
YORK COUNTY COMMERCIAL DEVELOPMENT GUIDE



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Introduction

First, let us say thank you for choosing York County as your place of business and development. This Commercial Development Guide has been created to help guide you through the development review and approval process and make it as pleasant an experience as possible. It is important to recognize that this is only a guide, not a legal document or ordinance.

This 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. Depending on the nature of your project, you may not need every step.

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 development process. Consulting with staff early and whenever you are unsure will ultimately save you time and money.

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

- A brief description of the procedure
- The Division or Department responsible for the administration
- The procedure at a glance (quick reference information that outlines the process)
- Detailed steps of the procedure
- Flow Chart of the procedure (where applicable)

York County desires quality economic development that provides not only strong capital investment but also quality employment for its citizens. The Office of Economic Development serves as a resource for businesses interested in locating or developing in the area.

The Office of Economic Development can be reached at 757-890-3317.

You can also visit www.yorkcounty.gov/econdev to find valuable information to better serve your development needs.



Developer Tip Sheet

Below is a list of techniques suggested to help developers and their representatives successfully undertake and complete projects in York County. 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 the County staff case manager. Keep County staff informed of project plans.
- Contact Utilities early on 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 York 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.yorkcounty.gov.

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 developability 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

Rezoning - 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 – 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.

Special Use - 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 use permit is required. The Table of Land Uses (located in the Zoning Ordinance) specifically identifies which uses require a Special Use Permit in each zoning district.

Variance - 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.

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

Appeal - Used when a developer or representative wants a zoning decision or variance reviewed by the Board of Zoning Appeals.

Subdivision - 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.

Plat - 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.

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

Sedimentation - 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.

Priority Project - A project that has been reviewed at a pre-application review conference and where the design consultant certifies that the project submission is complete and accurate.

Guidance for Developers Concerning Adaptive Re-use vs. New Development

The County staff continually fields questions concerning the required plan preparation and review processes for two types of development: adaptive re-use and new development. The following information is intended to provide guidance for both situations. Please note that information on the circumstances under which uses are classified: permitted as a matter of right, permitted with a special use permit, or not permitted is provided in the Table of Land Uses in Section 24.1-306 of the Zoning Ordinance. In summary, once it is determined whether or how the use can be permitted, the following two rules concerning plan preparation should be considered:

1. All new developments require a fully-engineered site plan, meeting current zoning requirements, that will be routed through the site plan approval process.
2. The processes involved with the adaptive re-use of an existing site are essentially the same as for new development; however, the specific circumstances of the property will determine whether a site plan is required and, if so, to what level of detail it must be prepared. The following points are intended to clarify this issue for developers:
 - All proposed re-use projects need to submit a land use application.
 - In cases where there is simply a change in ownership of an existing, legal, or legally non-conforming use, no site plan will be required.
 - If the proposed use will occupy an existing site and structure that previously housed an identical use less than two years prior and where no new construction is proposed, no site plan will be required.
 - If the proposed use will occupy an existing site and structure that previously housed a similar use less than two years prior and where it can be clearly demonstrated that the new use is less intensive than the previous one (i.e. fewer vehicle trips, less parking demand, performance standards addressed, no outstanding zoning or environmental issues, etc.) and no new construction is proposed, no site plan will be required. In these cases, however, the staff will require that the developer submit a letter which details the proposed use so that an approval letter can be generated which memorializes the approved use.

In cases where new construction is being proposed for existing developments (such as additions to buildings or parking lots), a site plan will be required in all cases. However, requirements for the preparation of the site plan may vary depending on the scope and nature of the proposal. The following points may help clarify this issue and provide guidance as to the degree of detail needed in certain site plans:

- Small building additions, outbuildings, or storage areas that will be placed over existing impervious surfaces can often be handled as site plan amendments, if a previously approved site plan is already on file, or a site plan waiver or sketch plan, where only minimal information needs to be provided. Necessary information for site plan waivers typically consists of identifying property limits, building usage and area, setbacks, landscaping, vehicular trip generation, and environmental features/inventory of the site. In some cases, performance standards and architectural compliance must be addressed on the plan or sketch.
- Sizable increases in impervious coverage via building additions, parking lot expansions, storage yard areas, and similar improvements will typically require that engineered site plans be prepared to address important elements as may be applicable to the site. In addition to the above items, these may also include drainage calculations, drainage area maps, Chesapeake Bay Act/Watershed Protection compliance, utility provisions and locations, fire protection, and entrance and right-of-way improvements.

- When additions or modifications are made to existing sites, it will typically not be necessary to pursue a complete retrofit and full compliance with current standards for existing site elements. Instead, the site plan review process will concentrate on addressing deficiencies in a cost effective manner for the developer. Improvements are sought in relation to project scope, especially in the vicinity of the new construction.
- Projects where 50 percent or more of existing buildings and impervious areas are being razed or removed for redevelopment can expect to be required to achieve the highest level of site compliance with current standards in their site plan submissions. Conversely, projects which utilize the greatest percentage of existing improvements will typically encounter fewer site compliance requirements.

These guidelines are meant to help developers understand how the provisions of the zoning ordinance will apply to and affect their proposed project which, in turn, will assist the prospective developer in evaluating the probable costs that would be associated with implementing their project. They are not all inclusive, as there are many scenarios that have not been described here. As such, it is imperative that developers contact the appropriate County staff to schedule a meeting to discuss the specifics regarding your project before purchasing property or entering into long-term leases. The County staff stands ready to assist you in helping you make your project successful.

Development Guide – Quick Reference List

Rezoning and Special Use Permits

- | | |
|--|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Meet or call staff member of the Planning Division <input type="checkbox"/> Complete and turn in required application with fees <input type="checkbox"/> Attend Planning Commission hearing | <ul style="list-style-type: none"> <input type="checkbox"/> Attend Board of Supervisors hearing <input type="checkbox"/> If approved, proceed with the design of the project |
|--|--|

Variance and Appeal

- | | |
|--|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Within 30 days of your denial, request an application (not applicable to variance requests) <input type="checkbox"/> Complete application and submit with required fees and plats/drawings | <ul style="list-style-type: none"> <input type="checkbox"/> Attend Board of Zoning/Subdivision Appeals public hearing |
|--|--|

Subdivision Preliminary Plan

- | | |
|--|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Meet or call staff member <input type="checkbox"/> Prepare plan <input type="checkbox"/> Submit 13 copies of the plan (12 folded & 1 rolled) and fees | <ul style="list-style-type: none"> <input type="checkbox"/> Plan reviewed by staff, approved or returned with comments/revisions needed |
|--|--|

Subdivision Development Plan

- | | |
|---|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Prepare next level of drawings <input type="checkbox"/> Submit 13 copies of the plan (12 folded & 1 rolled), 2 copies of the drainage calculations, drainage area map, & review fee | <ul style="list-style-type: none"> <input type="checkbox"/> Public Improvements, either completed or guaranteed |
|---|--|

