



Richmond County, Virginia



Land Use Administration

101 Court Circle

Warsaw, Virginia 22572-1000

(804) 333-3415

PERMIT GUIDANCE

(Amended January 18, 2019)

Planning and Zoning

Building Inspection

Erosion and Sediment Control

Board of Zoning Appeals

Wetlands Boards

Code Compliance

Permit Officers:

- **Clayton S. Woolard-** Building Official
- **T. Richard English, Jr.-** Erosion and Sediment Control, Chesapeake Bay Act Compliance, Wetlands Board Staff, Code Compliance Officer
- **Hope D. Mothershead-** Director of Planning and Zoning, Planning Commission / Board of Zoning Appeals Staff, Subdivision Ordinance Compliance

Types of Permits & Fees:

Zoning Permits:

- **Accessory Structures:** Accessory structures are structures detached from a principal building on the same lot and customarily incidental and subordinate to the principal building or use. Examples: Sheds, barns, detached garage, etc.
Fee: \$30.00 per structure or addition thereto (Requiring < 2,500 square feet of land disturbance).
- **Accessory Use: Home occupations** confined entirely within a residential structure and clearly as a secondary use, with no advertising of the home occupation allowed on the site or on the structure, and no disruption to the normal character of the neighborhood or area.
Fee: \$30.00 + \$7.00 per adjacent property owner.
- **Single Family Dwelling:** Single Family Dwellings are detached dwellings that contain only one dwelling unit that is completely separated by open space on all sides from any other structure.
Fee: \$30.00 per structure or addition thereto.
- **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.
- **Site Plan Review:** Review of the development plan for a land disturbing activity or project, on which is shown the existing and proposed conditions as required and may also include topography, vegetation, drainage, floodplains, wetlands, waterways, location and bulk of buildings, density of development, open space, public facilities, landscaping, structures and signs, and such other information as reasonably may be required in order for an informed

decision to be made by the plan-approving authority. For certain projects such as multi-family or multi-tenanted facilities, the term is used synonymously with subdivision plat, preliminary and final.

Fee: \$130.00 per acre or portion thereof

- **Major Site Plan Review:** An application and fee for Major Site Plan Review and approval shall be applied to proposed development projects requiring the review of any and all design standards which are not typically related to the approval of a separately built single family residential dwelling and also independent of E&S Plan Review, SWM Plan Review and Chesapeake Bay Act Landscaping Plan Review.

In addition to the Erosion and Sediment Control Plan Review, the Stormwater Management Plan Review and the Chesapeake Bay Act Landscaping Plan Review, the following elements of a Site Plan Review may be required for approval depending upon the proposed development activity:

- Allowed Use
 - Structure Limitations (height, setback, etc.)
 - Health Department Approval (water and sewer)
 - VDOT Approval (traffic study, design and construction for entrances and roadways)
 - Waterfront Facility Standards
 - Storage and Waste Disposal
 - Landscaping and Buffering
 - Signs
 - Parking
 - Lighting
 - Private Roads (design standards)
 - Emergency Services
 - Underground Wired Utilities
 - Open Space and Recreation

Performance Standards (for Various Land Use Activities, Particularly Industrial Use):
Noise, Vibration, Pollution, Steam, Heat, Glare, Radioactivity, Toxic Mater, Odor, etc.

Supplementary Design Standards:

Modification of Height Regulations, [Yard, Setback and Open Space] Requirements, Temporary Use

- **Chesapeake Bay Act Plan Review:** A landscaping plan shall be submitted in conjunction with preliminary site plan or preliminary subdivision plat approval. No clearing or grading of any lot or parcel within the 100 foot Resource Protection Area (RPA) until an approved landscaping plan has been submitted. The landscaping plan shall be drawn to scale and clearly delineate the location, size, and description of existing and proposed plant material. Please reference the Richmond County Zoning Ordinance for additional details.

Fee: \$50.00 per acre or portion thereof of buffer establishment.

