



TOWN OF COLONIAL BEACH
Department of Planning & Community Development
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LAND DEVELOPMENT PERMIT APPLICATION REQUIREMENTS

I. SUBDIVISIONS – MINOR AND MAJOR

If applying for subdivision approval, please refer to the following guidelines in preparation of your subdivision plats:

1) MINOR SUBDIVISION – FINAL RECORD/PLAT REQUIREMENTS

Note: Lot consolidations, family divisions, and boundary line adjustments are deemed to be minor subdivisions and shall be submitted to the Subdivision Agent for approval or disapproval.

- a) Title on the plat specifying the type of Minor Subdivision;
- b) Location of proposed subdivision by an insert map at a scale of not less than two (2) inches equal to one (1) mile showing adjoining roads, their names and numbers, towns, subdivisions, and other landmarks;
- c) Scale of 1 inch = 100 feet;
- d) North arrow and date plat was prepared;
- e) Property lines of the new lot shown with bearings and distances;
- f) The boundary survey shows a closure with an accuracy of not less than one in twenty-five hundred (1:2,500);
- g) Total area of the new lot (square feet and acreage);
- h) Total area of the parcel from which the minor subdivision was taken (residual of pre-existing tract);
- i) Tax Map Number of the pre-existing parcel;
- j) If applicable, the new Tax Map Number assigned;
- k) Location of the water and sewer laterals;
- l) Current zoning of the property;
- m) Location(s) of any lakes, rivers, and/or streams on the subject parcel. The Town requires site specific delineation of the Resource Protection Area (RPA) boundaries for final approval;
- n) A note on the plat that "All land within the Town of Colonial Beach is designated as a Resource Management Protection Area (RMA)";
- o) Location and dimensions of all access points from the state road;
- p) Location and dimensions of the driveway;
- q) Location(s) of all easements shall be shown on the plat;
- r) Location(s) of all public rights-of-way;
- s) If fronting on a state maintained road, a minimum dedication of twenty-five (25) feet from the centerline is required for public use;
- t) Surveyor's name, address, telephone and fax numbers, and seal with certificate number on each plat;
- u) An executed surveyor's certificate in accordance with Section 9 of the Colonial Beach Subdivision Ordinance;
- v) A dotted line delineating the required building setbacks;
- w) Location(s) of all existing structures lying within or partially overlapping the required building setbacks on the new or residual parcel;
- x) If applicable, the distance from existing buildings to the property line shall be shown on the plat;
- y) Culverts, drains, and water courses, their names, locations, elevations, and other pertinent data;
- z) Location and dimensions of any Low Impact Development (LID) facilities, such as infiltration trenches, bio-retention, etc. that may be required;
- aa) An executed Owner's Consent and Dedication provided on the plat in accordance with Section 9 of the Colonial Beach Subdivision Ordinance;

- bb) A signature block for the Subdivision Agent to sign for approval of the plat in accordance with the Certifications found in Section 9 of the Colonial Beach Subdivision Ordinance;
- cc) An executed Developer's Agreement to address perpetual maintenance of landscaping, entrance features, common areas, and BMP facilities.

