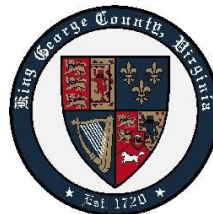


# KING GEORGE COUNTY DEVELOPMENT GUIDE



**APRIL 2011**

# WELCOME TO KING GEORGE COUNTY!

First, thank you for your interest in King George County! We understand that you have numerous options to develop and grow in Virginia, and we are so excited that you've chosen King George County. To help you through, what can sometimes be a daunting process, the County has produced the **King George Development Guide**. This guide's primary objective is to give citizens, developers, architects, engineers, and others an overview of what is involved in the development, improvement and use of land in the County and where help may be obtained. The guide is designed to provide you with valuable information to help you successfully navigate through each step of the development process. It will cover what is required from you, who you will need to contact, the costs, as well as a general timetable.

Our goal is to make the development review process as clear as possible and to assist you in any way that we can. Should you have any questions or suggestions, the Community Development and Economic Development Departments are here to assist.

## HOW TO USE THIS GUIDE

The King George Development Guide is a guide to the review procedures for permit applications and development approvals in the zoning and subdivision ordinances. Citizens, development applicants, county staff, and other interested persons can use it as a guide to the development review process. It includes application submittal information, required forms, and other useful resource information for applications.

However, it is important to recognize that this is only a guide, not a legal document or ordinance. This document is a supplement to the County's zoning and subdivision ordinances, not a substitute. Therefore it is vital that you contact County staff before you begin your project to ensure you follow the relevant procedures and that you remain in close contact throughout the entire development process. Consulting with staff early and whenever you are unsure will ultimately save you time and money. Copies of the zoning ordinance, subdivision ordinance and county code and other relevant documents are available for public review during business hours at the offices of the Community Development Department at 10459 Courthouse Drive, King George, Virginia. Also, most ordinances are available online at [http://www.king-george.va.us/component/option,com\\_docman/Itemid,348/task,cat\\_view/gid,183/](http://www.king-george.va.us/component/option,com_docman/Itemid,348/task,cat_view/gid,183/)

Each major section of this guide is organized in the following manner

- A brief description of the procedure
- The procedure at a glance (quick reference information that outlines the process)
- In-depth look at the procedure

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# DEVELOPER TIP SHEET

Below is a list of techniques suggested to help developers and their representatives successfully undertake and complete projects in King George County, Virginia. The list is based on practical experience from working with experienced developers and property owners.

## Fundamentals

- Designate a single project manager with authority to make decisions.
- Ensure regular communication between your project manager and County staff.
- Keep County staff informed of project plans.
- Contact King George County Service Authority early on in the process.
- Contact Virginia Department of Transportation early in the process.
- Initiate briefings with residents, if necessary, as soon as possible, if project will be developed adjacent to existing residential neighborhoods.
- Respond quickly and thoroughly to staff questions and requests for information.
- Submit complete applications and plans.

## Planning Commission (PC)

- Ask staff for examples and outcomes concerning similar projects or attend one PC meeting and/or Board of Supervisors meeting for a project similar to the one proposed to gauge project design criteria, development quality, and standards.

## Developer Professional Team

- Retain experienced professionals who, preferably, have recently worked in King George County or nearby localities.
- Check with both your professionals and County staff to determine project status.
- Consult with staff to work out complicated issues.
- Document meetings with County staff by creating written meeting notes, confirm action items in writing, send summaries to County staff.
- Identify, at the project onset, special considerations requested (i.e. timing, variances, etc.).

## Research

- Educate yourself on resources and assistance available from local sources such as the County's website: [www.king-george.va.us](http://www.king-george.va.us)

## **Top Ten Actions That Negatively Impact the Development Review Process**

1. Failing to consult with County staff before purchasing property intended for development.
2. Having unrealistic expectations concerning the yield or development potential of property.
3. Hiring a consultant that is not familiar with County and State ordinances, statutes, design requirements and processes, or the site in question.
4. Designing and engineering a project without the benefit of a pre-submission meeting or a pre-application review conference.
5. Assuming that an ordinance or design standard does not apply to your property and deciding not to consult with staff to confirm its applicability.
6. Submitting a plan that includes intentional omissions or discrepancies in hopes that review personnel will miss or overlook the problems.
7. Submitting a project without paying the requisite review fee or having the appropriate number of plan sets or all necessary documentation that may apply to your project such as traffic studies, water quality impact studies, drainage calculations, landscape plans, archaeological studies, wetlands permits, photometric plans, etc.
8. Designing a project based on the assumption that staff can arbitrarily waive ordinance requirements or that a variance, appeal, or exception will readily be obtained.
9. Failing to adequately address comments made in a previous round of development review.
10. Failing to keep in close contact with County staff during the entire project and failing to actively manage important aspects of the project.

# DEFINITIONS

**Administrative Modification** – is a process under which the Zoning Administrator can authorize modifications of provisions related to physical requirements established in the Zoning Ordinance.

**Appeal** – is used when a developer or representative wants a zoning decision or variance reviewed by the Board of Zoning Appeals.

**Board** – Board of Supervisors

**By-Right Development** – refers to projects that are permitted under their current zoning and do not require any legislative action by the Board of Supervisors or the Board of Zoning Appeals. They are approved administratively and do not require public hearings.

**Comprehensive Plan (Comp Plan)** – is a long-range policy document that establishes a vision for the county's growth and development, provides policy guidance for growth and development, and contains action items intended to implement the plan's vision. It serves as the policy framework for guiding decisions about how land use should take place. The King George Comprehensive Plan can be found online at [http://www.king-george.va.us/component/option,com\\_docman/Itemid,115/task,cat\\_view/gid,146/dir,DESC/order,name/limit,10/limitstart,10/](http://www.king-george.va.us/component/option,com_docman/Itemid,115/task,cat_view/gid,146/dir,DESC/order,name/limit,10/limitstart,10/)

**Commission**-Planning Commission

**Erosion** – is the detachment and movement of soil or rock fragments, or the wearing away of the land surface by water, wind, ice, or gravity.

**Plat** – is a plan or map meeting the requirements of the subdivision ordinance and which depicts a tract or parcel of land which is to be or has been subdivided.

**Rezoning** – is required if the proposed use of your property is not permitted by right or with a Special Use Permit under your property's current zoning classification.

**Proffers** – are conditions that are offered voluntarily by the property owner in conjunction with a rezoning application and which are intended to improve the probability of approval for a rezoning request.

**Sedimentation** – is a deposit of soil that has been transported from its site of origin by water, ice, wind, gravity or other natural means as a product.

**Special Exception** - Some uses, because of their unique nature or their impact on adjacent land uses, are not generally permitted, but may, under certain conditions be deemed acceptable in certain locations. In this case a special exception permit is required. The Table of Land Uses (located in the Zoning Ordinance) specifically identifies which uses require a Special Exception Permit in each zoning district. If a use is not listed within the table then that use is not a permitted use within the County.

**Subdivision** – is the division of a lot, tract, or parcel of land into two or more lots, parcels, or other divisions of land for the purpose of transfer of ownership.

**Subdivision, Major** – is the subdivision of a parcel of land which results in the creation of six (6) or more lots from a parent tract.

**Subdivision, Minor** – is the subdivision of a parcel of land which results in the creation of five (5) or less lots from a parent tract.

**Subdivision Ordinance** – establishes the laws governing the division of land into lots, with or without streets, for the purpose of sale, transfer of ownership, or development. It also controls changes to the location of lot lines established on a previously approved subdivision plat.

**Subdivision Plat** – is the drawing of the lot lines and street locations that is recorded with the Clerk of Court.

**Variance** – is a reasonable deviation from the Zoning or Subdivision Ordinance, approvable by the Board of Zoning/Subdivision Appeals, in situations where strict observance of the ordinance would create an undue hardship on the property owner. Variance requests involve the Zoning or Subdivision Ordinances.