- **Special Exception:** Special exception uses are those which, if not specially regulated, can have an undue impact or be incompatible with other uses of land within or adjacent to a given zoning district. Upon the granting of a special exception, these uses may be allowed to locate within designated districts under the standards, controls, limitations, performance criteria, restrictions and other regulations of the Richmond County Zoning Ordinance. Special Exceptions are granted for legal nonconforming use structures. Examples include boathouse remodeling, private airstrips, food service in non-commercial (B1) zones, etc.

Fee: \$400.00 + \$30.00 per adjacent property owner.

- **Special Exception (Towers):** All applicants for a Special Exception Permit for wireless telecommunications facilities or any modification of such facility shall comply with the requirements set forth in the Richmond County Zoning Ordinance.

Fee: \$1,000.00 (Existing tower) / \$3,000.00 (New tower or height increase)

- **Zoning Ordinance Amendment:** By Ordinance, the Board of Supervisors may amend, supplement, or change the regulations, district boundaries, or classifications of property by submission of an application to the Land Use Administrator by the owner, contract

purchaser with the owner's written consent, or the owner's agent for the property which is the subject of the proposed amendment.

Fee: \$500.00

- **Rezoning:** Rezoning of a property shall be considered where it can be demonstrated that the more intensive use is warranted and in keeping with the Richmond County Comprehensive Plan. Please reference the Richmond County Zoning Ordinance for additional details.
Fee: \$500.00 + \$15.00 per adjacent property owner.
- **Zoning Ordinance Variance:** Upon appeal and application and in specific cases, the Board of Zoning Appeals shall authorize a variance from the terms of the Richmond County Zoning Ordinance, as will not be contrary to the public interest when owing to special conditions, a literal enforcement of the provisions will result in unnecessary hardship; provided, that the spirit of the Ordinance shall be observed and substantial justice done in accordance with the provisions of Article 2 of the Ordinance.
Fee: \$400.00 + \$15.00 per adjacent property owner.
- **Appeal of Land Administrator's Decision:** Any person aggrieved, or any entity of government affected by an order, requirement, decision or determination made by the Land Use Administrator in the administration or enforcement of the provisions of the Richmond County Zoning Ordinance may file an appeal within 30 days of the decision.
Fee: \$400.00

Subdivision Permits:

- **Boundary Line Adjustment:** A boundary line adjustment works to adjust the property lines of existing parcels to change the configuration of the lots or to consolidate existing lots.
Fee: \$30.00
- **Family Subdivision:** The division of land and its transfer to a family member, being defined as any person who is a natural or legally defined offspring, spouse, grandchild, grandparent, sibling or parent of the owner. Please reference the Richmond County Zoning Ordinance for the number of lots allowed per acreage under each zone.
Fee: \$50.00 + \$30.00 per lot or dwelling unit.
- **Minor Subdivision:** A subdivision resulting in the division of any tract or parcel of land into four (4) or fewer tracts, parcels, lots, or building sites. Please reference the Richmond County Zoning Ordinance for additional parcel and acreage information.
Fee: \$50.00 + \$30.00 per lot or dwelling unit.
- **Major Subdivision:** A subdivision resulting in the division of any tract or parcel of land into five (5) or more tracts, parcels, lots, or building sites. Family subdivisions shall not be considered major subdivisions. Please reference the Richmond County Zoning Ordinance for additional parcel and acreage information.
Fee: \$300.00 + \$30.00 per lot or dwelling unit + \$30.00 per adjacent property owner.
- **Major Subdivision > 24 lots:** A subdivision resulting in the division of any tract or parcel of land into five (5) or more tracts, parcels, lots, or building sites. Family subdivisions shall not be considered major subdivisions. Please reference the Richmond County Zoning Ordinance for additional parcel and acreage information.
Fee: \$500.00 + \$30.00 per lot or dwelling unit + \$30.00 per adjacent property owner.
- **Variance/Modification/Waiver Request:** Where, in the case of a particular proposed subdivision, it can be shown that strict compliance with the requirements of the Subdivision Ordinance would result in substantial injustice or hardship to the sub divider because of unusual topography or other situations or conditions which are not self-inflicted, or that these conditions would result in inhibiting the achievement of the objectives of these regulations, the Board of Supervisors may vary, modify, or waive the requirements so that

substantial justice may be done and the public interest is secured.