Subdivision Final Plat

- | | |
|--|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Prepare and submit 13 copies of the plat (12 folded & 1 rolled) and fee <input type="checkbox"/> Make necessary changes after reviewed by staff <input type="checkbox"/> Submit 3 reproducible Mylar copies of the plat with fees | <ul style="list-style-type: none"> <input type="checkbox"/> Complete any outstanding construction, inspections, and public improvements accepted by the County <input type="checkbox"/> Proceed with the Building Permit Procedure |
|--|--|

Site Plans

- | | |
|---|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Pre-Submission Meeting with staff <input type="checkbox"/> Plan prepared by an engineer, architect, or land surveyor <input type="checkbox"/> Submit application, 13 copies of the plan (12 folded & 1 rolled), drainage calculations, drainage area map, and review fee | <ul style="list-style-type: none"> <input type="checkbox"/> Plan reviewed by staff, approved or returned with comments/revisions needed <input type="checkbox"/> Pay required fees and obtain necessary permits |
|---|---|

Erosion and Sediment Control

- | | |
|--|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Schedule a meeting with the Stormwater Engineer <input type="checkbox"/> Prepare plans in accordance with the Ordinance <input type="checkbox"/> Submit an application, 4 copies of the Plan, and fee <input type="checkbox"/> Plan reviewed by staff, approved or returned with comments/revisions needed | <ul style="list-style-type: none"> <input type="checkbox"/> Submit Performance Agreement and Surety <input type="checkbox"/> Attend Pre-Construction Meeting <input type="checkbox"/> Install all temporary and permanent erosion and sediment controls <input type="checkbox"/> Call for final inspection |
|--|--|

York County Environmental and Development Services

Commercial Checklist for Construction Permits and/or Certificates

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

- | | |
|---|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Preliminary site plan approval <input type="checkbox"/> Erosion and Sediment Control (E&SC) Permit Application & Development Agreement <input type="checkbox"/> BMP Maintenance Agreement <input type="checkbox"/> VSMP Permit (if applicable) <input type="checkbox"/> Offsite easements recorded <input type="checkbox"/> Court Order for unincorporated churches | <ul style="list-style-type: none"> <input type="checkbox"/> VDOT CE-7 Permit (if applicable) <input type="checkbox"/> Preliminary approval conditions satisfied <input type="checkbox"/> Private Roadway Construction Agreement <input type="checkbox"/> Army Corps of Engineers Permit (if applicable) <input type="checkbox"/> Pre-construction meeting – (LDA permit is issued at this meeting) |
|---|---|

Foundation Permit

- | | |
|--|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Preliminary site plan approval <input type="checkbox"/> Building address(es) recorded <input type="checkbox"/> LDA Permit issued <input type="checkbox"/> Site E&SC measures completed <input type="checkbox"/> Site-specific stormwater facilities constructed <input type="checkbox"/> Building plans approved | <ul style="list-style-type: none"> <input type="checkbox"/> Special inspection statement (if applicable) <input type="checkbox"/> Applicable permit fees, connection fees paid <input type="checkbox"/> Utility release - sewer or septic permit |
|--|---|

Certificate to Construct Sanitary Sewer and/or Certificate to Construct Water

- | | |
|--|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Final site plan approval <input type="checkbox"/> BOS approval of Public Sewer and/or Water Extension Agreement (PSEA) or (PWEA) if applicable | <ul style="list-style-type: none"> <input type="checkbox"/> Fully executed Certificate of Insurance <input type="checkbox"/> Pre-construction meeting |
|--|---|

Building Permits

- | | |
|--|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Final site plan approval (including addresses) <input type="checkbox"/> Architectural Compliance acknowledgement letter (if applicable) <input type="checkbox"/> Outdoor lighting specifications <input type="checkbox"/> Building plans approved <input type="checkbox"/> LDA permit <input type="checkbox"/> Certificate to construct sanitary sewer and water issued <input type="checkbox"/> Fire Hydrants in Service | <ul style="list-style-type: none"> <input type="checkbox"/> All Site E&SC measures installed and functional <input type="checkbox"/> Stormwater facilities constructed and preliminary “as-builts” submitted and field verified <input type="checkbox"/> Sanitary sewer facilities will be operational within 180 days <input type="checkbox"/> All permit fees, connection fees paid <input type="checkbox"/> VDOT CE-7 Permit issued (if applicable) |
|--|---|

Certificate of Occupancy

- | | |
|--|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Dev./Traffic Signal Agreement and fees <input type="checkbox"/> On-site easements recorded <input type="checkbox"/> Right of Way dedications recorded <input type="checkbox"/> Canopy/Tank/Pump Removal Agreement (fuel sales facilities only) <input type="checkbox"/> Final stormwater “as-builts” approved <input type="checkbox"/> Final report on special inspections | <ul style="list-style-type: none"> <input type="checkbox"/> VDOT requirements implemented <input type="checkbox"/> Final building inspection <input type="checkbox"/> Building Code/Life Safety & Fire Inspections <input type="checkbox"/> Special Use Permit/ covenants recorded <input type="checkbox"/> Site Plan implemented <input type="checkbox"/> Business License Obtained |
|--|--|

REZONING AND SPECIAL USE PERMIT PROCEDURE



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 will need to submit a request to the Board of Supervisors for a rezoning or a Special Use Permit.

REZONING: A rezoning is required if the proposed use of your property is not permitted by right or as a special use 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.

SPECIAL USE 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 use permit is required. The Table of Land Uses (located in the Zoning Ordinance) specifically identifies which uses require a special use 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 about ninety (90) days between the application deadline and a final decision by the Board of Supervisors, provided the application is not delayed at the request of the applicant or deferred by the Commission or Board.

TERM: Special Use Permits are generally approved for an initial one (1) year period which is automatically renewed for an additional one (1) year period if in compliance with conditions (Zoning Ordinance Section 24.1-115(c)). Special Use Permits expire in two (2) years if the approved use is not established. See Sections 24.1-115 through 24.1-118 of the Zoning Ordinance for additional information on Special Use Permit.

PROCEDURE AT A GLANCE	
1	Meet with a staff member of the Planning Division (757) 890-3404
2	Complete and turn in application with required fees
3	Attend Planning Commission hearing
4	Attend Board of Supervisors hearing
5	If approved, proceed with the design of the project

In Depth Look at the Procedures

STEP 1: Meet with the Planning Division Staff

For Rezoning and Special Use Permit applications, schedule a meeting with a staff member of the **Planning Division**. The office is located in the Administration Building at 224 Ballard Street in Yorktown. **Phone: (757) 890-3404**

Points to cover during the meeting:

1. Check zoning map to determine current zoning of the property.
2. Check zoning ordinance Section 24.1-306 (Table of Land Uses) to determine if proposed use is permitted by right or by special use permit.
3. Obtain: application(s), checklist(s), and a Planning Commission meeting schedule (including deadlines for submissions).
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 use permits requests, the most important are these:
 - Consistency with the Comprehensive Plan;
 - Potential service, fiscal, transportation, and environmental impacts;
 - Compatibility of use with its surroundings;
 - Conditions that would mitigate potential negative impacts.