2) MAJOR SUBDIVISION – PRELIMINARY PLAT REQUIREMENTS

- a) Scale of 1 inch = 100 feet or other scale approved by the Subdivision Agent;
- b) Name of subdivision, owner, subdivider, surveyor or engineer, date of drawing, numbers of sheet(s), north point, and scale. If true north is used, method of determination must be shown;
- c) Boundary survey or existing survey of record provided such survey shows a closure with an accuracy of not less than one in twenty-five hundred (1:2500);
- d) Total acreage and square feet of subdivided area;
- e) Number and approximate area of frontage of all building sites;
- f) Existing buildings within the boundaries of the tract and distances to all property lines;
- g) Names of owners and their property lines within the boundaries of the tract and adjoining such boundaries;
- h) All existing, platted, and proposed streets, their names, numbers, and widths (rights-of-way);
- i) Existing or proposed utility and other easements;
- j) Public areas and parking spaces with a detail for the size of typical space;
- k) Location(s) and dimensions of all proposed driveways on each lot;
- l) Culverts, drains, and water courses, with their names, location(s), elevation and other related data;
- m) The complete drainage layout showing all proposed stormwater and water quality protection facilities, including all pipe sizes, types, drainage easements, and means of transporting the drainage to a well-defined open stream which is considered natural drainage;
- n) Location and dimensions of any Low Impact Development (LID) facilities, such as infiltration trenches, bio-retention, etc.;
- o) A cross section showing the proposed street construction, depth and type of base, type of survey, curvature radii, etc.;
- p) Topographic contours at intervals of two (2) feet for the entire property, showing the proposed grades for the streets and drainage facilities including elevations of existing and proposed ground surface at all street intersections and at points of major grade change along the center line of streets, together with proposed grade lines connecting therewith;
- q) A location map tying the subdivision into the Town's present road system, either by aerial photographs or topographic maps from the US Department of the Interior, or other acceptable maps;
- r) Proposed connections with existing sanitary sewers and existing water supply or alternate means of sewage disposal and water supply, and drainage outfalls and adequate outfall conditions;
- s) All parcels of land to be dedicated for public use and the conditions of such dedication;
- t) Proposed building setback lines shown as dotted lines and width of lot at setback line if not otherwise apparent;
- u) Proposed block and lot numbers;
- v) A note on the plat stating "All land within the Town of Colonial Beach is designated as a Resource Management Area (RMA)";
- w) Resource Protection Area (RPA) boundaries, including differentiation between wetland core and buffer areas as defined by the Chesapeake Bay protection regulations;
- x) A signature block for the Subdivision Agent to sign for approval of the plat in accordance with the Certifications found in Section 9 of the Colonial Beach Subdivision Ordinance;
- y) Surveyor's name, address, telephone and fax numbers, and seal with certificate number on each plat;
- z) An executed surveyor's certificate in accordance with Section 9 of the Colonial Beach Subdivision Ordinance;
- aa) An executed Owner's Consent and Dedication provided on the plat in accordance with Section 9 of the Colonial Beach Subdivision Ordinance;
- bb) An executed Developer's Agreement to address perpetual maintenance of landscaping, entrance features, common areas, and BMP facilities.

Note: Prior to Preliminary Plat Approval, FINAL SITE CONSTRUCTION PLANS shall have to be approved by the Town of Colonial Beach.

3) MAJOR SUBDIVISION – FINAL PLAT REQUIREMENTS

Plans and Specifications. Six (6) blue or black line prints of the final plans and specifications for all required physical improvements to be installed shall be prepared by a registered engineer, surveyor or landscape architect and shall be submitted to the Subdivision Agent for approval or disapproval.

The subdivision plat submitted for final approval by the Subdivision Agent and subsequent recording shall be clearly and legibly drawn in ink upon mylar acetate at a scale of 1" = 100' (or other reasonable scale if approved by the Subdivision Agent) on sheets having a size of 24" x 36". The Subdivision Agent may require a scale of 1" = 20' or 1" = 50' if necessary for sections of the plat. In addition to the requirements of the preliminary plat, the final plat shall include the following:

- a) When the subdivision consists of land acquired from more than one source of title the approximate outlines of various tracts shall be indicated by dash-lines, and identification of the respective tracts shall be placed on the plat;
- b) The accurate location and dimensions by bearings and distances with all curve data on all lots, street lines, and center lines of existing and proposed streets showing their names, numbers, and ROW widths;
- c) A Table showing the maximum impervious surface ratios in percentages and square feet for each lot and the entire tract as a whole;
- d) Boundaries of all phases (if any);
- e) Boundaries of all proposed or existing easements, parks, school sites, or other public areas;
- f) The number and area of all building sites (square feet and acres or fraction thereof);
- g) The building restriction lines of each lot;
- h) The existing and proposed easements for utilities such as sanitary sewers, storm drains, stormwater management facilities, water mains, manholes, and underground conduits, including their size;
- i) Any type of water courses, their names, elevations, and names of owners and their property lines, both within the boundary of the subdivision and adjoining said boundaries;
- j) Distances and bearings must balance and close with an accuracy of not less than one in ten thousand (1:10,000);
- k) The data of all curves along the street frontage shall be shown in detail at the curve or in a curve data table containing the following: Delta, radius, arc, and tangent, chord and chord bearings;
- l) Executed covenants and restrictions for community and all common areas, if applicable;
- m) The articles of incorporation or other organizational documentation for the home/property owner's association;
- n) The by-laws of the homeowners' association, if applicable;
- o) A fiscal program for a minimum of ten (10) years, including adequate reserve funds for the maintenance and care of all lands, streets, facilities, and uses under the purview of the homeowners' association;
- p) A recommended time schedule for the maintenance of major facilities, including BMPs, streets, street signs, pools, sidewalks, parking areas, and buildings;
- q) A copy of the proposed notice that will be given to prospective buyers regarding the organization, assessments, and fiscal program;
- r) A copy of the deed of conveyance and title certificate or, at the discretion of the Subdivision Agent, a commitment for a policy of title insurance issued by an insurance company authorized to do business in the Commonwealth of Virginia showing that the owner/developer has right and ownership over all associated lands;
- s) An executed deed of dedication and easement conveying land in fee simple to the Town and easements for public/Town purposes which are depicted on the record plat;
- t) An executed subdivision agreement and improvement guarantees acceptable to the Town Attorney.