Fee: \$400.00 + \$15.00 per lot or dwelling unit + \$30.00 per adjacent property owner.

Stormwater Permits:

- **Projects (Excluding Single-Family Dwellings) Outside of Common Plan of Development:** Land disturbance is $\geq 2,500$ square feet and < 1 acre.
Fee: \$209.00
- **Projects Inside Common Plan of Development:** Land disturbance is $\geq 2,500$ square feet.
Fee: \$209.00 - \$9,600.00 (State fee/Revenue).
- **Projects with land disturbance ≥ 1 acre.**
Fee: \$209.00 - \$9,600.00 (State fee/Revenue).

Land Disturbance Permits:

- **Single-Family Dwelling ≤ 1 Acre of Land Disturbance:** Erosion and Sediment Control agreement in lieu of plan. Permits are valid one year from date of issuance.
Fee: \$75.00
- **Land-Disturbing Activities (Except Single-Family Dwellings):** Land disturbance is $\geq 2,500$ square feet and requires an erosion and sediment control plan. Permits are valid one year from date of issuance.
Fee: \$0.005/Square foot of land disturbance (minimum \$100.00).

Building Permits:

- **Dwelling, Modular and Site Build**
Fee: \$.12 per square foot (100.00 minimum).
- **Commercial Construction**
Fee: \$.12 per square foot (100.00 minimum).
- **Addition, Residential**
Fee: \$.12 per square foot
- **Addition, Commercial**
Fee: \$.12 per square foot
- **Garage (Attached and Detached), Porch, Deck, Accessory Structures, Unfinished Basement**
Fee: \$.08 per square foot
- **Remodel, Residential**
Fee: \$.12 per square foot
- **Remodel, Commercial**
Fee: \$.12 per square foot
- **Other:** Including Marine Structures, Fire Alarms, Towers, Storage Tanks, Chimneys, Miscellaneous, Includes Commercial and Industrial.
Fee: \$6.00 per \$1,000.00 worth of construction.
- **Manufactured Home, Singlewide**
Fee: \$200.00
- **Manufactured Home, Doublewide**
Fee: \$300.00
- **Mobile Office / Classroom / Construction Trailer**
Fee: \$100.00

- **Industrial Accessory Structure**
Fee: \$250.00 maximum
- **Swimming Pools: Residential Above Ground**
Fee: \$50.00
- **Swimming Pools: Residential In Ground**
Fee: \$80.00
- **Demolition / Move Structure**
Fee: \$30.00
- **Re-inspection, Residential**
Fee: \$30.00
- **Re-inspection, Commercial**
Fee: \$50.00
- **Amusement Device**
Fee: \$10.00 per ride
- **Signs, Non-Illuminated**
Fee: \$30.00
- **Signs, Illuminated**
Fee: \$50.00
- **Fire Suppression System**
Fee: \$.02 per square foot (\$100.00 minimum).
- **Physical Address Assignment**
Fee: \$30.00
- **Electrical, Dwelling Unit**
Fee: \$.02 per square foot (\$40.00 minimum).
- **Electrical: Addition, Garage, Accessory Structure**
Fee: \$.02 per square foot
- **Electrical, Commercial Construction**
Fee: \$.02 per square foot (\$50.00 minimum).
- **Electrical, Upgrade**
Fee: \$30.00
- **Plumbing, Dwelling Unit**
Fee: \$.02 per square foot (\$40.00 minimum).
- **Plumbing: Addition, Garage, Accessory Structure**
Fee: \$.02 per square foot
- **Plumbing, Commercial Construction**
Fee: \$.02 per square foot (\$50.00 minimum).
- **Mechanical, Dwelling Unit**
Fee: \$.02 per square foot (\$40.00 minimum).
- **Mechanical: Replacement, Fuel Piping, Gas, Appliance, etc.**
Fee: \$30.00
- **Mechanical, Commercial Construction**

Fee: \$.02 per square foot

- **Appeal to the Board of Building Code Appeals**
Fee: \$400.00
- **Minimum Fees, Residential**
Fee: \$30.00
- **Minimum Fees, Commercial**
Fee: \$50.00

Applications That Require a Public Hearing:

- **Special Exceptions** (Planning and Zoning)
- **Variances** (Planning and Zoning)
- **Bay Act Exceptions** (Erosion and Sediment Control)
- **Wetlands Issues** (Erosion and Sediment Control)

-In order to allow time for notifying adjoining property owners and for publications in the local newspaper, applications must be filed with all necessary documents before 5:00P.M. on the Monday that is four weeks prior to the date of the public hearing. All fees must be collected with application submittal.