A traffic impact analysis may also be required, 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

Note: County staff can assist you in estimating the potential traffic volumes anticipated for the project.

STEP 2: Complete and Turn in Application

Complete your application(s) and submit to the Planning Division with the required fee before the deadline. Application deadline is the first business day of the month. Applications received by this deadline will be on the agenda for the following month's Planning Commission hearing.

- After the staff reviews the application for completeness, the review process will begin.
 - The application will be distributed for review to a number of County and State agencies.
 - Public notice of the proposed action is prepared and sent to the local newspaper, the local cable TV channel 46, adjacent property owners, and signs are posted on the property.
- When comments have been returned, the Planning Division prepares an analysis and recommendation for the Planning Commission.
- A draft copy of the proposed changes/conditions is sent to the applicant a week before the scheduled Planning Commission meeting.
- The applicant will have the opportunity to discuss the draft with their assigned planner or case manager.

STEP 3: Attend the Planning Commission Public Hearing

- Planning Commission meets on the second Wednesday of the month.
- Your staff case manager will present the application and staff's recommendation.
- 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.
- Other area property owners and interested parties are allowed to speak.
- 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:
 - a. Approval as submitted;
 - b. Approval subject to certain conditions;
 - c. Denial; or
 - d. 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 does not apply when the applicant requests or agrees with the delay.

STEP 4: Attend the Board of Supervisors Public Hearing

- The Board will receive a recommendation from the County Administrator, as well as the Planning Commission (these recommendations are not always the same), and hear public comments.
- The Board will take final action after discussion of the information presented during the public hearing and the recommendations of the County Administrator and Planning Commission.

The Board will:

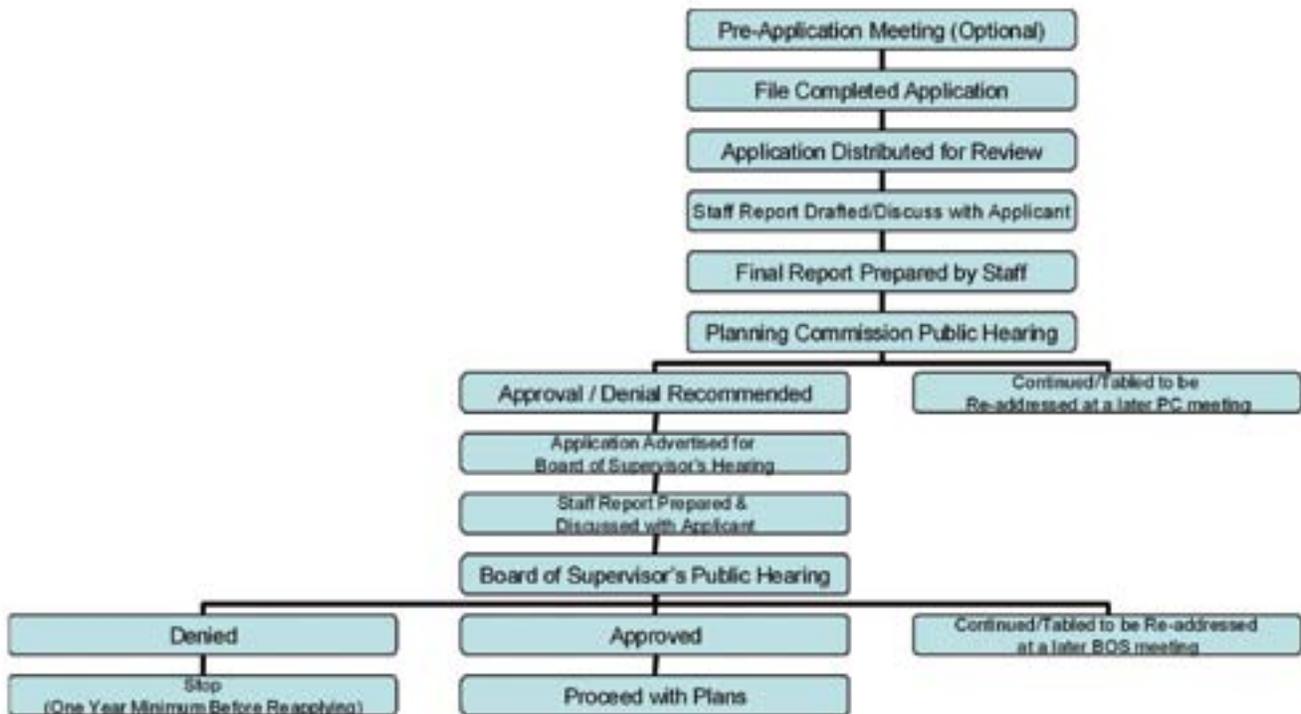
- a. Approve as submitted;
- b. Approve with conditions (use permits or conditional zoning);
- c. Deny; or
- d. Table it to a later meeting.

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

STEP 5: If approved, proceed with the design of the project

If approved, proceed with design of the project (See "Site Plan Procedure" or "Subdivision Procedure").

Rezoning/Special Use Permit Process



VARIANCE AND APPEALS



Variance and Appeal 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/Subdivision Appeals.

The Board is authorized to hear variance requests from the Zoning or Subdivision Ordinances and appeals from the decisions of the Zoning Administrator or Subdivision Agent. In certain circumstances, the Zoning Administrator is authorized to grant administrative modifications without the need for the request to be acted on by the Board of Zoning Appeals.

You should be aware that approval of your request for relief is not automatic and the Zoning Administrator and Board of Zoning/Subdivision Appeals will judge each application against specific criteria established for each category of relief mentioned above.

PROCEDURE AT A GLANCE	
1	Request an application (Staff meeting optional)
2	Complete application with the necessary plans, plats, and other required documentation and turn in with required fees*
3	Attend Board of Zoning/Subdivision appeals public hearing

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

In Depth Look at the Procedures

STEP 1: Request an application

For an application, schedule a meeting or call the Secretary to the Board of Zoning/Subdivision Appeals in the **Department of Environmental and Development Services**. The office is located at 105 Service Drive in Yorktown. **Phone: (757) 890-3532**

Points to cover during the meeting:

1. Check code requirements to determine how it affects your property.
2. Determine whether alternatives exist which would satisfy code requirements.
3. 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 foot setback instead of a 50 foot setback).
4. Study the review criteria for your particular type of request to determine whether your request would likely be approved or denied by the Zoning Administrator or Board. Review criteria for variances, modifications, and appeals can be found in the Zoning Ordinance (Section 24.1-901) while the Secretary can provide you with the criteria utilized for appeals.
5. Obtain an application, list of review criteria, and schedule of Board of Zoning/Subdivision Appeals meetings and submission deadlines. The Board typically meets only once a month and applications must be received approximately one month in advance.

