



# THE TOWN OF COLONIAL BEACH, VIRGINIA

## DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT

315 Douglas Avenue, Colonial Beach, VA 22443  
 Phone: (804) 224-7506 Fax: (804) 224-1318  
[www.colonialbeachva.net](http://www.colonialbeachva.net)

### APPLICATION CHECKLIST FOR A NEW ACCESSORY STRUCTURE

In order to process your building permit the following items must be submitted if applicable. Failure to submit a complete application packet can result in a delay in approving and releasing the permit.

#### NEW ACCESSORY STRUCTURE PERMIT APPLICATION CHECKLIST

APPLICANT	ITEMS REQUIRED	STAFF
<input type="checkbox"/>	A <b>Completed</b> and <b>Signed</b> Building/Zoning Permit Application	<input type="checkbox"/>
<input type="checkbox"/>	<b>Permit Fees Due at Time of Application Submission</b> Cash or Check made payable to "Town of Colonial Beach"	<input type="checkbox"/>
<input type="checkbox"/>	Tradesman Affidavit (one per trade required, as applicable)	<input type="checkbox"/>
<input type="checkbox"/>	Two (2) sets of Building Construction Plans	<input type="checkbox"/>
<input type="checkbox"/>	Two (2) Copies of Site Plan: Option 1: If accessory structure is less than 256 sf and <u>not</u> attached to house, applicant may draw proposed structure on <u>pre-existing</u> site plan. Option 2: If accessory structure is greater than 256 sf, applicant must submit new site plan showing all existing and proposed structures, plus % Impervious Surface. †	<input type="checkbox"/>
<input type="checkbox"/>	A Bond or Letter of Credit for Erosion & Sediment Control	<input type="checkbox"/>
<input type="checkbox"/>	Town of Colonial Beach Business License	<input type="checkbox"/>
<input type="checkbox"/>	Documentation of Stormwater Permit Issuance	<input type="checkbox"/>
<input type="checkbox"/>	If Residential to Commercial - See Change of Use Check List	<input type="checkbox"/>

- All plans must be stamped by a certified design professional or engineer.
- † Local Chesapeake Bay Act regulations allow parcels up to 36% impervious surfaces without mitigation. Site plan must be drawn by certified professional and should show % impervious surfaces. **If over 36%, a mitigation plan must be established.**

#### BOND/LETTER OF CREDIT AMOUNTS

Erosion & Sediment Control			Public Works
Lot Size 1.0 Acre Or Less	Lot Size Greater Than 1.0 Acre	Demolition of Structure	Entrance/Driveway
\$1500*	\$2500 + \$100* for each 1/10 acre over 2.0 acres	\$1500*	\$1000 Bond** plus \$100 Permit Fee
* E&S bond is refunded upon inspection showing 80% lot coverage (grass). ** Entrance bond is refunded upon final inspection by Public Works.			

- All new structures/uses shall have to install a water meter. (Contact Public Works 804-224-7260)
- Applicant may be required to submit tax receipt showing taxes on the property are current. (§15.2-2286)
- A failed inspection shall be subject to a re-inspection fee in accordance with the Town Fee Schedule. All re-inspection fees must be paid prior to future inspections.
- As of July 1, 2014, it is the applicant's responsibility to obtain proper Stormwater Permit(s) from the Department of Environmental Quality: 1-800-592-5482, or on the web at <http://www.deq.state.va.us/Programs/Water/PermittingCompliance.aspx>.
- Trees that are 6" at breast height and located outside of the footprint of construction can only be removed if declared "diseased, dead, or dying" by a certified arborist. A Woodlot Management Permit must be obtained. **Trees removed without a permit are subject to a fine of \$200 per tree removed.**



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### ZONING APPLICATION FOR NEW ACCESSORY STRUCTURE

Application Date: \_\_\_\_\_

Permit Number: \_\_\_\_\_

Deposit	Type:	Amount: \$	DH#:
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Zoning application is hereby made for a New Accessory Structure Permit in accordance with the description and for the purpose set forth herein. This application is made subject to all Town and State laws and regulations, which are hereby agreed to by the undersigned and which shall be a condition of this permit.

**ALL APPLICABLE INFORMATION MUST BE COMPLETED OR APPLICATION WILL BE RETURNED. (Please Print)**

<b>PLEASE CHECK PERMIT TYPE(S)</b>		<input type="checkbox"/> Zoning	<input type="checkbox"/> Building
<b>Check all that apply</b>	<input type="checkbox"/> Shed	<input type="checkbox"/> Deck/Patio	<input type="checkbox"/> Pool, in-ground
<input type="checkbox"/> Residential	<input type="checkbox"/> Garage	<input type="checkbox"/> Porch/Stoop	<input type="checkbox"/> Pool, above-ground
<input type="checkbox"/> Commercial	<input type="checkbox"/> Carport	<input type="checkbox"/> Ramp	<input type="checkbox"/> Other _____
<input type="checkbox"/> Trades (Elec/Mech/Plumb)			

<b>Owner Information</b>	Name _____		Daytime Telephone No. _____
	Mailing Address _____		
	E-mail Address _____	Fax Number _____	Cell Number _____

<b>Builder/ Applicant</b>	Name _____		Daytime Telephone No. _____
	<input type="checkbox"/> Same as owner	Mailing Address _____	
	E-mail Address _____	Fax Number _____	Cell Number _____

<b>Property Information</b>	Address / Directions _____		
	Tax Map ID # _____	Area (in acres & sq. ft.) _____	
	Current Deed Book/Page # _____	Lot # _____	Block _____ Section _____
	Existing Use of Property _____		
	Existing Structures on Property _____		
	Existing Structures to be removed _____		