**Zoning Ordinance** – constitutes the County's laws for controlling development. The zoning ordinance is one of the primary tools used by the county to implement the comprehensive plan. There are two parts to the zoning ordinance: the Official Zoning Map and the actual zoning ordinance. The zoning map divides the county into zoning districts and shows the zoning districts boundaries. The zoning ordinance spells out the procedural regulations for development and the standards applied to development in the different zoning districts. The zoning ordinance also includes regulations for development that does not conform to the ordinance requirements and provisions used by the county to enforce the ordinance.

# QUICK REFERENCE LIST

## Rezoning and Special Exception Permits

- Meet with or call a staff member of the Department of Community Development
- Complete and turn in required application with fees
- Attend Planning Commission hearing
- Attend Board of Supervisors hearing
- If approved, proceed with the design of the project

## Variance and Appeal

- Within 30 days of your denial request an application (not applicable to variance requests)
- Complete application and submit with required fees and plats/drawings
- Attend Board of Zoning/Subdivision Appeals public hearing

## Subdivision Preliminary Plan

- Meet with or call a staff member of the Department of Community Development
- Prepare plan
- Submit 13 copies of the plan (12 folded) and fees
- Plan reviewed by staff, approved or returned with comments/revisions needed

## Subdivision Development Plan

- Prepare next level of drawings
- Submit 12 copies (folded), 2 copies of the drainage calculations, drainage area map, & review fee

## Subdivision Final Plat

- Prepare and submit 6 copies of the plat (Folded) and fee
- Make necessary changes after reviewed by staff.
- Submit 11 copies of the plat for review by Planning Commission.
- Upon approval by Commission provide six (6) signed copies of the plat.
- Submit subdivision bonds and pay required fees and obtain necessary permits
- Complete any outstanding construction, inspections, and public improvements accepted by the County.
- Bonds released
- Proceed with the Building Permit Procedure.

## Site Plans

- Pre-Submission Meeting with staff
- Plan prepared by an engineer, architect, or land surveyor
- Submit application, 13 copies of the plan (12 folded & 1 rolled), drainage calculations, drainage area map, and review fee
- Plan reviewed by staff, approved or returned with comments/revisions needed
- Pay required fees and obtain necessary permits

## Subdivision Final Plat and Site Plans

(General Next Steps)

- Post performance guarantee
- Obtain VDOT permit (if property is on a public road)
- Obtain land disturbance activity permit
- Record any required agreements (i.e. deed of dedication, stormwater management agreement, temporary construction easement).

**NOTE: —specific requirements will be provided to developer by Community Development Staff**

### **Erosion and Sediment Control**

- Schedule a meeting with the Community Development staff
- Prepare plans in accordance with the Ordinance
- Submit an application, 4 copies of the Plan, and fee
- Plan reviewed by staff, approved or returned with comments/revisions needed
- Submit Performance Agreement and Surety
- Attend Pre-Construction Meeting
- Install all temporary and permanent erosion and sediment controls
- Call for final inspection

# COMMERCIAL CHECKLIST FOR CONSTRUCTION PERMITS

The listed items under the specified permits or certificates must be completed/obtained before these permits or certificates can be issued.

## Land Disturbing Activity (LDA) Permit

- Final site plan approval
- Erosion and Sediment Control Permit
- Application & Performance Bond Agreement
- BMP Maintenance Agreement
- VSMP Permit (if applicable)
- Offsite easements recorded
- VDOT CE-7 Permit (if applicable)
- Preliminary approval conditions satisfied
- Private Roadway Construction Agreement
- Army Corps of Engineers Permit (if applicable)
- Pre-construction meeting – (LDA permit is issued at this meeting)

## Foundation Permit

- Final site plan approval
- Building address(es) recorded
- LDA Permit issued
- Site Erosion & Sediment Control (E&SC) measures completed
- Site-specific stormwater facilities constructed
- Building plans approved
- Special inspection statement (if applicable)
- Applicable permit fees, connection fees paid
- VA Department of Health Permit for well and septic systems or KG Service Authority Connection Receipt for public water and sewer

## Building Permits

- Final site plan approval (including addresses)
- Architectural Compliance acknowledgement letter (if applicable)
- Outdoor lighting specifications
- Building plans approved
- LDA permit
- All Site E&SC measures installed and functional
- Stormwater facilities constructed and preliminary “as-builts” submitted & field verified
- All permit fees, connection fees paid
- VDOT CE-7 Permit issued (if applicable)

## Certificate of Occupancy

- Dev./Traffic Signal Agreement and fees (if applicable)
- On-site easements recorded
- Right of Way dedications recorded
- Canopy/Tank/Pump Removal Agreement (fuel sales facilities only)
- Final stormwater “as-builts” approved
- Final report on special inspections
- VDOT requirements implemented
- Final building inspection
- Building Code/Life Safety & Fire Inspections
- Special Exception Permit/ covenants recorded
- Site Plan implemented
- Water and Sewer connection and availability fees paid

# REZONING AND SPECIAL USE PERMIT



## REZONING AND SPECIAL USE PERMIT PROCEDURE

If the proposed use of your property is different from the land uses specified in the Zoning Ordinance, you may consider submitting a request to the Planning Commission for a rezoning or a Special Exception Permit.

**REZONING:** A rezoning is required if the proposed use of your property is not permitted either by right or as a special exception under your property’s current zoning classification. If you desire, you may submit written “proffers” (proffered conditions) that are in addition to the regulations of your desired zoning classification. Typically, proffers relate to things that you are willing to do in addition to the normal zoning requirements; examples include, use restrictions, additional landscaping, timing/phasing of development, off-site improvements, aesthetic features, or capital improvements. Rezoning applications are not guaranteed to be approved and no refund of the application is available. The more detail information provided will assist in the review of the application (Section 5.4, King George County Zoning Ordinance).

**SPECIAL EXCEPTION PERMIT:** Some uses, because of their unique nature or their impact on adjacent land uses, are not generally permitted, but may, under certain conditions be deemed acceptable in certain locations. In this case a special exception permit is required. The Table of Land Uses (located in the Zoning Ordinance) specifically identifies which uses require a special exception permit in each zoning district. *Note: In some cases both a rezoning and a special use permit may be necessary. Please consult with County Planning staff to determine specific needs for your property.*

**TIME:** This process typically takes a minimum of ninety (90) days between the application deadline and a final decision by the Planning Commission and Board of Supervisors, provided the application is not delayed at the request of the applicant or deferred by the Commission or Board.

**TERM:** Special Exception Permits generally run with the land. (Zoning Ordinance Section 5.4, King George County Zoning Ordinance). Conditions are typically added to the condition of approval by the King George County Board of Supervisors.

### PROCEDURE AT A GLANCE

Step 1	Meet with a staff member of the Department of Community Development (540) 775-7111
Step 2	Complete your application(s) and submit with the required fee to the Department of Community Development
Step 3	Attend Planning Commission Public Hearing
Step 4	Attend Board of Supervisors Public Hearing
Step 5	If approved, proceed with the design of the project. If denied, re-file request after one year

### IN-DEPTH LOOK AT THE PROCEDURES

For Rezoning and Special Exception Permit applications, schedule a meeting with a staff member of the Department of Community Development. The office is located in the King George Administration Building at 10459 Courthouse Drive, Suite 104. **Phone: (540) 775 - 7111.**

<b>Step 1</b>	<b>Meet with a staff member. Points to cover during meeting</b>
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1. Check zoning map to determine current zoning of the property.
2. Check zoning ordinance Article 2, District Regulations, King George County Zoning Ordinance to determine if proposed use is permitted by right or if a rezoning and/or special exception permit is needed.
3. Obtain: application(s), checklist(s), and a Planning Commission meeting schedule.
4. Discuss the best approach for obtaining approval of proposed activities. Keep in mind that although many factors are considered in review of rezoning and special exception permits requests, the most important are these:
  - a. Consistency with the Comprehensive Plan
  - b. Potential service, fiscal, transportation, and environmental impacts
  - c. Compatibility of use with its surroundings
  - d. Conditions that would mitigate potential negative impacts
5. A traffic impact analysis may also be requested, and is always required for proposed activities that involve:
  - a. 1,000 vehicle trips in a 24-hour period
  - b. 100 vehicle trips in a peak hour

<b>Step 2</b>	<b>Complete your application(s) and submit with the required fee to the Department of Community Development</b>
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1. After the staff reviews the application for completeness, the review process will begin.
2. The Department of Community Development prepares an analysis and recommendation for the Planning Commission.
3. A draft copy of the proposed changes/conditions is sent to the applicant a week before the scheduled Planning Commission meeting.
4. The applicant will have the opportunity to discuss the draft with Staff.
5. Once an application is determined to be complete the request will be advertised for the next month's Planning Commission hearing.