STEP 2: Complete and submit application

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. The property owner's signature must appear on each application.
2. 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.
3. Public notice of the proposed action is prepared and sent to the local newspaper and to adjacent property owners.
4. The Secretary will prepare a staff report but will not typically include in it recommendations for approval or denial.

STEP 3: Attend Board of Zoning/Subdivision Appeals public hearing

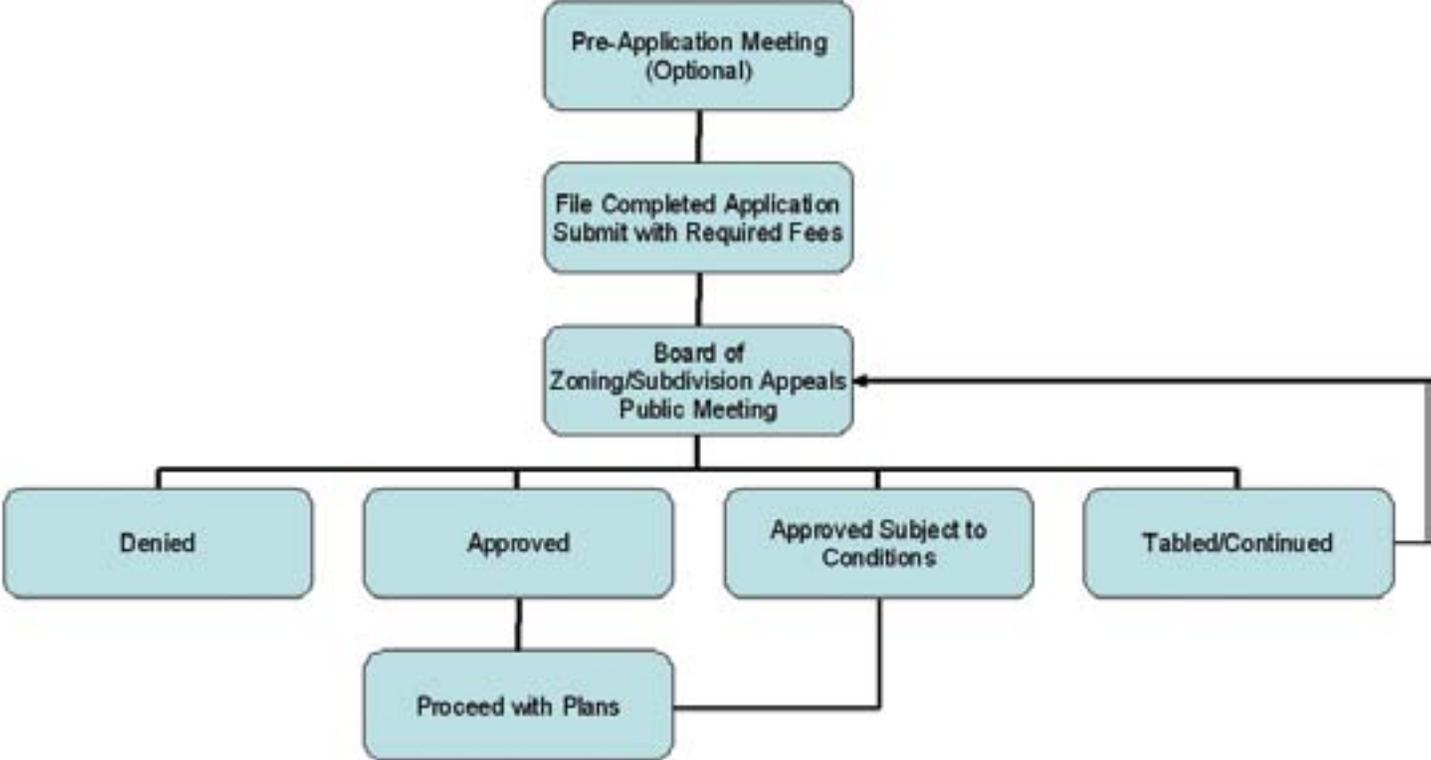
Staff will present the application and background information. The property owner or agent can present additional information and/or explain to the Board how the request meets the applicable review criteria. Other area property owners and interested parties are allowed to speak.

The Board of Zoning/Subdivision Appeals will make one of the following decisions.

- Approval
- Approval subject to certain conditions
- Denial
- Table it to a later meeting

The Board 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.

Variance & Appeal Procedure



SUBDIVISIONS AND SITE PLANS



“FAST TRACKED” SITE AND SUBDIVISION PLANS PRE-APPLICATION REVIEW PROCESS



Want your project fast tracked.....Take advantage of the Pre-Application Review Process. Projects that use the Pre-Application Review Process are considered by the Development Review Committee to be “priority” projects where the turnaround goal is 15 business days. Projects that go through the Pre-Application Review Conference have precedence over other projects, possibly saving a developer approximately 40 days.

The Pre-Application Review Conference should not be confused with informal pre-submission meetings that are often held between developers, consultants, and County staff to discuss the “developability” of a specific property before purchase or before a refined conceptual plan is developed. These meetings are available upon request and are considered beneficial to the development process.

INTERESTED ?

- » Contact the Development Technician for a copy of the meeting dates and deadlines, and/or to schedule a meeting, generally held on the 1st and 3rd Wednesday of the month.
- » With checklists provided by the Development Technician, complete the minimum required information for a conceptual plan.
- » Submit six (6) copies of the plan by the deadline.
- » The developer or their agents are required to attend to discuss the project.

What Happens NEXT ?

- » The Project Planner in charge will provide a written confirmation of the documentation required for the subsequent formal plan submission, along with a listing of design issues.
- » The developer must ensure that all required documents are provided and all design issues are addressed at the time of formal plan submission. This is evidenced by the consultant’s signature on the pre-application form, which must also be submitted with the formal plan submission.
- » Once a complete plan submission is verified, the project will receive priority status.

NOTE: Any missing elements of a formal plan submission will cause the project to lose its priority status or possibly result in rejection of the plans.

The objective behind the pre-application process is to secure plan approval within the 1st or 2nd round of formal review.

Subdivisions

PROCEDURE AT A GLANCE

This procedure applies to any proposed division of land in York County, except for “minor subdivisions,” which do not require preliminary plans. The review procedure is generally repeated at least twice for each stage of review as noted below:

1st Stage	Preliminary Plan
2nd Stage	Development Plan
3rd Stage	Final Plat
The Development Plan and Final Plat procedure may be repeated for each section of the subdivision, if developed in phases.	

