



ACCELERATED REVIEW ACCESSORIES CHECKLIST

(Standard Approval in 5 business days or less)

Please note: Plans must be drawn to scale. If plans are larger than an 11X17 sheet of paper, please refer to the electronic checklist.

****ATTENTION: The Agreement In Lieu of Plan may be utilized for all accessory structures EXCEPT those that are located within a Resource Protected Area (RPA), buildings that are larger than 256 sq ft, and structures that are located within a Proffered Subdivision. Any structure that is attached to the home with the exception of an open deck is NOT considered an accessory structure and will have to be submitted for a Regular Zoning Review. Please see the attached list of Proffered Subdivisions for reference.**

- Will a Separate Electric Meter be installed as part of this project? Yes No
(If so, this permit will require a regular Zoning Review)
- Will the proposed structure be used for habitable living space? Yes No
(If so, you must speak to an associate in Zoning at time of submittal)
- Completed Application and include one of the following signature requirements:
- Landowner Signature
 - Power of Attorney
 - Signed contract between contractor and landowner
 - Landowner Representative Affidavit (if applicable)
- Provide the following required Virginia State Contractors License:
- Contractor Class A/B/C License
 - Electrical Tradesman License and Statement – if applicable
 - HVAC Tradesman License and Statement – if applicable
 - Tradesman License LP Gas and Tank Statement- if applicable
 - Plumbing Tradesman License and Statement – if applicable
 - Landowner Exemption Form if landowner is performing any of the work him/herself
- Completed Agreement in Lieu of Plan (Attached See Page 3)
- Well and Drain Field Affidavit – if property runs on a well and septic system this form is required
- Two (2) Plot Plans Showing the Following:
- The proposed accessory structure's location
 - The setback distances from the accessory structure to all property lines
 - Any Easements that are located within the property.
- Open Decks – Two (2) floor plans are required if the below answers are both NO.
- Is this a multi-level deck? Yes No
 - Will the deck be supporting a hot tub or any other structure? Yes No
- *If yes to either, a regular Building Review is REQUIRED. Do not proceed; refer to the Reno/Addition/ Accessories Checklist.**
- Pools – Two (2) complete sets of pool plans (Engineered & Sealed by RDP or Manufacturer's installation guide). ___Pool and Fence Statement, ___Building Review Form
- Carport – One (1) Manufacturer's Installation Guide is Required

Important Notes: Please Read Carefully and Completely:

- All structures (regardless of their location) with land disturbance greater than 2,500 sq. ft. must obtain an Erosion permit.
- All accessory structures are to be subordinate in purpose and area to the primary residence.
- All Decks must be one level and single span to qualify for accelerated review. If this minimum standard cannot be met, then you must submit under the regular review process.
- Pools that are required to be disassembled by the manufacture or by your HOA annually do not require a Zoning permit.

ACCELERATED REVIEW FEES:

Shed – 256 sq ft or smaller (Without Electric)	\$45.00
Residential Above – Ground Pool or Hot Tub	\$167.40
Residential Above Ground Pool with Deck	\$192.90
*Residential In-Ground Pool	\$417.30
Open Deck	\$182.70
Open/Uncovered Handicap Ramp	\$111.30
*Metal Free-Standing Carport (Without Electric)	\$70.00

*E&S Approval Required – additional fees may apply.

Section R309.2 of the 2012 International Residential Code:

***Carports shall be open on at least two sides. Carport floor surfaces shall be of *approved* noncombustible material. Carports not open on at least two sides shall be considered a garage and shall comply with the provisions of this section for garages.**

Exception: Asphalt surfaces shall be permitted at ground level carports.

**Agreement In Lieu of Plan
(Minimum Standards)**

Permit Number: _____ **Subdivision:** _____ **TAX MAP #:** _____

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, Spotsylvania Web Page Link.
2. Accessory structure(s) is subordinate in area to the principal structure(s) and shall cover no more than 30% of the area within the required rear yard. (Section 23-5.2.2(2), *Accessory Structures*)
3. Accessory structures are not permitted within any minimum required front yard. On any lot greater than 2 acres and on lots zoned Residential Resort (RR) or Resort Agricultural (RA) which are greater than 1 acre, you may locate accessory structures within the front yard area, but must meet the minimum required front yard setback for the Zoning District. See Code Section 23-5.2.3(7)(A).
4. Any residential accessory structure may extend into required rear and side yards but shall be located no closer than ten (10) feet from the rear and side yard lot lines or in cluster subdivisions no closer than five (5) feet from the rear and side yard lot lines. Corner lots shall be considered to have 2 front yards and are subject to front yard requirements for both fronts.
5. Open decks have a minimum rear yard setback of 23' for all single-family homes located outside of a proffered subdivision (to include by-right clustered subdivisions).
6. Open decks in the front and/or side yard must meet the setback requirements for the principal structure per the applicable Zoning District. Contact the Zoning Office for zoning confirmation and setbacks requirements.
7. 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.
8. No structure shall be located in any easements. Please verify location of easements prior to building.
9. Commercial/Residential propane tank installation shall have a property line setback distance to be no less than 10' from rear and side property lines.
10. Three sided car-ports may extend 5 feet into any minimum required side yard, but not closer than 5' to any side lot line.