<b>Step 3</b>	<b>Attend Planning Commission Hearing</b>
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1. The application will be distributed for review to a number of County and State agencies.
2. Public notice of the proposed action is prepared and sent to the local newspaper and adjacent property owners.
3. The Commission will review the application during a public hearing held on the request.

Public Hearing

  - a. Planning Commission meets on the second Tuesday of the month
  - b. Staff will present the application and staff's recommendation.
  - c. The applicant has the opportunity and is encouraged to present additional information including a description of the proposed use and his/her case for approval of the application. For visual aids, a projector and computer with PowerPoint are available. Display boards are discouraged.
  - d. Other area property owners and interested parties are allowed to speak.
  - e. The Planning Commission will make a decision after discussion of the case. It will make one of the following recommendations to the Board of Supervisors:
    1. Approval as submitted
    2. Approval subject to certain conditions
    3. Denial
    4. Table the application to a future meeting

*Note: The Planning Commission has one hundred (100) days after the completed application is turned in to act, or the project will be automatically recommended for approval. The Commission will likely recommend denial if there continue to be unresolved issues with the project. The ninety (90) day deadline between the application deadline and a final decision by the Planning Commission and Board of Supervisors as mentioned in the TIME section above) does not apply when the applicant requests or agrees with the delay.*

<b>Step 4</b>	<b>Attend Board of Supervisors Public Hearing</b>
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1. The Board will receive a recommendation from the Director of Community Development as well as the Planning Commission (these recommendations are not always the same) and hear public comments.
2. The Board will take final action after discussion of the information presented during the public hearing and the recommendations of the Planning Commission and the Director of Community Development.
3. The Board will:
  - a. Approve as submitted
  - b. Approve with conditions (use permits or conditional zoning)
  - c. Deny
  - d. Table it to a later meeting

*The Board must take action within one (1) year of the date a rezoning petition was filed or the project will be automatically approved.*

<b>Step 5</b>	<b>If approved, proceed with the design of the project. If denied, re-file in after one year</b>
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1. If the rezoning request was denied, the applicant must wait one (1) year before submitting a new request for the property
2. If the rezoning request was approved, the applicant may proceed with the design of the property which may include all of the following: obtaining site plan approval, subdivision approval (if applicable), erosion and sediment control compliance, and a building permit

# VARIANCE AND APPEALS



## VARIANCE AND APPEALS PROCEDURE

If you are not able to develop your property as you desire and in accordance with required zoning or subdivision requirements and there are no alternatives which allow compliance with required codes, or you are in dispute with the decision of a County official, you may seek relief from the **Board of Zoning Appeals**.

The Board is authorized to hear variance requests from the Zoning or Subdivision Ordinances and appeals from the decisions of the Zoning Administrator. You should be aware that approval of your request for relief is not automatic and the Zoning Administrator and Board of Zoning Appeals will judge each application against specific criteria established for each category of relief mentioned above.

*\* Note: Application to appeal a decision of the Zoning Administrator or Subdivision Agent must be filed within 30 days of each decision.*

### PROCEDURE AT A GLANCE

Step 1	Request an application
Step 2	Complete application with the necessary plans, plats, and other required documentation and turn in with required fees
Step 3	Attend Board of Zoning Appeals Meeting

### IN-DEPTH LOOK AT THE PROCEDURE

<b>Step 1</b>	<b>Request an application</b>
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1. Request an application (Staff meeting optional)
2. For an application, schedule a meeting or call the Secretary to the Board of Zoning Appeals (Director of the Department of Community Development) in the **Department of Community Development**. The office is located at 10459 Courthouse Drive, Suite 104, King George County, Virginia 22485. Phone: (540) 775-7111.
3. Points to cover during the meeting:
  - a. Check code requirements to determine how it affects your property.
  - b. Determine whether alternatives exist which would satisfy code requirements.
  - c. If no alternatives are available, determine which type of relief is needed (i.e. variance or appeal). Determine the degree of relief needed (i.e. 35' setback instead of a 50' setback).
  - d. Study the review criteria for your particular type of request to determine whether your request would likely be approved or denied by the Board. Review criteria for variances, modifications, and appeals can be found in the Zoning Ordinance (Section 5.6) while the Secretary can provide you with the criteria utilized for appeals.
  - e. Obtain an application, list of review criteria, and schedule of Board of Zoning Appeals meetings and submission deadlines. The Board typically meets only once a month and applications must be received approximately forty-five days (45) in advance.

<b>Step 2</b>	<b>Complete application with the necessary plans, plats, and other required documentation and turn in with required fees</b>
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1. Complete the application and submit with plats and/or plans and fee to the Secretary as soon as possible and before the submission deadline. A plat or plan and any other supporting documents must accompany the application.
2. The property owner's signature must appear on each application.
3. Staff will examine the application to ensure it is complete and, if so, will begin the process of soliciting comments from applicable agencies as necessary.
4. Public notice of the proposed action is prepared and sent to the local newspaper and to adjacent property owners.
5. The Secretary will prepare a staff report that will typically include recommendations for approval or denial.

<b>Step 3</b>	<b>Attend Board of Zoning Appeals Meeting</b>
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1. Staff will present the application and background information. The property owner or agent can present additional information and/or explain to the Board how the request meets the applicable review criteria. Other area property owners and interested parties are allowed to speak.
2. The Board of Zoning Appeals will make one of the following decisions.
  - a. Approval
  - b. Approval subject to certain conditions
  - c. Denial
  - d. Table it to a later meeting

*The Board of Zoning Appeals has ninety (90) days to act on an application. The 90-day deadline does not apply when the applicant requests or concurs in a delay.*



# SUBDIVISIONS AND SITE PLANS



# SUBDIVISIONS AND SITE PLANS PROCEDURE

## Subdivision Procedure

This procedure applies to any proposed division of land in King George County, except for “minor subdivisions”. **Minor subdivisions do not require preliminary plans.** The subdivision procedure is a three stage process and the review procedure is generally repeated at least twice for each stage of review.

1 <sup>st</sup> Stage	Preliminary Plan
2 <sup>nd</sup> Stage	Development (Construction) Plan
3 <sup>rd</sup> Stage	Final Plat and Recordation Process
The development plan and final plat procedure may be repeated for each section of the subdivisions, if developed in phases.	

Before you begin the subdivision process (for major subdivisions this would be the preparation of the Preliminary Plan), it is **strongly** recommended that a meeting be scheduled with a staff member of the **Department of Community Development**. The office is located at 10459 Courthouse Drive, Suite 104, King George County, Virginia, 22485. Phone (540) 775-7111.

Points to cover at the meeting:

1. Familiarize yourself with County plans, policies, and ordinances that may affect your proposed development.
2. Check zoning of the property. If the intended use and density is not permitted, please refer to the
3. Review “Rezoning/Special Exception Permits” procedures.
4. Determine if a traffic analysis will be required
5. Review the proposed development. Plan to bring with you any related information to include plats, or a sketch plan.
6. Obtain an application, checklist, and ordinances

Each stage of the Subdivision Procedure is discussed in more detail on the following pages.