PERMIT FLOW CHARTS AND PROCEDURES

- The following pages include charts that highlight the various processes and procedures for applying for permits in different departments.

Building Permit Process Flow Chart:

Step 1

- **Two complete sets of drawings that must include one of the following:**
- 1- Wall/Roof/Foundation Plan OR Pier/Size/Location Plan
- 2- Elevation Plans/Truss System, Floor System, LVL Specifications
- 3- Dimension/Layout of All Rooms, Porches, Decks

Step 2

- **Plot Plans are to include the following:**
- 1- House Location
- 2- Driveway Location
- 3- Setback Lengths from All Property Lines
- 4- Setback Lengths From Rivers, Lakes, Streams, etc. (100 ft. minimum)
- 5- Location of Drainfields/Septic Tank/Well
- 6- Placement of Erosion and Sediment Control Measures

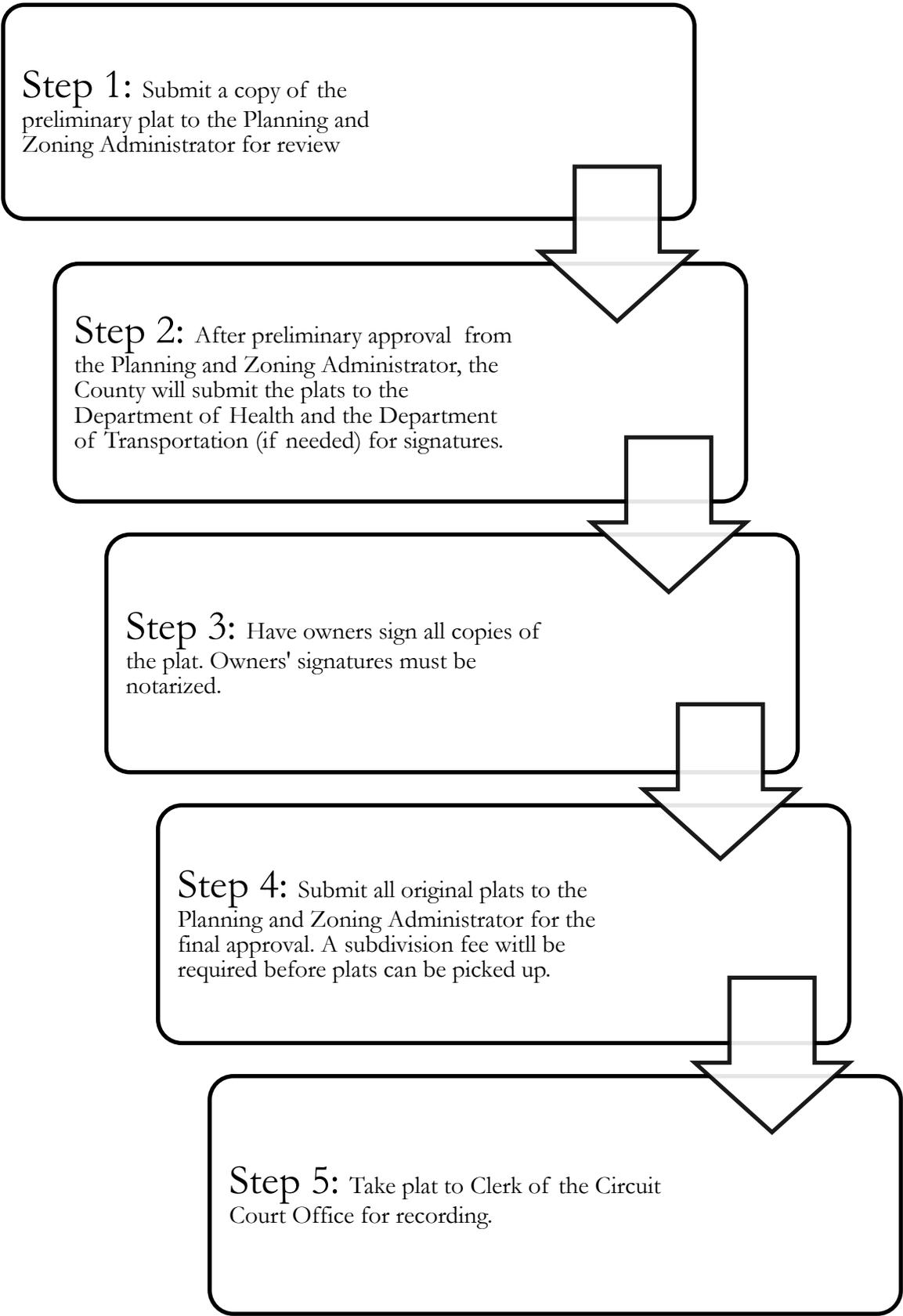
Step 3

- **Once these steps have been completed, you must:**
- 1- File Building & Zoning and Erosion & Sediment Control Applications in the County Administration Office
- 2- Attach a Copy of Septic and/or Well Permit Issued by the Health Department (Private System), or Provide a Copy of Receipt for Water and/or Sewer Deposit Connection Fee (Public System)
- 3- Provide a Copy of Contractor's License (Class A)
- 4- Provide Plumber, Electrician and Mechanical Contractor's License and Master Tradesman Card (If Owner/Builder, Sign Affidavit in Office)

Step 4

- **The process is then as follows:**
- 1- Application Package is Sent to Zoning for Review
- 2- Application Package is Sent to Code Compliance for Erosion and Sediment Control Review
- 3- If Approved, Zoning and Land Disturbing Permits are Mailed. Builder/Owner Schedules Initial Erosion and Sediment Control Inspection
- 4- Application Package is Sent to Building Official for Review
- 5- After Approval, Building Permits are Issued. The Review Process Takes 1-2 Weeks. All Fees are Collected Before Applications are Reviewed.

Subdivision Plat Approval Flow Chart:



Erosion and Sediment Control Permit Application Process:

No person may engage in any land disturbing activity greater than 2,500 sq. ft. until he/she has submitted an E&S plan and the plan has been reviewed and approved by the plan-approving authority.