**PLEASE FILL IN ALL AREAS RELEVANT TO THE PERMIT BEING REQUESTED**

<b>EXISTING PRINCIPLE STRUCTURE DIMENSIONS: (Required)</b>	Length	Width	Sq. ft.	Height*
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\*Maximum height for all accessory structures is 1'-0" less than height of principle structure

<b>Garage</b>	<input type="checkbox"/> Detached	<input type="checkbox"/> Attached	Length	Width	Sq. ft.	Height
<b>Porch/Stoop</b>	<input type="checkbox"/> Front	<input type="checkbox"/> Rear	Length	Width	Sq. ft.	Height
<b>Deck/Patio</b>	<input type="checkbox"/> Front	<input type="checkbox"/> Rear	Length	Width	Sq. ft.	Height
<b>Ramp</b>	<input type="checkbox"/> Front	<input type="checkbox"/> Rear	Length	Width	Sq. ft.	Height
<b>Shed</b>	<input type="checkbox"/> Framed	<input type="checkbox"/> Pre-Manufactured	Length	Width	Sq. ft.	Height
<b>Carport</b>	<input type="checkbox"/> Framed	<input type="checkbox"/> Pre-Manufactured	Length	Width	Sq. ft.	Height
<b>Pool</b>	<input type="checkbox"/> In-ground	<input type="checkbox"/> Above ground	Length	Width	Sq. ft.	Depth
<b>Other</b>			Length	Width	Sq. Ft.	Height

<b>Electrical</b>	<input type="checkbox"/> New	<input type="checkbox"/> Existing	<input type="checkbox"/> Upgrade	<input type="checkbox"/> Temporary	<input type="checkbox"/> Disconnect	Amps:	
<b>Mechanical</b>	Heat Type:		Fuel Type:			<input type="checkbox"/> Replacement	<input type="checkbox"/> Hood
<b>Plumbing</b>	# Full Bath(s):		# Half Bath(s):			<input type="checkbox"/> Replace lines	<input type="checkbox"/> Repairs

<b>Alarms / Amusements</b>	Type:	Number:	
<b>Tent</b>	Size:	Occupant Load:	<input type="checkbox"/> Cooking
<b>Landscaping</b>	Total Trees Removed:		

<b>Description of Work (Required)</b>	
<b>Estimated Cost of Work to be Performed (Required):</b>	\$



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RESIDENTIAL  COMMERCIAL

Gen. Zoning Fees	
Plan Review (Site)	
911 Address Fee	
Land Disturbing (E&S)	
Addendum/Renewal	
Other	
<b>TOTAL ZONING FEES</b>	

Plan Review (Bld.)	
SFD/Reno/Add.	
Garage	
Carport	
Shed	
Deck/Patio/Porch	
Stoop/Ramp	
Roof	
Foundation	
Demolition	
Electrical	
Mechanical	
Plumbing	
Tank/Line	
Fireplace/Chimney	
Generator	
Alarm	
Fire Suppression	
Hood	
Amusements	
Tent	
Addendum	
Other	
Building Subtotal	
2% State Levy	
<b>TOTAL BUILDING FEES</b>	

<b>TOTAL FEES (Zoning + Building)</b>	
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**REQUIRED SIGNATURES**

<b>Property Zoned as:</b>				
Rezoning / Special Exception #		Proffers / Conditions: <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Height Requirements</b>				
Principal Structure	Proposed:	Maximum permitted:		
Accessory Structure	Proposed:	Maximum permitted:		
Census Tract:				
Flood Hazard District <input type="checkbox"/> Yes <input type="checkbox"/> No F.I.R.M No.				
Setbacks: <input type="checkbox"/> Not Applicable <input type="checkbox"/> Corner Lot				
Front	Proposed		Required	
Back	Proposed		Required	
Right	Proposed		Required	
Left	Proposed		Required	
Comments:				

Zoning Administrator \_\_\_\_\_ Date \_\_\_\_\_

Tree Replantings:				
Chesapeake Bay District: <input type="checkbox"/> None <input type="checkbox"/> RMA <input type="checkbox"/> RPA				
RLD		RLD No.:		
Bond required at issuance? <input type="checkbox"/> Yes <input type="checkbox"/> No		Bond Amount: \$		
Comments:				

Environmental Planner \_\_\_\_\_ Date \_\_\_\_\_

Comments:				

Building Official \_\_\_\_\_ Date \_\_\_\_\_

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**CHESAPEAKE BAY PRESERVATION OVERLAY DISTRICT**

Environmental Information	Square Feet of Lot	Square feet of structure to be built (length X width)
<b>Square feet of structures/uses (to be built or existing)</b>		
Principal Structure (footprint) square feet:		
Porches, Decks, Stoops:		
Driveway & Sidewalk/Patio:		
Garage/Carport/Shed:		
Pool:		
Other Impervious Surface Square Feet:		
Total Square footage of all above impervious surfaces:		
Impervious Surface Ratio (%):		

(↑This chart must be filled in – do not reference “See site plan”)

Other Information or notes to be provided here:

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TRADESMAN AFFIDAVIT

I, \_\_\_\_\_, am installing Electrical/Plumbing/Mechanical/Gas  
(circle appropriate category)

at \_\_\_\_\_ My company name is \_\_\_\_\_  
(address/tax map#)

\_\_\_\_\_. I have all licenses and certifications required by the State of Virginia and the Town of Colonial Beach. Copies of my applicable licenses and certifications are attached.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

THIS AFFIDAVIT MUST BE COMPLETED PRIOR TO PERMIT ISSUANCE. ATTACH COPY OF VIRGINIA LICENSE AND TRADESMAN CERTIFICATION CARD AND TOWN BUSINESS LICENSE BELOW.