## Subdivision Procedure THE PRELIMINARY PLAN (1<sup>st</sup> Stage)

**TIME:** Comments from Staff will be provided within 45 days of submittal. Once all comments have been addressed, the plat will be forwarded to Planning Commission and Board of Supervisors for approval. A minimum of 90 to 120 days should be expected for completion of preliminary plat approval process.

**TERM:** Preliminary Plans are valid for a term of five (5) years after approval as long as approval of Final Plat is diligently pursued.

### PROCEDURE AT A GLANCE

Step 1	Have a Preliminary Plan prepared by a design professional.
Step 2	Submit your development application, six (6) folded copies of the Preliminary Plan, and the appropriate review fee.
Step 3	Make changes, if necessary, to the Preliminary Plan
Step 4	Attend Planning Commission and Board of Supervisors Meetings for review/approval/disapproval of Preliminary Plat.

### IN-DEPTH LOOK AT THE PROCEDURE

<b>Step 1</b>	<b>Have a Preliminary Plan prepared by a design professional.</b>
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<b>Step 2</b>	<b>Submit your development application, six (6) folded copies of the Preliminary Plan, and the appropriate review fee.</b>
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1. County staff will review the application to ensure it is complete. They will then begin the review process by distributing it to a number of County and State agencies.
2. To expedite the review process, the applicant may choose to request a cover letter from the Department of Community Development and deliver copies to the Virginia Department of Transportation (VDOT) and the State Health Department after they have been received by the County's Department of Community Development.
3. **What Happens Next?**
  - a. Preliminary Plans are reviewed by County agencies and comments are returned to the Department of Community Development within three (3) weeks, unless the plan is extremely complex or there is an extraordinary workload.
  - b. State agencies are asked to comment within forty-five (45) days.
  - c. Upon receipt of comments, the Department of Community Development will forward the comments to the developer/engineer.

<b>Step 3</b>	<b>Make changes, if necessary, to the Preliminary Plan</b>
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1. Make changes, if necessary, to the Preliminary Plan per comments received.
2. Resubmit twelve (12) folded copies along with a marked plan, copy of initialed comments and/or letter that describes how each comment was addressed or why it was not.

<b>Step 4</b>	<b>Attend Planning Commission and Board of Supervisors Meetings for review/approval/disapproval of Preliminary Plat.</b>
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## **Subdivision Procedure** **THE DEVELOPMENT (Construction) PLAN (2<sup>nd</sup> Stage)**

*NOTE: Proceed with the Development Plan only after the Preliminary Plan has been approved*

**TIME:** The County will observe the requirements of 45 days for the initial submission and 45 days for each resubmission for completing the review process. This schedule can be met only if the developers and the design professionals meet their obligations and exchange information in a timely manner.

**TERM:** One (1) year to file final plat after approval of the Development Plan, with possible six (6) month extension.

### **PROCEDURE AT A GLANCE**

Step 1	Prepare the next level of subdivision drawings - the Development Plan or construction drawings.
Step 2	Submit six (6) folded copies of the drainage calculations, drainage area map, and appropriate review fee.
Step 3	Make changes, if necessary, and resubmit for approval
Step 4	Assuming all requirements met, one of two options will occur

### **IN-DEPTH LOOK AT THE PROCEDURE**

<b>Step 1</b>	<b>Prepare the next level of subdivision drawings - the Development Plan or construction drawings.</b>
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1. The Erosion and Sediment Control Plan will be part of this submission (see the EROSION AND SEDIMENT CONTROL PROCEDURE section of this guide).
2. Before a subdivision plat is recorded, the following items must be submitted to the Department of Community Development:
  - a. Documentation of the cost of all public/physical improvements, with the cost of incomplete improvements clearly defined, preferably in the form of copies of contractor's bids. Cost estimates prepared by a certified professional engineer are also acceptable. These cost estimates must be detailed in nature and relate to the various elements of construction, including but not limited to the cost of the public water system (lines, fire hydrants, etc.), the sanitary sewer system (gravity lines, manholes, force main, pump station, etc.), the storm drainage system (storm sewer lines, inlet and outlet structures, etc.), and the street improvements (stone base, curbing, asphalt, landscaping, etc.). This information is needed for establishing the surety amount.
  - b. Subdivision Agreement covering proposed construction of all public/physical improvements.
  - c. Irrevocable letter of credit (sample included in Subdivision Agreement), cashier's check, or evidence of cash escrow in an amount approved by the County after review of the cost estimates.
  - d. Appropriate documentation, such as letter from developer setting forth the authorization for the person(s) signing the agreement, the final plat, and other associated documents to do so on behalf of the developer/property owner.

<b>Step 2</b>	<b>Submit six (6) folded copies of the drainage calculations, drainage area map, and appropriate review fee.</b>
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County comments will be forwarded to the developer/engineer.

<b>Step 3</b>	<b>Make changes, if necessary, and resubmit for approval</b>
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<b>Step 4</b>	<b>Assuming all requirements met, one of two options will occur</b>
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1. Assuming approval of the Development Plan, payment of fees, and issuance of permits, you have two options prior to review and/or recordation of Final Plat:
  - a. Option 1. Begin construction and complete some of the public and physical improvements, also submit a Subdivision Agreement and Surety to guarantee completion of the remaining improvements.
  - b. Option 2. Submit a Subdivision Agreement and Surety to guarantee completion of any improvements. *Release of surety will follow, upon completion and acceptance of public/physical improvements and submittal of as-built drawings.*

## Subdivision Procedure FINAL PLAT AND RECORDATION PROCESS (3<sup>rd</sup> Stage)

*NOTE: Proceed with the Final Plat and Recordation Process only after the Development Plan has been approved*

**TIME:** A maximum of 60 days for the initial submission and 45 days for each resubmission is the requirement for completing the review process. Comments from Staff will be provided within 45 days of submittal. Once all comments have been addressed, the final plat will be forwarded to the Planning Commission and Board of Supervisors for approval. A minimum of 90 to 120 days should be expected for completion of final plat approval process.

**TERM:** Six (6) months after the Final Plat approval to have the Plat recorded in the office of the Clerk of the Circuit Court. The Final Plat approval is valid for five (5) years after approval.

### PROCEDURE AT A GLANCE

Step 1	Prepare the next level of subdivision drawings - the Final Plat and Recordation
Step 2	Submit six (6) folded copies, development application, and appropriate fee
Step 3	Make changes, if necessary, and resubmit for approval
Step 4	Submit twelve (12) folded copies for review and approval by Planning Commission and Board of Supervisors
Step 5	Once approval is obtained from the Board of Supervisors, the plat is distributed
Step 6	Complete any outstanding construction, request inspections, and have public/physical improvements accepted by the County and/or VDOT
Step 7	Record plat

### IN-DEPTH LOOK AT THE PROCEDURE

<b>Step 1</b>	<b>Prepare the next level of subdivision drawings - the Final Plat and Recordation</b> 1. Assuming completion and approval of the Development Plan, proceed with the preparation and submittal of paper copies of the Final Plat.
<b>Step 2</b>	<b>Submit six (6) folded copies, development application, and appropriate fee to Department of Community Development</b>
<b>Step 3</b>	<b>Make changes, if necessary, and resubmit for approval</b> 1. When comment letter and marked copy are received, make changes, if necessary, and resubmit for approval.
<b>Step 4</b>	<b>Submit twelve (12) folded copies for review and approval by Planning Commission and Board of Supervisors</b> 1. When comments have been addressed and accepted by Staff; submit twelve (12) folded copies for review and approval by Planning Commission and Board of Supervisors.

- |               |   |
|---------------|---|
| <b>Step 5</b> | <b>Once approval is obtained from the Board of Supervisors, the plat is distributed</b> |
|---------------|---|
1. Once approval is obtained from the Board of Supervisors, the plat is distributed to approval agencies (King George County Subdivision Agent, Virginia Department of Transportation, Virginia Department of Health, and/or King George County Service Authority) for signature
  2. After approval received from all approval agencies, plat must be presented to the King George County Circuit Clerk's Office for recordation.