A responsible Land Disturber must be designated to carry out the plan and has certified that he/she will properly perform the control measures included in the plan.

At the Land Use Administrator's discretion, a performance bond must be submitted to and accepted by the County. An engineer's or qualified contractor's estimate must be submitted to determine the appropriate amount required for the bond. An additional 10% is added to the estimate for the total bond required.

Upon Issuance of a Land-Disturbing Permit....

The plan preparer may be responsible for guiding the contractor toward properly implementing the plan on all land-disturbing projects where the cost of implementation is expected to exceed \$25,000.00.

Inspections will occur throughout the project, once every two weeks and/or within 48 hours of a significant rain event.

Inspection reports will be logged and issued (verbally or written) to the Responsible Land Disturber and/or the property owner with a description of any necessary corrective actions and a completion deadline of five working days.

A Notice to Comply with a deadline of 48 hours of completion shall also be used without first issuing an Inspection Report where the non-compliance is severely impacted or threatening water quality or adjoining property. Failure to comply with the terms of the Notice will result in a Stop Work Order, Permit Revocation, Use of Performance Bond or Criminal Proceedings.

Upon Completion of a Land Disturbing Project...

Schedule a final E&S inspection at the completion of the land disturbing project.

Where the Plan Preparer is responsible for oversight of the project, the developer shall furnish a statement prepared by a certified surveyor or engineer, to the effect that all construction is in substantial conformity to the regulations and requirements of the Richmond County Zoning Ordinance and the plans as approved by the County.

The issuance of a permit clearly defines the land disturbance as a separate activity from building construction; therefore, a land disturbing permit is not permitted under other building permits and does not terminate in conjunction with any other permit associated with the project.