II. REZONINGS

If applying for a Rezoning, please refer to the following guidelines:

1. Twenty-one (21) copies of a color keyed general development plan (GDP), which shall contain one or more sheets not to exceed 24x36 inches in size, and two copies that are 11x17 inches in size.
2. The GDP shall show:
 - a. A title block denoting the type of application, name of project, tax map reference and street address;
 - b. The name, address, email, and telephone and fax number of the applicant;

- c. The name, address, email, telephone and fax number, signature and registration number of the plan preparer, and the preparation date of the plan;
 - d. Vicinity map at a scale of not less than one inch equals two thousand feet (1" = 2000');
 - e. The identification of and approximate distance to all major intersections within one-half mile of the proposed development;
 - f. The present zoning and principle use of subject parcel and all adjoining parcels;
 - g. The boundaries of any lakes, rivers, and/or streams;
 - h. The location and dimensions of all access points from the state road and inter-parcel connections and on-site pedestrian walkways or bicycle paths and connections to adjacent property;
 - i. Any known historic buildings, sites, and/or cemetery(s);
 - j. The boundaries of any overlay districts;
 - k. The general locations, dimensions, height, number of floors, and setbacks of all existing and proposed buildings, structures, and other improvements;
 - l. The general location, size, and design of all sign(s);
 - m. The estimated daily vehicular trips generated by the proposed use;
 - n. If public water and sewer are to be used, the location of water and sewer mains along with proposed points of connection;
 - o. If private wells and septic systems are to be used, the location of the well and septic field along with the required reserve area are to be shown;
 - p. The approximate limits of any 100-year floodplains, wetlands, and Chesapeake Bay Preservation Areas;
 - q. Identification of the Resource Protection Area (RPA) if applicable and a note stating that all lands in the Town of Colonial Beach that are not RPA are considered a Resource Management Area (RMA);
 - r. A plat notation regarding the retention of an undisturbed vegetated 100-foot buffer along all water dependent features;
 - s. Delineation of the buildable area on each lot shown on the site plan;
 - t. The location and functional relationship of all land uses including the types, density, and number of units for each phase within the development;
 - u. The location of roads, streets, and travel ways to provide vehicular traffic circulation, and proposed classification of streets and right-of-way requirements;
 - v. The general location of proposed open space and the type of ownership proposed;
 - w. The type and general location of all required active recreational areas and the location of passive recreational areas to include trails, lakes, and parks;
 - x. The proposed phasing and sequence of the development plan for each phase, the residential density, approximate type and number of dwelling units, the percentage of each land-bay to be occupied by structures and the types, floor area ratio and the general design standards for all commercial or industrial uses;
 - y. Topographic information with maximum contour intervals of two (2) feet at a scale to be approved by the Planning Director;
 - z. The approximate limits of clearing and grading for each separate tract or development sub area;
 - aa. A general landscaping plan including plans for landscaping, buffering, and screening from adjacent properties if there are use or visual conflicts;
 - bb. The approximate locations and identification of all significant natural or noteworthy features including but not limited to historical, archaeological sites, cemeteries, and existing trees with a trunk diameter greater than six (6) inches DBH.
3. A copy of architectural renderings and/or exterior elevations.
 4. Where an application contains conditions proffered in accordance with §15.2-2298 of the Code of Virginia, the application shall contain the conditions and be in a form acceptable to the Town Attorney.
 5. The Director may waive or modify the requirements above based upon the complexity, intensity, scope and/or impact of the proposed rezoning.
 6. A filing fee, in the amount established by the Town Council.