- |               |   |
|---------------|---|
| <b>Step 6</b> | <b>Complete any outstanding construction, request inspections, and have public/physical improvements accepted by the County and/or VDOT</b> |
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- |               |                    |
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| <b>Step 7</b> | <b>Record plat</b> |
|---------------|--------------------|
1. Once plat is recorded, proceed to selling of lots, if applicable.
  2. Building Permits will be issued once site improvements are completed to specified levels.

## Site Plan Procedures

**Site plans** are generally required for **ALL** land uses **EXCEPT** the following:

- Single family detached and individual duplex dwellings
- Agricultural operations

**TIME:** Comments from Staff will be provided within 45 days of submittal. Once all comments have been addressed, the site plan will be forwarded to Planning Commission for approval. A minimum of 90 to 120 days should be expected for completion of the Final Site Plan approval process.

**TERM:** Approval expires in five (5) years unless building permits have been issued, in which case, approval runs concurrently with the validity of the building permits.

### PROCEDURE AT A GLANCE

Step 1	Pre Application meeting with Department of Community Development staff. (Bring 1 copy of the site plan 70-80% engineered, which includes drainage, water, sanitary sewer, and traffic design.)
Step 2	Plan prepared by engineer, architect, landscape architect, or land surveyor who is registered by the Commonwealth of Virginia
Step 3	Submit Application, six (6) folded copies of Site Plan, one (1) copy of the drainage calculations, drainage area map and review fee. Provide Natural Resources Inventory, Water Quality Impact Study, Traffic Study, E&SC* narrative, and other related documentation as required.
Step 4	Make changes, if necessary, as recommended by County staff, and resubmit six (6) folded copies as well as a letter of response indicating how the comments were addressed.
Step 5	Provide twelve (12) folded copies of the Final Site Plan, along with all approval letters, to the Department of Community Development for submittal of the Plan to the Planning Commission for approval.

\*E&SC-Erosion and Sediment Control

### IN-DEPTH LOOK AT THE PROCEDURES

<b>Step 1</b>	<b>It is strongly recommended that a pre-submission meeting be scheduled with a staff member of the Department of Community Development. The office is located at 10459 Courthouse Drive, Suite 104, King George, Virginia 22485. Phone (540) 775-7111.</b>
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1. Points to cover at the meeting:
  - a. Check zoning of property to determine if the proposed use is permitted as a matter of right under current zoning classification. If not, you may be referred to the Planning Division - see "Rezoning/Special Exception Permit" section of this guide for procedure.
  - b. Review your proposed development for the site. You should bring with you any information, plats, or plans you have that will aid in the review and illustrate your proposal.
  - c. Learn about County plans, policies, and ordinances that may affect your proposed development.

- d. A traffic analysis will be required if the proposed use exceeds 1,000 trips, where the traffic volume during a peak hour equals or exceeds 100 trips, or if required by the applicable performance standard.
- e. Obtain an application, checklist, and ordinances.

<b>Step 2</b>	<b>Plan prepared by engineer, architect, landscape architect, or land surveyor who is registered by the Commonwealth of Virginia</b>
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See Article 7, Site Plan Regulations; Section 3.11, Sign Regulations; Section 3.12, Parking Regulations; Article 8, Chesapeake Bay Preservation Area Regulations; and Article 10, Highway Corridor Overlay District, King George County Zoning Ordinance

<b>Step 3</b>	<b>Submit Application, six (6) folded copies of Site Plan, one (1) copy of the drainage calculations, drainage area map and review fee. Provide Natural Resources Inventory, Water Quality Impact Study, Traffic Study, E&amp;SC* narrative, and other related documentation as required.</b>
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County staff will review your application to ensure it is complete. The applicant may deliver copies, after obtaining a cover letter from the Department of Community Development, to the Virginia Department of Transportation (VDOT) and the Virginia State Health Department (VSHD) to save time.

Site plans are reviewed by County agencies and comments are returned to the Department of Community Development within thirty (30) calendar days. State agencies are asked to observe the same review period and to notify the Development Community Development of any major areas of conflict or inconsistency and resolve them, if possible, before forwarding comments to the engineer and developer.

<b>Step 4</b>	<b>Make changes to site plan, per comments, if necessary, and resubmit six (6) folded copies along with a copy of initialed comments and/or letter which describes how each comment was addressed or why comment was not addressed.</b>
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<b>Step 5</b>	<b>Provide twelve (12) folded copies of the Final Site Plan, along with all approval letters, to the Department of Community Development for submittal of the Plan to the Planning Commission for approval.</b>
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1. Once approval is obtained from the King George County Planning Commission, obtain permits and provide performance guarantee to commence construction.
2. If site plan is not approved, the plan is returned to developer to modify as needed.

*(See: EROSION AND SEDIMENT CONTROL PROCEDURE and BUILDING PERMIT PROCEDURE)*



# EROSION AND SEDIMENT CONTROL



## EROSION AND SEDIMENT CONTROL PROCEDURE

If you propose to grade, excavate, fill, clear, or otherwise disturb land in King George County, you will have to comply with the requirements of the EROSION AND SEDIMENT CONTROL ORDINANCE (E&S) of the County of King George, Virginia, and obtain a Land Disturbing Activity Permit.

**TIME:** The plan must be approved or denied within forty-five (45) days of its submission. Final inspections will be made within two (2) working days of such a request, if possible. Release of surety will occur within sixty (60) days of the issuance of a "Certificate of Completion".

**TERM:** The Permit is valid for up to one (1) year and may be extended for an additional one (1) year with the approval of the Director of Community Development. The permit will become void if work does not begin within six (6) months of issuance of permit or twelve (12) months of plan approval.

### PROCEDURE AT A GLANCE

Step 1	Schedule a meeting with Department of Community Development
Step 2	Prepare plans in accordance with the Ordinance
Step 3	Submit application, copies of the plan, and the required fee
Step 4	Amend plan as required by staff
Step 5	Submit Performance Agreement and Surety
Step 6	Attend pre-construction meeting
Step 7	Install all temporary and permanent erosion and sediment control practices
Step 8	After land disturbing activities are completed, call for a final inspection

### IN-DEPTH LOOK AT THE PROCEDURES

<b>Step 1</b>	<p><b>Schedule a meeting with Department of Community Development</b></p> <p>It is strongly recommended that a meeting be scheduled with the Department of Community Development. This meeting can be combined with a pre-submission meeting for a subdivision or site plan. The office is located at 10459 Courthouse Drive, Suite 104, King George County, Virginia, 22485. Phone: (540) 775 - 7111.</p> <ol style="list-style-type: none"> <li>1. Points to cover at the meeting:             <ol style="list-style-type: none"> <li>a. Review your proposed construction activity or development; bring with you any information, plats or plans you have, that will illustrate your proposed project.</li> <li>b. Determine if the Erosion and Sediment Control Ordinance applies to your proposed development.</li> <li>c. Obtain: Application, checklist, and sample agreement package, and ordinance.</li> </ol> </li> </ol>
<b>Step 2</b>	<p><b>Prepare plans in accordance with the Ordinance</b></p> <ol style="list-style-type: none"> <li>1. The Erosion and Sediment Control Ordinance can be found on the King George County's webpage at <a href="http://www.king-george.va.us/component/option,com_docman/Itemid,348/task,cat_view/gid,183/">http://www.king-george.va.us/component/option,com_docman/Itemid,348/task,cat_view/gid,183/</a></li> </ol>

<b>Step 3</b>	<b>Submit application, appropriate number of folded copies of the plan, including narrative description, and the fee, to the Department of Community Development.</b>
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1. If your proposal is part of a subdivision or site plan submission, **five (5)** folded copies of the plan need to be submitted and the plan will be reviewed and comments returned as part of the County's response, as described in the procedures for Site Plan and Subdivision Review.
2. If not included in the subdivision or site plan submission, only four (4) folded copies of the plan need to be submitted and comments will be returned to you via letter.