****REFER TO PAGE 5 FOR A LIST OF CLUSTER SUBDIVISIONS****

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

Proffered Subdivisions that must go through a Regular Zoning Review:

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

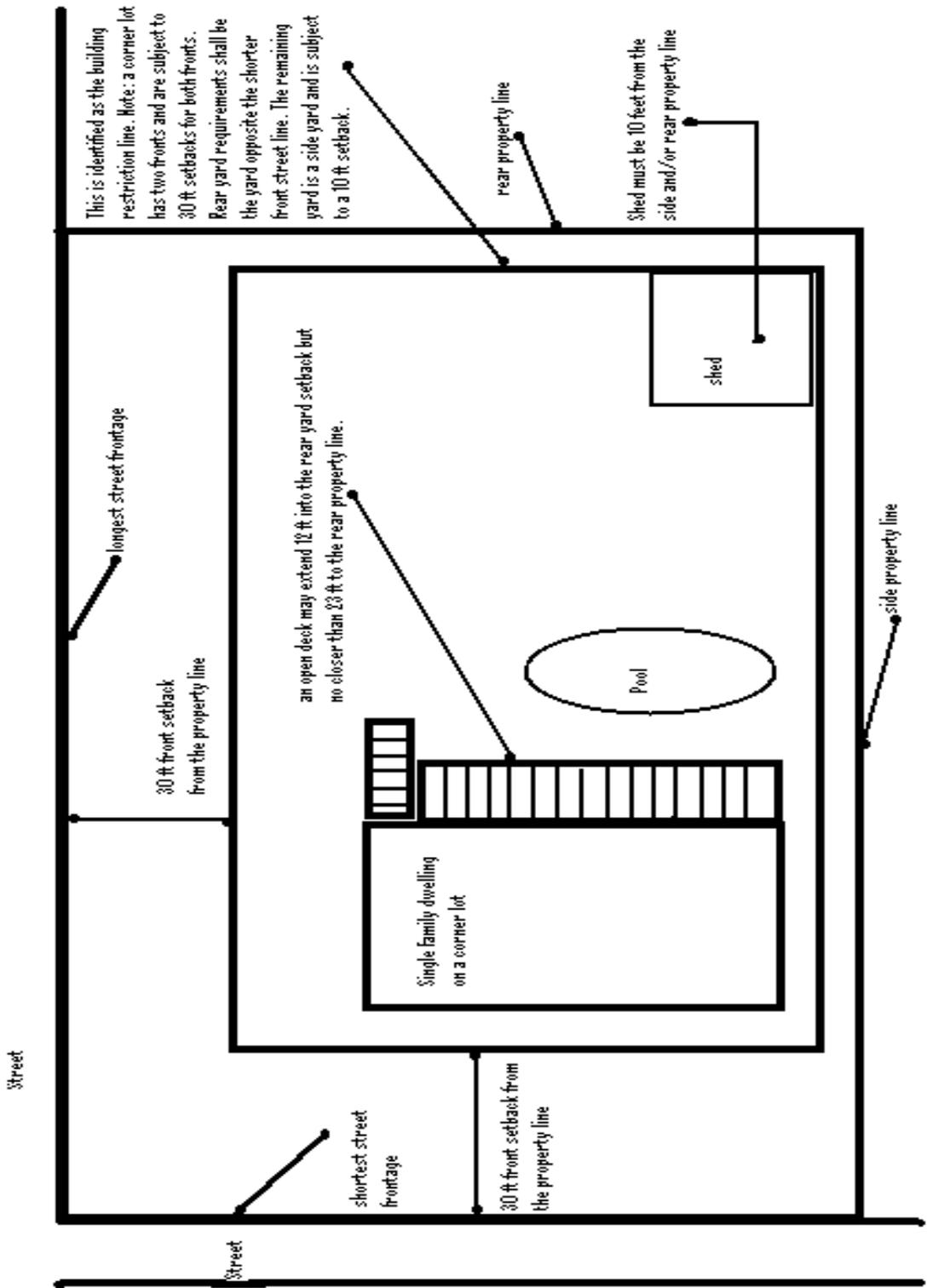
Cluster Subdivisions: DO NOT Require Regular Zoning Review:

