



SINGLE FAMILY/RESIDENTIAL APPLICATION REQUIREMENTS

COUNTY OF NEW KENT, VIRGINIA
 WEB SITE: WWW.CO.NEW-KENT.VA.US

OFFICE USE ONLY	
All of the required information has been submitted.	_____
	Staff Initials

Community Development Department, Environmental Division ♦PO Box 50♦New Kent, VA 23124♦Phone 804-966-8580♦Fax 804-966-8531
 ♦Street Address for deliveries: 12007 Courthouse Circle, New Kent, VA 23124♦

Please be advised that you are required to submit a Land Disturbance Permit application to the Community Development Department if you are disturbing 2,500 square feet or more. The permit application must be accompanied by a site plan/survey of the property.

The Site Plan must include the following information:

- Location of any RMA/RPA (if applicable)
 - RPA sign locations should be marked on the plan.
 - Signs should be placed along the RPA delineation where it is intersected by property lines and at 300 foot intervals between the property lines
- House Location
 - Finished Floor Elevation, when construction occurs in a flood plain.
- Primary Drainfield & Reserve Drainfield (if applicable)
- Well Location (if applicable)
- Existing Conditions (existing tree lines, structures, roads or access, etc.)
- Limits of Clearing
- Erosion and Sediment Controls (Silt Fence, Construction Entrance, etc.)
- Any culverts and/or stormwater pipes outside the VDOT right-of-way (if applicable)
 - Please include calculations to verify that size is correct
- Stamp of Architecture Review Board (if applicable)

Make sure that the following signatures are on the Land Disturbance Permit Application:

- Signature and contact information of the Responsible Land Disturber
 - Certification through the VA Dept of Conservation and Recreation or Dept of Transportation/VTCA is required
- Signature of Owner
 - If the applicant is not the owner, then the applicant needs to provide evidence of its authority to act on the owners behalf

The following required information must be submitted with your Land Disturbance Permit

- A copy of the recorded deed
- Health Department Permit
- Historical Significance Inventory
- Agreement in Lieu of Plan if substituted for an Erosion and Sediment Control Plan (this form is only needed if an engineered Site Plan is not submitted with the application)
- Virginia Department of Transportation Land Use Permit, if applicable, is not required at the time of submission, **THE PERMIT MUST BE ON FILE BEFORE THE CERTIFICATE OF OCCUPANCY WILL BE ISSUED**
- Virginia Stormwater Management Permit (VSMP) from the Virginia Department of Conservation and Recreation, or of receipt (a copy of the application and a cancelled check, if fees are required) **THE PERMIT MUST BE ON FILE BEFORE THE CERTIFICATE OF OCCUPANCY WILL BE ISSUED**

I, _____ (Print Name of Owner or Applicant) hereby certify that I have provided all of the required information for the submission of my Land Disturbance Permit as indicated above.

 Signature of Applicant or Owner Date



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OFFICE USE ONLY	
Project File #:	_____
Date Received:	_____
Fee: \$210 base:	\$ _____
+ \$20 per acre/fraction:	\$ _____
Inspection Fee \$75.00	\$ _____
+ \$10 per acre/fraction:	\$ _____
Restoration Fee: \$25.00	\$ _____
TOTAL PAID:	\$ _____

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PROPERTY OWNER

Name: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone: _____ Fax: _____
 Email: _____

APPLICANT AND/OR CONTACT

Name: _____
 Business Name: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone: _____ Fax: _____

PROJECT LOCATION

Location: _____
 GPIN: _____ Tax Map: _____
 ♦ *If you are disturbing over 2500 square ft, you will need a VSMP permit from DCR!* ♦
 Project Description: _____ Parcel Area: _____ acre(s)
 Health Department Permit Number: _____ Disturbed Area: _____ acre(s)
Health Permit must be issued prior to applying for land disturbance permit.

RESPONSIBLE LAND DISTURBER

Name: _____ Company: _____
 Address: _____ Phone: _____
 City: _____ State: _____ Zip: _____
 Cert. No./Type: _____ Expiration Date: _____
 Signature of Land Disturber: _____ Date: _____

I, _____ (*Print Name of Owner*) hereby certify that I fully understand the provisions of The NEW KENT COUNTY Erosion and Sediment Control Ordinance and Program, and that I accept responsibility for carrying out the Erosion and Sediment Control Plan for the above referenced project location as approved by the County. I grant the right of entry onto this property, as described above, to the designated personnel for NEW KENT COUNTY for the purpose of inspecting and monitoring for compliance with the aforesaid Ordinance. I further understand that this permit is valid for six (6) months following the date of issue, unless closed sooner. Renewal fees must be submitted ten (10) business days prior to permit expiration.

Signature of Owner Date

Upon signature by the local program administrator, the application is approved, and becomes the permit.

~ THIS PERMIT OR THE LAND DISTURBANCE CARD **MUST**
BE POSTED ON THE PROPERTY ~

Approved: _____

Local Program Administrator **Date**

IF CHECKED, PERMIT IS APPROVED WITH CONDITIONS.