<b>Step 4</b>	<b>Amend plan as required by staff</b>
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1. Make changes, if necessary, per comments and resubmit.

<b>Step 5</b>	<b>Submit Performance Agreement and Surety</b>
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1. Assuming approval, proceed by submitting a Performance Agreement and Surety in the amount stated in the approval letter.
2. The Surety must be issued for a term extending a minimum of sixty (60) days beyond the performance date set on the agreement. Schedule a pre-construction meeting with County staff. A surety is also required to cover the cost of installation of Erosion and Sediment Control measures. The surety will be returned at the end of the construction once the area is stabilized.

<b>Step 6</b>	<b>Attend pre-construction meeting</b>
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1. The developer or representative, the site work contractor, and the inspector will meet at the site.
2. Prior to the meeting, the limits of clearing must be flagged and tree protection measures installed, in accordance with the specifications and standards in the County's "Policy for Erosion and Sediment Control Pre-Construction Meetings."
3. Assuming everything is in order, the Land Disturbing Activity Permit will be issued at this meeting.

<b>Step 7</b>	<b>Install all temporary and permanent erosion and sediment control practices</b>
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1. After the installation of all temporary and permanent erosion and sediment control practices, clearing, grading, and construction of site improvements can begin.
2. You may also proceed with the Building Permit process.

<b>Step 8</b>	<b>After land disturbing activities are completed, call for a final inspection</b>
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1. Call for a final inspection when all land disturbing activities are complete and all disturbed areas are permanently stabilized.
2. The Zoning Enforcement Officer will issue a Certificate of Completion when the site work is approved.



# UTILITIES



## PUBLIC UTILITIES

**PUBLIC SYSTEMS (water and sewer)** are regulated by the King George County Service Authority (KGCSA) Regulations, which are adopted and approved by the KGCSA Board of Directors and administered by the General Manager of KGCSA. Regulations and standards can be found online at [http://www.king-george.va.us/index.php?option=com\\_docman&task=cat\\_view&gid=142&Itemid=106](http://www.king-george.va.us/index.php?option=com_docman&task=cat_view&gid=142&Itemid=106). The KGCSA office is located at 9207 Kings Highway, King George, Virginia 22485. Phone: (540) 775 2746. The KGCSA General Manager's Office is located at 10459 Courthouse Drive, Suite 200, King George, Virginia 22485. Phone: (540) 775-9181.

- **PUBLIC WATER:** KGCSA is the primary supplier of public water to the County. Procedures and requirements for extending water service in the County are provided in the KGCSA Regulations. Design details are included in the KGCSA Standards & Specifications for Water Distribution Systems dated March 2006. The prevailing water connection fees are based on the water meter size and the proposed average daily demand of each proposed user/connection. These fees are provided in Section 30 of the KGCSA Regulations.
- **PUBLIC SEWER:** KGCSA is the primary provider of public sewer collection and treatment to the County. Procedures and requirements for extending sewer service in the County are detailed in the KGCSA Regulations. Design details are included in the KGCSA Standards & Specifications for Sanitary Sewer Systems dated October 3, 2006. The prevailing sewer connection fees are based on the water meter size and the proposed average daily demand of each proposed user/connection. These fees are provided in Section 30 of the KGCSA Regulations.

## PROCEDURES

**NOTE: Plans for sewer and water construction are typically a part of a Subdivision or Site Plan submittal (see Subdivision and Site Plan Section in this Development Guide), and as such must be formally submitted to the Community Development Department for review and approval.**

A Developer may extend public utilities to a property provided the developer or agent submits a Preliminary Engineering Report or other documentation, as may be required by the KGCSA, which provides for KGCSA review and approval. By providing this information, KGCSA can determine the proposed impact of the project on the existing utility systems and the availability of system capacities. Once completed, these facilities should be dedicated to KGCSA by a recorded Deed of Dedication, and the developer should submit "as-built" drawings for the project. Any public utility extension shall be designed and constructed in accordance with the KGCSA Regulations and the Water and Sewer Standards.

Should you have any questions concerning the design of the public facilities or the applicable connection fees please call **KGCSA at (540) 775-2746 or (540) 775-9181**.

The Developer shall prepare and submit any reports and plans, sealed by a Virginia Professional Engineer, for review and approval. Please, reference KGCSA Regulations Section 27 for specific details regarding extension of public utilities. The following general steps are provided as a guide to assist in the approval process:

<b>Step 1</b>	As part of the requirements for the submission of Site Plans and Subdivision Plans for review, all utilities are to be shown on the development plans. Sufficient engineering data shall be included to determine the potential impact and capacity of the existing utility system.
<b>Step 2</b>	Staff will review and comment regarding the proposed extension.
<b>Step 3</b>	KGCSA will provide a final recommendation once all comments have been adequately addressed. If approved, a final set of construction plans shall be provided to the KGCSA.
<b>Step 4</b>	Once approved, the Developer shall schedule a preconstruction meeting with the KGCSA. This meeting is required to insure that the contractor is familiar with the County and KGCSA inspections, procedures, Standards and Regulations.
<b>Step 5</b>	Upon completion of the extension, the Developer shall provide the KGCSA with “as-built” drawings and shall dedicate the water and sewer facilities to KGCSA by Deed of Dedication.

### **PRIVATE UTILITIES**

The State Health Department regulates **PRIVATE SYSTEMS** (wells and septic tanks). When public facilities or adequate capacities are not available to your development, please contact the local Virginia Department of Health **(540) 775-3111** to discuss your options.

## WETLANDS

Special permits may be required, if the property to be developed includes wetlands. The Virginia Marine Resources Commission and the U.S. Army Corps of Engineers can assist in determining if wetlands exist on the property. **THE FINAL DETERMINATION WILL BE MADE BY THE AGENCY, NOT THE COUNTY, REGARDING WETLAND CLASSIFICATIONS.**

For convenience and ease of processing, a joint application form has been adopted by the King George County Wetlands Board, the Commonwealth of Virginia, and the U.S. Army Corps of Engineers. This allows for processing of your application by all of the agencies concurrently. You should note that separate permits may be required by the agencies, so ensure you have received authorization or waivers from each agency before you begin work.

The Virginia Marine Resources Commission (VMRC) functions as the central clearing house for the joint permit application. Contact VMRC for a copy of the **“Information Guide & Joint Permit Application,”** and return completed forms and drawings to them.

<p><b>Virginia Marine Resources Commission</b></p>
<p>2600 Washington Avenue, 3rd Floor Newport News, Virginia 23607 Phone: (757) 247-2200</p>
<p><b>U.S. Army Corps of Engineers</b></p>
<p>Norfolk District, 803 Front Street Norfolk, Virginia 23510 Phone: (757) 441-3661</p>

## TRANSPORTATION

The Virginia Department of Transportation (VDOT) has the responsibility of maintaining all public streets and highways within King George County. Because of this responsibility, subdivision and site plans are forwarded to the Area Land Use Engineer (North), Fredericksburg District VDOT, 86 Deacon Road, Fredericksburg, Virginia 22405, **(540) 899-4147** for review.

### HIGHWAY RIGHT-OF-WAY PERMITS

Once subdivision and site plans have been approved and returned, and prior to issuance of building permits or construction, you must contact the Residency Administrator's Office for Land Use Permits (CE-7) for work planned within the highway right-of-way, including utilities, drainage, road tie-ins, and temporary entrances.

For each permit you must submit:

- Four (4) copies of the completed permit form
- Four (4) copies of the approved plans
- Fee
- Surety Bond (as required)

For More information, contact:

Area Land Use Engineer (North)  
Fredericksburg District VDOT  
86 Deacon Road  
Fredericksburg, Virginia 22405  
(540) 899-4147



# SIGN AND BUILDING PERMITS



# SIGN AND BUILDING PERMITS

## Sign Permits

Any sign that is erected, altered, expanded, reconstructed, replaced, or relocated on any property in King George County must be in conformance with the provisions in the Zoning Ordinance. See Section 3.11, Sign Regulations of the Zoning Ordinance for allowable sign types and maximum allowable sign size.