Before you begin preparation of the Preliminary Plan, it is strongly recommended that a meeting be scheduled with a staff member of the **Development and Compliance Division** of the Department of Environmental and Development Services. The office is located at 105 Service Drive in Yorktown. **Phone: (757) 890-3531**

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 “Rezoning/Special Use Permits” procedures;
3. Determine if a traffic analysis will be required;
4. Review the proposed development. Plan to bring with you any related information to include plats, or a sketch plan; and
5. Obtain an application, checklist, and ordinances.

In Depth Look at the Procedures

PROCESS FOR THE PRELIMINARY PLAN

TIME: A maximum of 60 days for the initial submission and 45 days for each resubmission is the requirement for completing the review process.

TERM: Preliminary Plans are valid for a term of one (1) year after approval.

STEP 1: Have a Preliminary Plan prepared by a design professional.

NOTE: See the Subdivision Ordinance sections on Preliminary Plans and Design Standards, and the Zoning Ordinance, Article II - General Lot, Yard, Height, Buffer and Use Regulations for more detailed information.

STEP 2: Submit your development application, twelve (12) folded copies and one (1) rolled copy of the Preliminary Plan, and the appropriate review fee.

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.

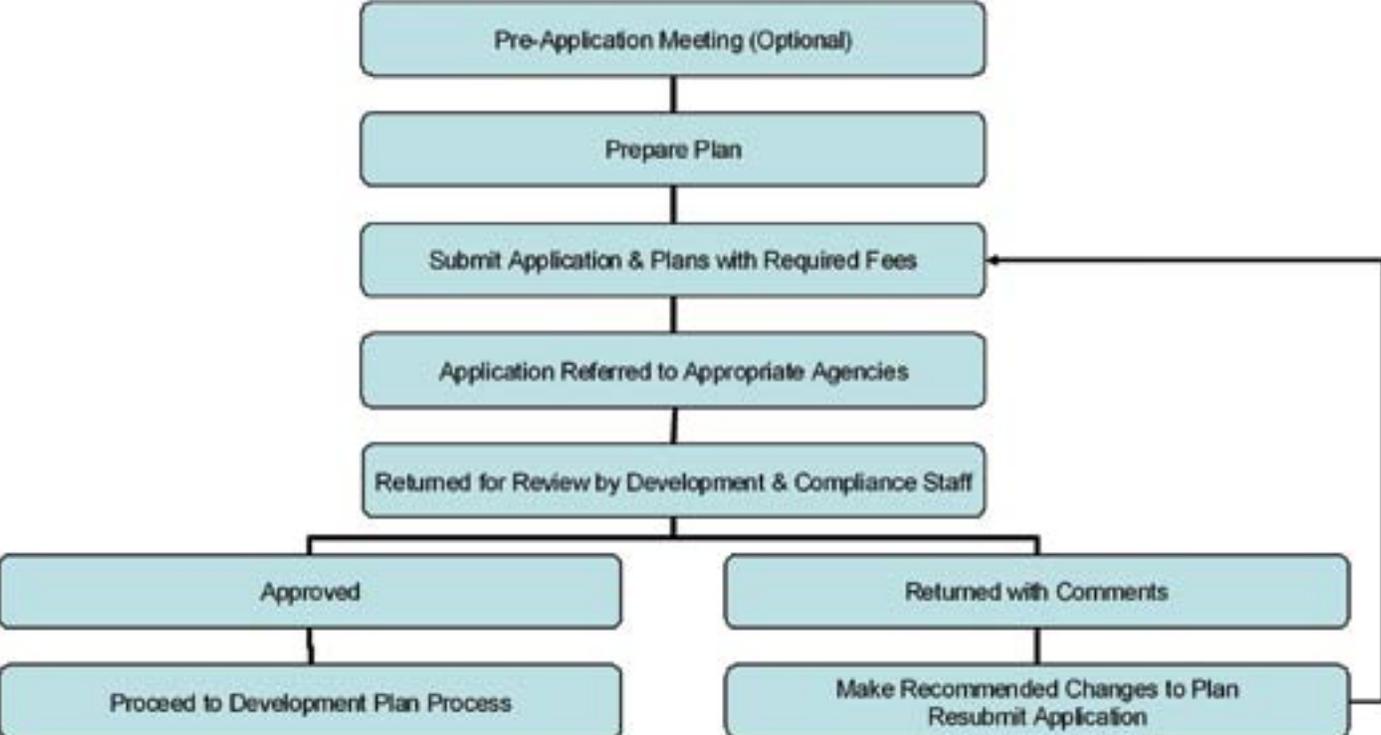
To expedite the review process, the applicant may choose to deliver copies to the Virginia Department of Transportation (VDOT) and the State Health Department after they have been received by the County's Development and Compliance Division.

What Happens Next?

- a. Preliminary Plans are reviewed by County agencies and comments are returned to the Development and Compliance Division within two (2) weeks, unless the plan is extremely complex or there is an extraordinary workload.
- b. State agencies are asked to observe the same review period.
- c. Upon receipt of comments, the Development and Compliance Division will identify any major area of conflict or inconsistency and resolve them, if possible, before forwarding the comments to the developer/engineer.

STEP 3: Make changes, if necessary, to the Preliminary Plan per comments received and resubmit twelve (12) folded copies and one (1) rolled copy along with marked plan, copy of initialed comments and/or letter that describes how each comment was addressed or why it was not.

Subdivision Process Preliminary Plan



PROCESS FOR THE DEVELOPMENT PLAN

TIME: The County will observe the requirements of 60 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.

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

STEP 1: Prepare the next level of subdivision drawings - the Development Plan or construction drawings.

The Erosion and Sediment Control Plan will be part of this submission (see the EROSION AND SEDIMENT CONTROL PROCEDURE section of this guide).

STEP 2: Submit twelve (12) folded copies and one (1) rolled copy of the development plan, two (2) copies of the drainage calculations, drainage area map, and appropriate review fee. County comments will be forwarded to the developer/engineer.

STEP 3: Make changes, if necessary, and resubmit for approval.