In addition to the submission requirements above, the Planning Director, Planning Commission, or Town Council may require all or part of the following information to be provided by the applicant, based upon size, intensity, scope, and impact of a rezoning:

1. A Phase I environmental and/or archeological study showing the inventory of environmental, cultural, and/or historic resources on the property and written narrative describing how the resources will be affected or protected.

2. A Traffic Impact Analysis in accordance with VDOT requirements.
3. A fiscal impact analysis of the revenues and costs of the development to the Town. Other materials may be deemed necessary by the Department of Planning & Community Development, the Planning Commission or Town Council for the review of the application.

III. CONDITIONAL USE PERMITS

If applying for a Conditional Use Permit, please refer to the following guidelines for your application:

1. The General Development Plan (GDP) shall be an accurate survey (no larger than 11x17) of the property prepared by a land surveyor/engineer showing:
 - a. Street address and tax map number of the subject property;
 - b. Name, address, and telephone number of applicant;
 - c. The size and location of all proposed new construction and all existing buildings on site, drawn to scale and in accordance with an accurate boundary line survey;
 - d. Vicinity map at a scale of not less than one inch equals two thousand feet (1" = 2000');
 - e. The distance to and identification of the nearest street intersection;
 - f. Distances and setbacks from the lot lines;
 - g. Established street grades and proposed finished grades;
 - h. Elevation of lowest floor and building height;
 - i. The location of all trees on site that are six (6) inches or greater in diameter at breast height;
 - j. The location, design, size, and material of all drives and parking areas;
 - k. Description of Erosion and Sediment Control Plan, if required;
 - l. In the case of demolition, all construction to be demolished and the location and size of all existing buildings and construction to remain on site;
 - m. In the case of new construction, points of connection to water and sewer;
 - n. In the case of new construction, storm water drainage calculations and disposal in accordance with the Chesapeake Bay Preservation Act;
 - o. Bearings and distances of a scale of 1" = 100' or less for all property lines and existing and proposed zoning district lines;
 - p. Area of land proposed for consideration, in square feet and acres;
 - q. Scale and north point;
 - r. Names of boundary roads or streets and widths of existing rights of way and utility easements;
 - s. Proposed building/parking additions, including any increases of impervious surfaces and improvements to the site;
 - t. Vicinity map at a scale of one inch equals two thousand feet (1" = 2000') or other appropriate size.

III-A. NARRATIVE FOR REZONINGS AND/OR CONDITIONAL USE PERMITS

Answers to these questions shall be required for all Rezoning and Conditional Use Permits. Please use a separate piece of paper with answers typed or neatly printed.

1. The applicant must demonstrate that the rezoning request promotes the public health, safety, convenience, and general welfare of the citizens of the Town in accordance with §§ 15.2-2200 and 2283 (Code of Virginia, 1950, as amended), and the goals and objectives and action strategies of the adopted Comprehensive Plan of the Town. Such demonstration shall be accomplished by providing a narrative which addresses each of these issues.
2. Describe the effect of this request on: (1) adjacent properties, (2) the neighborhood, and (3) the Town in general. Include information concerning: (a) effects on public schools, (b) traffic, (c) public utilities, (d) public health, (e) hours of operation, (f) environmental impacts, and (g) existing and future development of the Town.
3. Describe any existing zoning or conditional use permits, and/or variances previously granted to this property.

IV. SITE PLAN APPROVAL

If applying for site plan approval, please use the following in preparation of your site plan:

1. MINOR SITE PLAN REQUIREMENTS

- a. Street address, tax map number and zoning of the subject property;
- b. Name, address, and telephone number of applicant;
- c. The size and location of all proposed new construction and all existing buildings on site, drawn to scale and in accordance with an accurate boundary line survey;
- d. Vicinity map at a scale of not less than one inch equals two thousand feet (1" = 2000');
- e. The distance to and identification of the nearest street intersection;
- f. Distances and setbacks from the lot lines;
- g. Established street grades and proposed finished grades;
- h. Elevation of lowest floor and building height;
- i. The location of all trees on site that are six (6) inches or greater in diameter at breast height;
- j. The location, design, size, and material of all driveways and parking areas;
- k. Description of Erosion and Sediment Control Plan, if required;
- l. In the case of demolition, all construction to be demolished and the location and size of all existing buildings and construction to remain on site;
- m. In the case of new construction/redevelopment, points of connection to water and sewer;
- n. In the case of new construction, storm water drainage calculations and disposal in accordance with the Chesapeake Bay Preservation Act;
- o. Identification of the Resource Protection Area (RPA) if applicable and a note stating that all lands in the Town of Colonial Beach that are not RPA are considered a Resource Management Area (RMA);
- p. A plat notation regarding the retention of an undisturbed vegetated 100-foot buffer along all water dependent features;
- q. Delineation of the buildable area on each lot shown on the site plan;
- r. An executed Developer's Agreement to address perpetual maintenance of landscaping and BMP facilities.