Before submitting an application for a sign, it is strongly recommended that you call the **Department of Community Development** to explore your options and to determine if your proposal is feasible.

**Phone: (540) 775 – 7111.**

An application for a sign permit should consist of a drawing depicting the proposal and should include:

- size of the sign (in square footage)
- detailed plan/drawings
- height of the sign from finished grade

The applicant should also:

- Include a plot plan with a drawing of the proposed placement area, showing the distance in feet that the sign will be from all property lines.
- Indicate whether or not the sign will be lighted either internally or externally. If so, the applicant should identify the electrical firm responsible for the lighting.

Applications should be submitted to the Department of Community Development located in the County Administration Building at 10459 Courthouse Drive, Suite 104, King George, Virginia, 22485. The Department Staff will either approve the application or consult with the applicant if it is denied.

## Building Permit Procedure

A building permit is required for most improvements made to real property, including alterations and repairs to structures.

**TIME:** Depending on complexity seven (7) to twenty-four (24) days is required to review plans. When plans have been approved and permits issued, construction can begin.

### PROCEDURE AT A GLANCE

<b>Step 1</b>	<b>Submit an application</b>
<b>Step 2</b>	<b>Obtain permit</b>
<b>Step 3</b>	<b>When all work is completed and prior to calling for final building inspection, call for other required inspections</b>
<b>Step 4</b>	<b>Call for final building inspection, once all other inspections have been finalized</b>
<b>Step 5</b>	<b>Receive Certificate of Occupancy</b>

The plans will be reviewed by the Plans Examiner for compliance with the applicable building codes. In addition, receipts and documentation will be checked to insure all other required fees have been paid and permits issued.

### IN-DEPTH LOOK AT THE PROCEDURES

<b>Step 1</b>	<b>Submit an application</b>
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1. Submit an application to the Department of Community Development located in the County Administration Building at 10459 Courthouse Drive, Suite 104, King George, Virginia, 22485.
2. Document requirements vary depending on the project, see the chart below.

<b>NEW COMMERCIAL AND OTHER USES REQUIRING SITE PLANS</b>	<ol style="list-style-type: none"> <li>1. Approved Site Plan, and applicable receipts and documentation.</li> <li>2. Approved Land Disturbing permit.</li> <li>3. Septic system and well permits from VA Health Department or receipts of payment to King George County Service Authority for public water and sewer.</li> <li>4. Two (2) sets of plans signed and sealed by the engineer or architect responsible for the design.</li> <li>5. VDOT Land Use Permit.</li> <li>6. VSMP Construction Permit from Department of Conservation and Recreation.</li> </ol>
<b>ADDITIONS, ALTERATIONS, ACCESSORY BUILDING, ETC.</b>	<ol style="list-style-type: none"> <li>1. Two (2) sets of plans</li> <li>2. Property plot plan showing location of proposed construction</li> <li>3. Septic system and well permit from VA Department of Health or receipts of payment to King George County Service Authority for public water and sewer for additions and detached buildings</li> </ol>

<b>Step 2</b>	<b>Obtain permit</b>
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1. Obtain building permit
2. Begin construction
3. Arrange for any required inspections that must be made during the course of construction, based on list provided by county staff

<b>Step 3</b>	<b>When all work is completed and prior to calling for final building inspection, call for all other required inspections</b>
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1. When all work is completed, and before calling for the final building inspection, call for the following other final inspections (if applicable):
  - a. Site/landscaping inspection
  - b. Erosion/sediment control and grading/drainage
  - c. Highway entrance by VDOT
  - d. Health Department
  - e. Department of Fire and Life Safety – fire alarms, suppression and control systems
  - f. Environmental considerations
  - g. Overall Fire Inspection for life safety aspects of the building code - exits, egress requirements, fire exiting, etc.
2. The **inspection request line** number is **(540) 775-7111**. Request for an inspection must be made between 8 a.m. and 3 p.m. before the day of the requested inspection. Inspections are carried out as soon as possible, normally on the next working day that the call is placed. The Department Staff will provide you with a list of inspections that must be made during the course of construction.

<b>Step 4</b>	<b>Call for final building inspection, once all other inspections have been finalized</b>
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1. Only after all other required inspections have been completed and approved, call for final building inspection.
2. The **inspection request line** number is **(540) 775-7111**. Request for an inspection must be made between 8 a.m. and 3 p.m. before the day of the requested inspection. Inspections are carried out as soon as possible, normally on the next working day that the call is placed. The Department Staff will provide you with a list of inspections that must be made during the course of construction.

<b>Step 5</b>	<b>Receive Certificate of Occupancy</b>
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1. When all inspections are completed and approved, a **CERTIFICATE OF OCCUPANCY** will be issued – at that time, you may move in.

# SCHEDULE OF FEES



## **RESIDENTIAL BUILDING PERMIT FEES**

Fees Updated March 11, 2010

### **SINGLE FAMILY DWELLING** (New Construction)

Finished/Unfinished areas	\$ 0.20 per square foot (\$100.00 minimum)
Electrical Permit	(included)
Plumbing Permit	(included)
Mechanical Permit	(included)
Zoning Permit:	\$75.00
Grading Permit:	\$75.00
State Levy per Building Fee	

### **REMODEL INTERIOR**

Finished/Unfinished areas	\$ 0.10 per square foot (\$25.00 minimum)
Electrical Permit:	\$ 0.01 per square foot (\$25.00 minimum)
Plumbing Permit:	\$ 0.01 per square foot (\$25.00 minimum)
Mechanical Permit:	\$ 0.01 per square foot (\$25.00 minimum)
Zoning Permit:	\$ 75.00
State Levy per Building Fee	

### **ADDITION TO A STRUCTURE** (additions/porches/sunrooms, etc.)

Finished/Unfinished areas	\$ 0.10 per square foot (\$100.00 minimum)
Electrical Permit	\$ 0.01 per square foot (\$25.00 minimum)
Plumbing Permit	\$ 0.01 per square foot (\$25.00 minimum)
Mechanical Permit	\$ 0.01 per square foot (\$25.00 minimum)
Zoning Permit	\$ 75.00
Grading Permit	\$ 75.00
State Levy per Building Fee	

### **MANUFACTURED HOMES**

Single Wide in Park	\$125.00 + State Levy + Zoning = \$ 202.50
Double Wide in Park	\$ 200.00 + State Levy + Zoning = \$ 279.00
Single Wide on Pvt. Land	\$125.00 + State Levy + Zoning + Grading = \$ 277.50
Double Wide on Pvt. Land	\$ 200.00 + State Levy + Zoning + Grading = \$ 354.00
Triple Wide:	same as Double wide

### **MISCELLANEOUS FEES:**

Garage/Barns/Sheds (stick built)	\$ 0.10 per square foot (\$ 100.00 minimum)
Sheds/Metal Carports (prefab)	\$ 50.00 + Zoning Fee+ State Levy = \$126.00
Decks (uncovered)	\$ 75.00 + Zoning Fee + State Levy = \$151.50
Pool (above ground) no electric	\$ 50.00 + Zoning Fee + State Levy = \$126.00
Pool (in ground) (includes electric)	\$120.00 + Zoning Fee + Grading + State Levy = \$272.40
Demolition (Residential)	\$ 25.00 + State Levy = \$25.50
Demolition (Commercial)	\$ 50.00 + State Levy = \$51.00

**RESIDENTIAL MISC. PERMITS FEES:**

Electrical	\$ 25.00 + State Levy = \$25.50
Electrical Service Upgrade	\$ 50.00 + State Levy = \$51.00
Plumbing	\$ 25.00 + State Levy = \$25.50
Mechanical	\$ 25.00 + State Levy = \$25.50

Zoning Permit: \$ 75.00

Grading Permit: \$ 75.00

State Levy 2.0%

Temporary Certificate of Occupancy \$ 50.00

Reinspection Fee \$ 50.00  
(3rd trip or not ready for inspection)

Amendment Fees \$ 25.00 + \$ 0.20 per square foot for additional area OR \$ 0.05 per square foot to finish existing square foot on active permit.