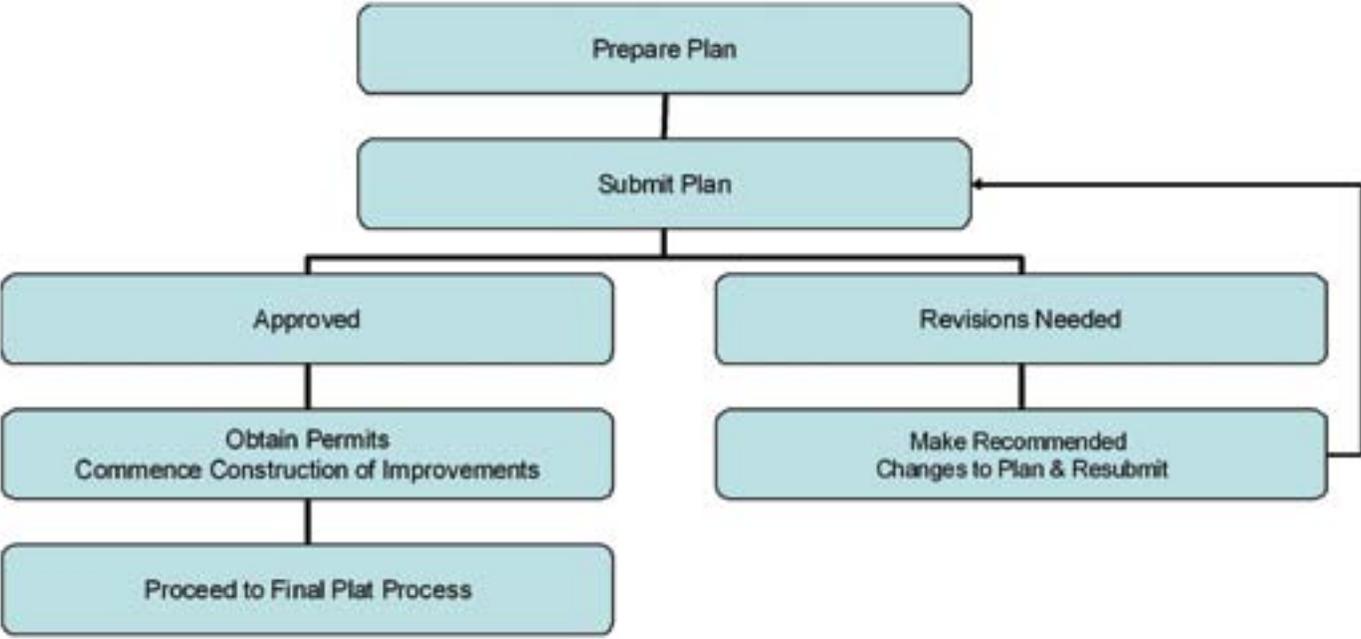
STEP 4: Assuming approval of the Development Plan, payment of fees, and issuance of permits, you have two options prior to recordation:

- 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.
- Option 2. Submit a Subdivision Agreement and Surety to guarantee completion of any improvements.

Before a subdivision plat is recorded, the following items must be submitted to the Department of Environmental and Development Services, Division of Development and Compliance:

- 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), official check, 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 minutes of a Board of Directors' meeting, 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.

Subdivision Process Development Plan



FINAL PLAT AND RECORDATION PROCESS

TIME: A maximum of 60 days for the initial submission and 45 days for each resubmission is the requirement for completing the review process.

TERM: Six (6) months after the Final Plat approval to have Record Plat recorded in the office of the Clerk of the Circuit.

STEP 1: Assuming completion and approval of the Development Plan, proceed with the preparation and submittal of paper copies of the Final Plat.

STEP 2: Submit twelve (12) folded copies and one (1) rolled copy of plat, development application, and appropriate fee.

STEP 3: When comment letter and marked copy are received, make changes, if necessary, and resubmit for approval.

STEP 4: When the Final Plat has been approved, submit three (3) reproducible mylar copies of it, the recordation fee, other applicable fees, and copies of all other required documents to the Development and Compliance Division.

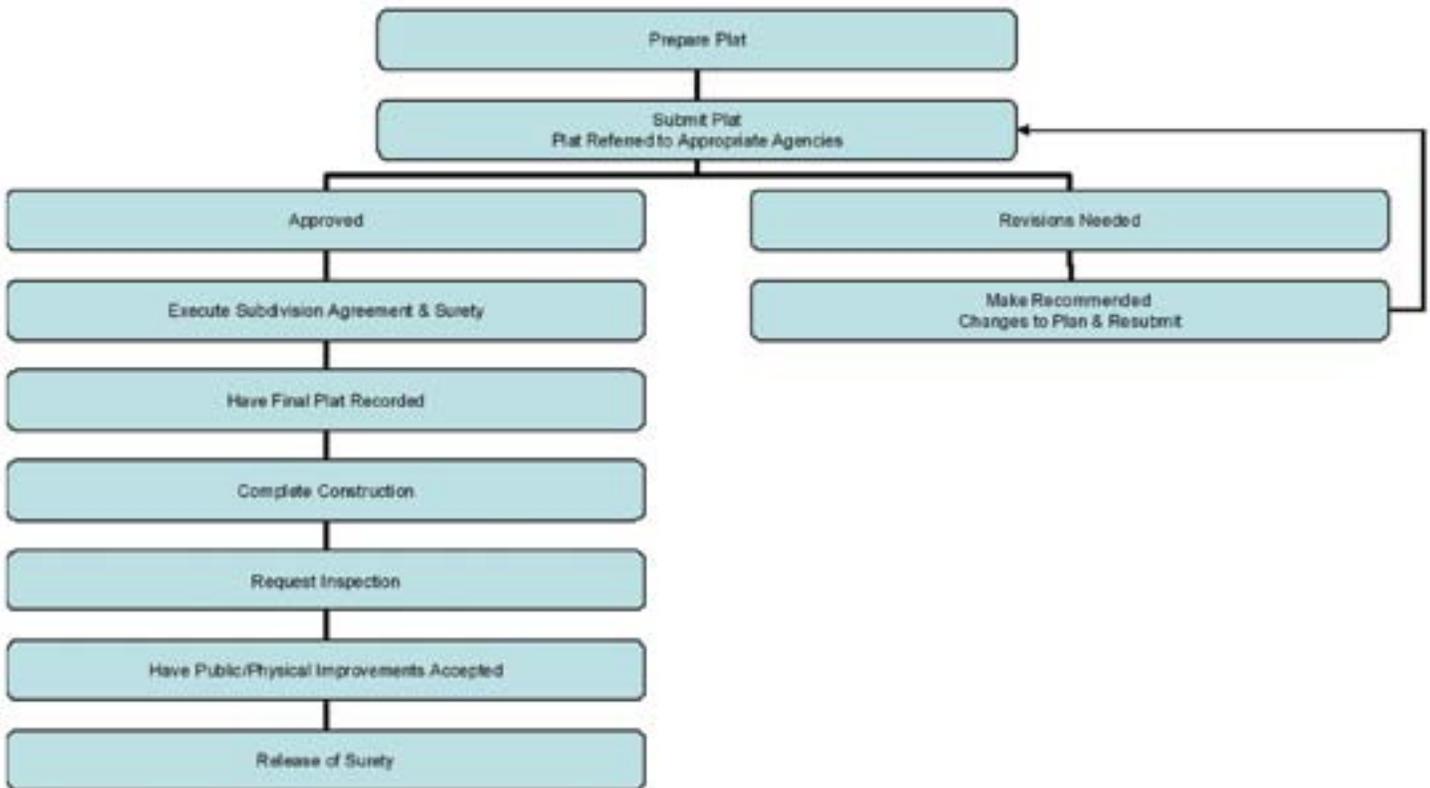
The Record Plat (reproducible copies of the Final Plat) will be reviewed to ensure that it is in full conformance with the approved Final Plat. The Subdivision Agent will sign each copy, have the plat recorded in the Clerk's Office of the Circuit Court, and return the original to the engineer.