2. MAJOR SITE PLAN REQUIREMENTS

- a. A title block denoting the type of application, name of project, tax map reference, and street address of subject property;
- b. The name, address, and phone number of applicant;
- c. The name, address, phone number, signature, seal and registration number of the plan preparer, and the preparation date of the plan;
- d. The north point, scale, and date. The scale of the site plan for projects containing more than ten (10) acres shall not be more than one inch equals fifty feet (1' = 50'). For projects containing less than ten (10) acres, the scale shall not be more than one inch equals twenty feet (1' = 20');
- e. Vicinity map at a scale of not less than one inch equals two thousand feet (1" = 2000');
- f. The distance to and identification of the nearest street intersection;
- g. The boundary of the entire parcel with courses and distances, with existing or proposed parcel lines, easements or rights-of-way within the subject property;
- h. The present zoning, principal use, and boundaries of any overlay zoning districts of the subject parcel and all contiguous properties;
- i. A table (with computations) estimating the lot coverage ratio and impervious surface ratio, the types of proposed uses, the number of residential dwelling units and densities, and the gross and net floor area of nonresidential structures;
- j. The general locations, approximate dimensions, height, and setbacks of all existing and proposed buildings, structures, accessory structures (including outdoor lighting, trash receptacles, fences, walls, or hedges), signs, landscaping and buffers, storm water management facilities and other improvements;
- k. The boundaries of any water bodies, floodplains, resource protection areas, watersheds, and wetlands;
- l. A generalized landscaping plan in accordance with Article 24 of the Colonial Beach Zoning Ordinance;
- m. The general location and dimensions of existing and proposed parking and loading areas and any other impervious surfaces such as driveways, streets (and names), cement sidewalks and playing surfaces, and location and description of all points of access;

- n. The estimated daily vehicular trips generated by the proposed development on each road segment shown on the plan;
- o. The location and dimensions of on-site pedestrian walkways or bicycle paths and any connection to adjacent property;
- p. Typical roadway pavement and design section for all proposed streets, roads and driveways, including curb cuts, culverts, entrances and exits, and loading areas;
- q. Points of connection to public water and sewer with location of lines, and a table estimating the daily water usage and sewage flow attributable to the proposed development in gallons per day, including the time of any necessary connections;
- r. Topographic contour lines at two (2) foot intervals, for the existing site and after the completion of the proposed development;
- s. The size, location, and boundaries of any common open spaces, recreation areas, and recreation facilities, including a statement of whether such open areas are to be dedicated to the public, and the percentage of common area to be green space;
- t. For large scale phased developments, identification of the location and timing of each phase of development;
- u. Description of the methods proposed to control erosion, sedimentation, and storm water runoff;
- v. A listing of the persons to be responsible for future maintenance of all easements, parks, playgrounds, storm water and drainage facilities, and common areas;
- w. Identification of the Resource Protection Area (RPA) if applicable and a note stating that all lands in the Town of Colonial Beach that are not RPA are considered a Resource Management Area (RMA);
- x. A plat notation regarding the retention of an undisturbed vegetated 100-foot buffer along all water dependent features;
- y. Delineation of the buildable area on each lot shown on the site plan;
- z. An executed Developer's Agreement to address perpetual maintenance of landscaping and BMP facilities.

V. VARIANCES AND ADMINISTRATIVE APPEALS

- 1. All applications for a variance shall include a recent survey of the property delineating the area(s) where relief is sought.
- 2. All applications for administrative appeals shall contain a narrative which explains why the Administrator's determination is incorrect.

VI. RIGHT-OF-WAY VACATION

- 1. All applications for a right-of-way vacation shall include a recent survey of the property delineating the area(s) of vacation request.
- 2. All applications for right-of-way vacations shall contain a narrative which explains why the vacation is requested. The narrative needs to address the following points:
 - a. Name of street or ROW to be vacated;
 - b. What portion is to be vacated;
 - c. Is the applicant requesting to buy the vacated ROW;
 - d. What purpose will the additional land be used for.