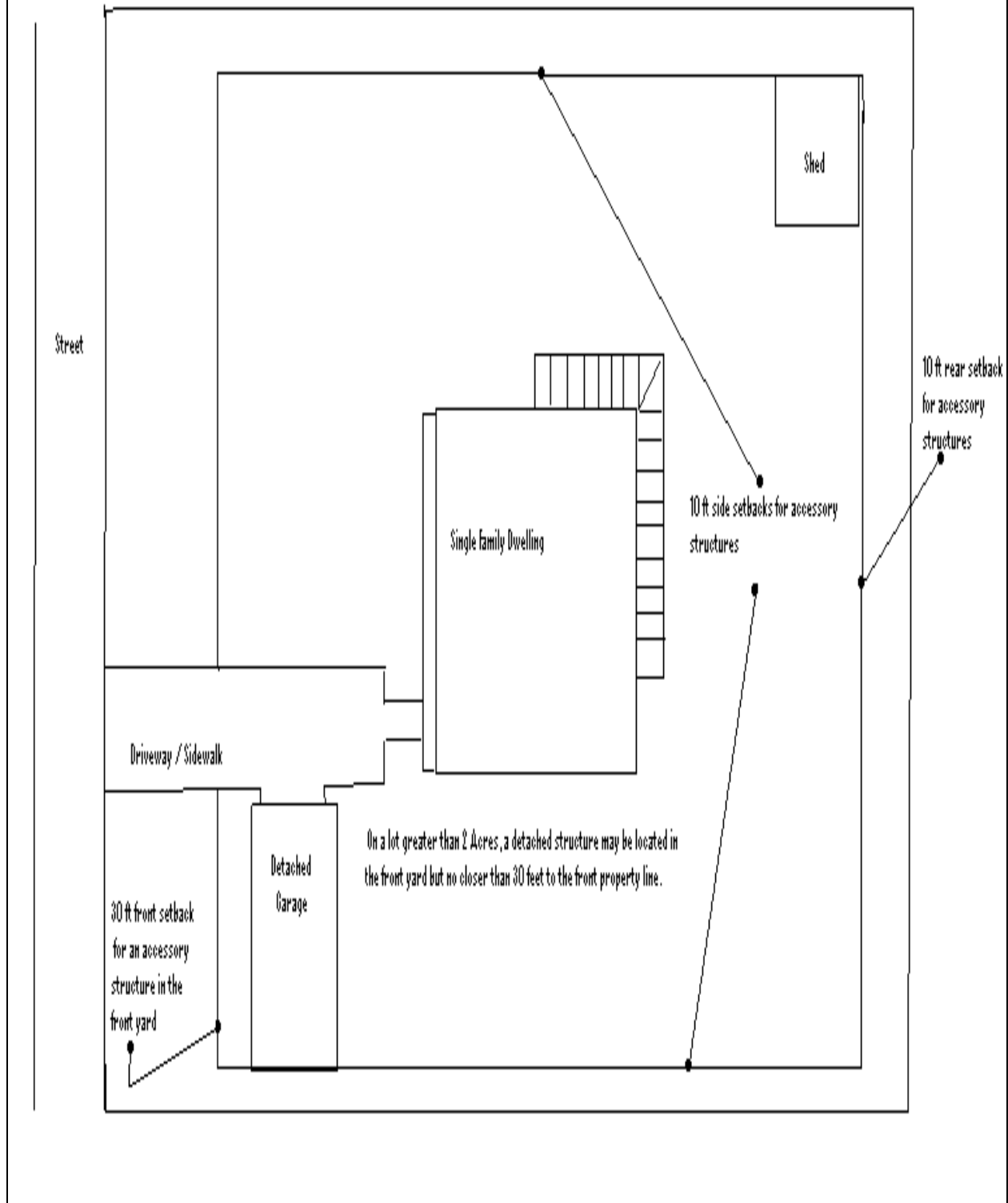
This diagram represents a typical corner lot containing less than two (2) acres and is not to scale.

No accessory structure or use shall be located in any minimum required front yard on any lot containing less than two (2) acres in any Residential Resort or Resort Agricultural District containing less than one (1) acre



Example #1

This diagram represents a typical lot containing greater than two (2) acres and is not to scale. This drawing does not constitute an approved plan and is for information only.



Example #2