## **COMMERCIAL BUILDING PERMIT FEES**

Adopted July 15, 2003

(Note: Other fees may apply depending on project)

**(Definition: Per square foot- the total floor area including the basement and exterior structures)**

New Construction:	\$ 0.11 per square foot	(\$ 100.00 minimum)
Addition to Building:	\$ 0.11 per square foot	(\$ 100.00 minimum)
Remodel Building:	\$ 0.06 per square foot	(\$ 25.00 minimum)
Unfinished (Shell only):	\$ 0.06 per square foot	(\$ 100.00 minimum)
Electrical Permit:	\$ 0.50 per amp of service	(\$ 75.00 minimum)
Plumbing Permit:	\$ 0.03 per square foot	(\$ 75.00 minimum)
Mechanical Permit:	\$ 0.03 per square foot	(\$ 75.00 minimum)

Temporary Service Pole:	\$ 75.00
Site Lighting Permit:	\$ 75.00
Pool:	\$ 0.11 per square foot + electric/plumbing
Construction Trailer:	\$ 110.00

### **FIRE PROTECTION SYSTEM**

Fire Alarm Systems	\$5.00 per device or \$ 100.00 minimum
Kitchen Hood Suppression	\$150.00 per hood
Spray Booth	\$150.00
Fire Dampers	\$10.00 each
Specialized Detection Equip.	\$10.00 per device
Sprinkler System	\$ 0.03 per square foot - \$ 300.00 minimum
Limited Area Sprinkler System	\$ 100.00
Underground Fire Line	\$ 100.00
Fire Pump	\$ 100.00
Alteration/Relocation Sprinklers	\$ 100.00 each
Elevator Permit	\$ 75.00 per floor
Elevator Annual Certificate	\$ 50.00

### **AMUSEMENT DEVICE**

Kiddie Ride	\$ 15.00 each
Minor Ride	\$ 25.00 each
Major Ride	\$ 45.00 each
Fuel Tank Installation or Removal	\$ 50.00 per tank
Asbestos Abatement	\$ 50.00

### **SIGN PERMIT**

Sign on Building (illuminated)	\$ 60.00 + Zoning + Levy = \$ 136.20
Sign on Building (non-illuminated)	\$ 30.00 + Zoning + Levy = \$ 105.60
Free Standing (illuminated)	\$ 90.00 + Zoning + Levy = \$ 166.80
Free Standing (non-illuminated)	\$ 60.00 + Zoning + Levy = \$ 136.20

Demo \$50.00 Building Fee + \$.88 Levy

Plan Review Fee \$ 0.01 per square foot (\$ 75.00 min.) (Note: Fee to be paid upon application for permit.)

After Hours Inspections

\$ 50.00/hour/2 hour minimum (To be approved by Building Official)

Post Building Permits

(if notice is sent) 150 % of original cost

## **ZONING FEE SCHEDULE**

Adopted 2003

### **REZONING APPLICATION**

Agricultural less than 10 acres	\$ 300.00 + \$ 10.00 per acre
Agricultural greater than 10 acres	\$ 500.00 + \$ 20.00 per acre
Residential less than 10 acres	\$ 500.00 + \$ 20.00 per acre
Residential greater than 10 acres	\$ 1,000.00 + \$ 20.00 per acre
Commercial/Industrial	\$ 1,000.00 + \$ 20.00 per acre

### **SPECIAL EXCEPTION APPLICATION**

Agricultural less than 10 acres	\$ 300.00 + \$ 10.00 per acre
Agricultural greater than 10 acres	\$ 500.00 + \$ 20.00 per acre
Residential less than 10 acres	\$ 300.00 + \$ 10.00 per acre
Residential greater than 10 acres	\$ 500.00 + \$ 20.00 per acre
Commercial/Industrial	\$ 1,000.00 + \$ 20.00 per acre
Amendment to Permit	(Same as initial application fee)

### **SUBDIVISION PLAT REVIEW**

Preliminary Plat	
Major Subdivision	\$ 500.00 + \$ 20.00 per lot
Final Plat	
Family Subdivision	\$ -0-
Minor Subdivision (3 lots or less)	\$ -0-
Minor Subdivision (4 lots or more)	\$250.00 + \$ 10.00 per lot
Major Subdivision	\$500.00 + \$ 40.00 per lot

### **SITE PLAN REVIEW**

Preliminary Site Plan	\$250.00
Final Site Plan	\$600.00 + \$50.00 per acre of disturbed land

### **LAND DISTURBING PERMIT**

Agreement in Lieu of a Plan	\$75.00
Erosion and Sediment Control Plan (not associated with Site Plan Approval)	\$500.00 + \$20.00 per acre of disturbed land
<u>Wetlands Permit Application</u>	\$500.00
<u>Home Occupation Permit</u>	\$25.00
<u>Variance or Zoning Determination Appeal</u>	\$500.00
<u>Appeal of the Building Code of Appeals Board</u>	\$250.00
<u>Zoning Permit</u>	\$75.00

## **KGCSA FEES**

KGCSA fees can be found in the KGCSA Regulations at [http://www.king-george.va.us/index.php?option=com\\_docman&task=cat\\_view&gid=142&Itemid=106](http://www.king-george.va.us/index.php?option=com_docman&task=cat_view&gid=142&Itemid=106) or you can contact KGCSA General Manager at (540) 775-9181.



# AGENCY CONTACT INFORMATION



## CONTACT INFORMATION

KING GEORGE COUNTY  
ADMINISTRATION  
10459 Courthouse Drive, Suite 200  
King George, Virginia 22485  
(540) 775 -9181

KING GEORGE COUNTY CLERK'S  
OFFICE  
9483 Kings Highway, Suite 3  
King George, VA 22485-3444  
(540) 775-3322

KING GEORGE DEPARTMENT OF  
COMMUNITY DEVELOPMENT  
(includes Board of Zoning Appeals, Building  
Regulations, Sign Permits, Wetlands)  
10459 Courthouse Drive, Suite 104  
King George, Virginia 22485  
(540) 775 - 7111

KING GEORGE DEPARTMENT OF  
ECONOMIC DEVELOPMENT  
10459 Courthouse Drive, Suite 200  
King George, Virginia 22485  
(540) 775 -9181

KING GEORGE COUNTY DEPARTMENT  
OF EMERGENCY SERVICES  
8122 Kings Highway  
King George, Virginia 22485  
(540) 775 – 8900

KING GEORGE COUNTY ENGINEERING  
10459 Courthouse Drive, Suite 200  
King George, Virginia 22485  
(540) 775-9181

KING GEORGE COUNTY HEALTH  
DEPARTMENT  
10079 Kings Highway  
King George, VA 22485-3445  
(540) 775-3111

KING GEORGE COUNTY FIRE  
MARSHALL  
8122 Kings Highway  
King George, Virginia 22485  
(540) 775 – 8900

KING GEORGE COUNTY SERVICE  
AUTHORITY  
10459 Courthouse Drive, Suite 200  
King George, Virginia 22485  
(540) 775 - 2746

DOMINION VIRGINIA POWER  
1-888-667-3000  
[www.dom.com](http://www.dom.com)

NORTHERN NECK ELECTRIC  
COOPERATIVE  
85 St. Johns Street, P. O. Box 288  
Warsaw, Virginia 22572-0288  
804-333-3621

VIRGINIA DEPT. OF TRANSPORTATION  
(VDOT)  
Area Land Use Engineer (North)  
Fredericksburg District VDOT  
86 Deacon Road  
Fredericksburg, Virginia 22405  
(540) 899-4147  
King George, Virginia 22485