STEP 5: Complete any outstanding construction, request inspections, and have public/physical improvements accepted by the County and/or VDOT.

Release of surety will follow, upon completion and acceptance of public/physical improvements.

STEP 6: Once plat is recorded, proceed to selling of lots, if applicable. Building Permits will be issued once site improvements are completed to specified levels.

Subdivision Process Final Plat and Recordation



Site Plan Procedures

Site plans are required for all land uses except the following:

- Single family detached and individual duplex dwellings;
- Agricultural operations; and
- Filling and grading where no impervious structures or improvements will be installed and no clearing undertaken.

TIME: The goal for completing the review of Priority Projects is fifteen (15) days, and sixty (60) days for non-Priority Projects, after the plan submission date.

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. (Zoning Ordinance Section 24.1-805)

PROCEDURE AT A GLANCE	
1	Pre-Application Meeting with Development and Compliance Division (Bring 7 copies of site plans 70-80% engineered, which includes drainage, sanitary sewer, and traffic design)
2	Plan prepared by engineer, architect, landscape architect, or land surveyor
3	Submit Application, twelve (12) folded copies and one (1) rolled copy of Site Plan, five (5) copies 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
4	Make changes, if necessary, as recommended by County staff, and resubmit twelve (12) folded copies and one (1) rolled copy of plan, as well as a letter of response indicating how the comments were addressed
5	After approval, pay required fees and obtain necessary permits

In Depth Look at the Procedures

STEP 1: It is strongly recommended that a pre-submission meeting be scheduled with a staff member of the **Development and Compliance Division** of the Department of Environmental and Development Services. The office is located at 105 Service Drive in Yorktown. **Phone: (757) 890-3531**

Points to cover at the meeting:

1. 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 Use Permit” section of this guide for procedure.
2. 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.
3. Learn about County plans, policies, and ordinances that may affect your proposed development.

4. 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.
5. Obtain an application, checklist, and ordinances.

STEP 2: Have plan prepared by engineer, architect, landscape architect, or land surveyor who is registered by the State of Virginia.

See Article V - Site Plans of the Zoning Ordinance for detailed information on plan preparation. SEE ALSO: Article II - General Regulations, Article IV – Performance Standards, Article V – District Regulations including Overlay Districts, Article VI - Off-Street Parking and Loading, and Article VIII - Signs.

STEP 3: Submit application, twelve (12) folded copies and one (1) rolled copy of Site Plan, five (5) copies of the drainage calculations and drainage area map, and review fee.

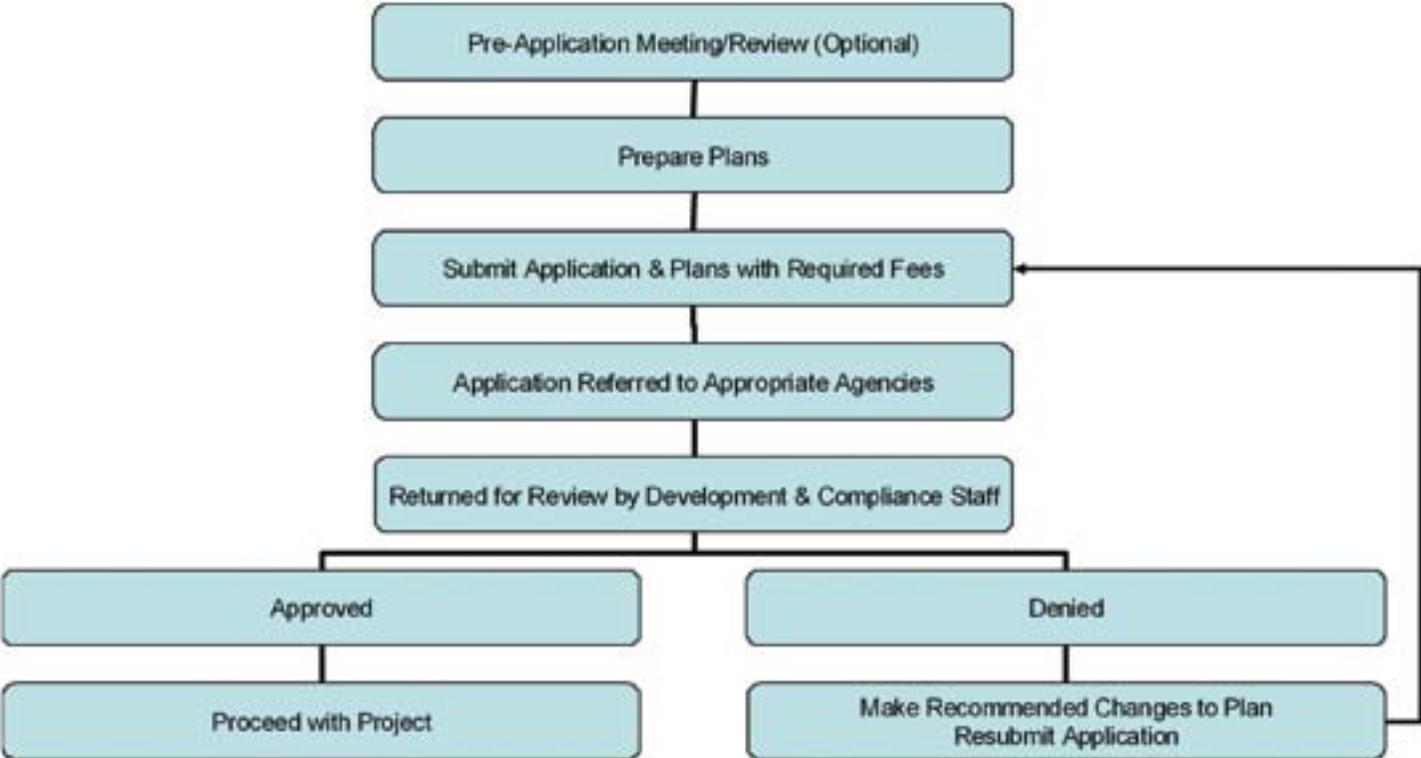
County staff will review your application to ensure it is complete. The applicant may deliver copies to the Virginia Department of Transportation (VDOT) and the Virginia State Health Department (VSHD), after the Development and Compliance Division has received them, to save time.

Site plans are reviewed by County agencies and comments are returned to the Development and Compliance Division within fifteen (15) business days for Priority Projects and sixty (60) calendar days for non-priority projects. State agencies are asked to observe the same review period and to notify the Development and Compliance Division of any major areas of conflict or inconsistency and resolve them, if possible, before forwarding comments to the engineer and developer.