***Refer to Agreement in Lieu of Plan regarding setback requirements for the following Cluster Subdivisions:**

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

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

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



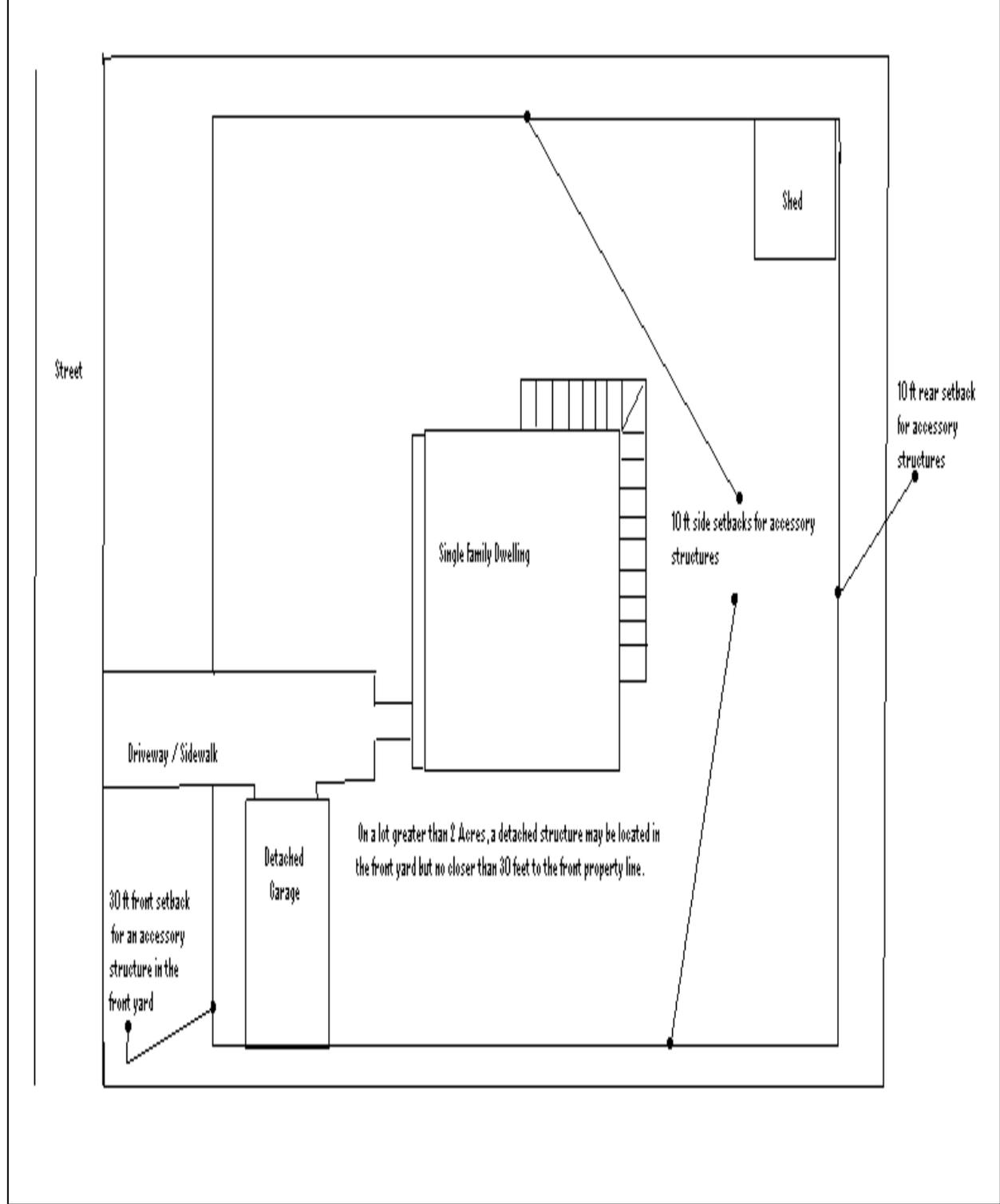
This is identified as the building restriction line. Note: a corner lot has two fronts and are subject to 30 ft setbacks for both fronts. Rear yard requirements shall be the yard opposite the shorter front street line. The remaining yard is a side yard and is subject to a 10 ft setback.

an open deck may extend 12 ft into the rear yard setback but no closer than 23 ft to the rear property line.

Shed must be 10 feet from the side and/or rear property line

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