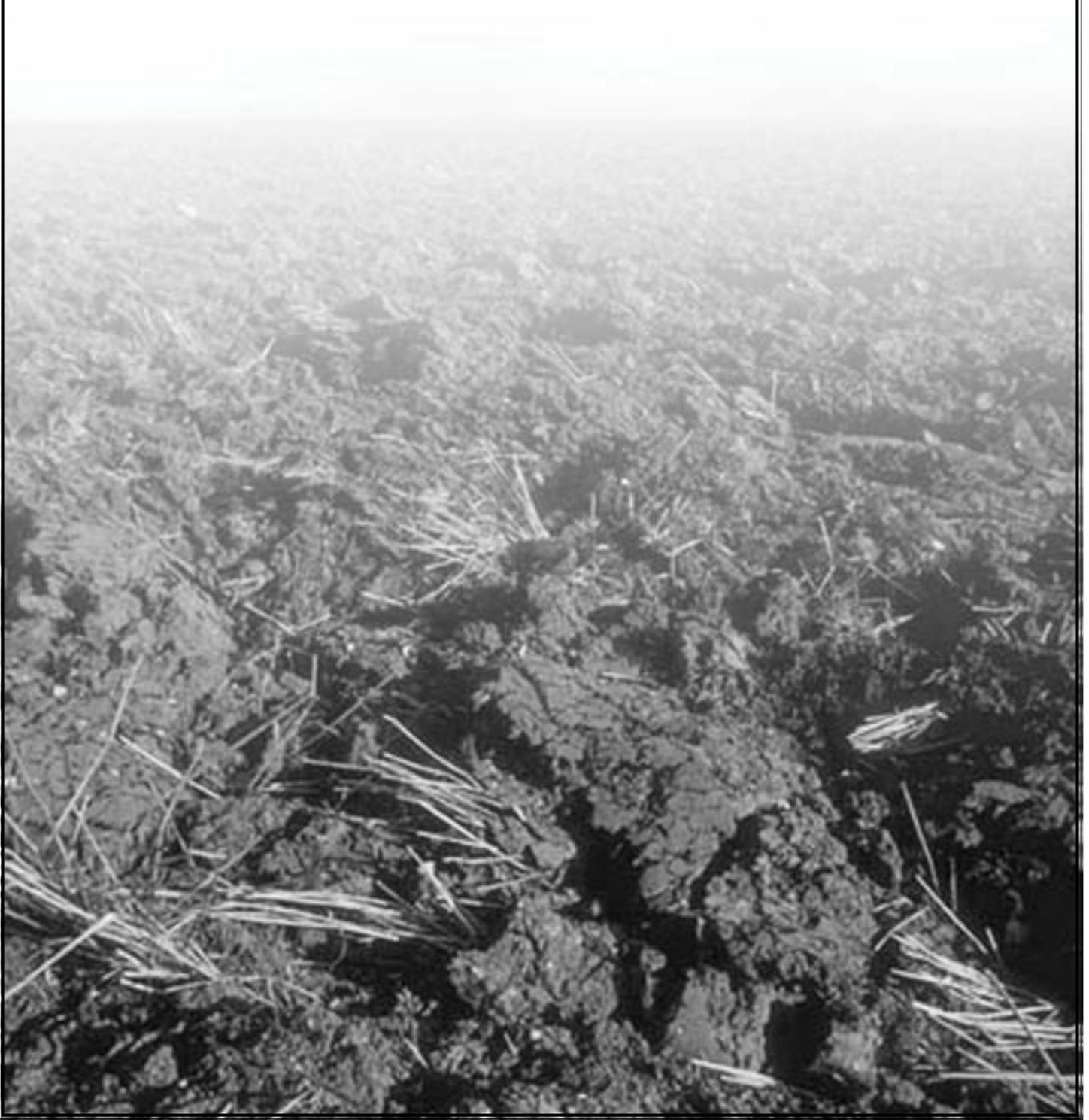
STEP 4: Make changes to site plan, per comments, if necessary, and resubmit twelve (12) folded copies and one (1) rolled copy along with a copy of initialed comments and/or letter which describes how each comment was addressed or why comment was not addressed.

STEP 5: Once the plans have been approved, proceed by paying applicable fees and obtaining permits. (See: EROSION AND SEDIMENT CONTROL PROCEDURE and BUILDING PERMIT PROCEDURE)

Site Plan Procedure



EROSION AND SEDIMENT CONTROL



Erosion and Sediment Control Procedure

If you propose to grade, excavate, fill, clear, or otherwise disturb land in York County, you will have to comply with the requirements of the EROSION AND SEDIMENT CONTROL ORDINANCE (E&S), Chapter 10 of the County Code, and obtain a Land Disturbing Activity Permit.

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

In Depth Look at the Procedures

TIME: The plan must be approved or denied within forty-five (45) days of its submission (E&S 10-28). 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” (E&S 10-29).

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 Program Administrator (E&S 10-30). 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 (E&S 10-31).

STEP 1: It is strongly recommended that a meeting be scheduled with the Stormwater Engineer in the **Division of Utilities/Stormwater Management** of the Department of Environmental and Development Services.

The office is located at 103 Service Drive in Yorktown. This meeting can be combined with a pre-submission meeting for a subdivision or site plan. **Phone: (757) 890-3752**

Points to cover at the meeting:

1. Review your proposed construction activity or development; bring with you any information, plats or plans you have, that will illustrate your proposed project.
2. Determine if the Erosion and Sediment Control Ordinance applies to your proposed development.
3. Obtain: Application, checklist, and sample agreement package, and ordinance.

STEP 2: Have plans prepared in accordance with the provisions of the ordinance.

STEP 3: Submit application, four (4) folded copies of the plan, including narrative description, and the fee, to the Division of Stormwater Management.

If your proposal is part of a subdivision or site plan submission, 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.

If not included in the subdivision or site plan submission, comments will be returned to you via letter by the Division of Stormwater Management.

STEP 4: Make changes, if necessary, per comments and resubmit.

STEP 5: Assuming approval, proceed by submitting a Performance Agreement and Surety in the amount stated in the approval letter.

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 the Erosion and Sediment Control Inspector. A surety is also required to cover the cost of installation of Erosion and Sediment measures. The surety will be returned at the end of the construction once the area is stabilized.

STEP 6: Attend pre-construction meeting.

The developer or representative, the site work contractor, and the inspector will meet at the site. 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." Assuming everything is in order, the Land Disturbing Activity Permit will be issued at this meeting.

STEP 7: After the installation of all temporary and permanent erosion and sediment control practices, clearing, grading, and construction of site improvements can begin. You may also proceed with the Building Permit process.

STEP 8: Call for a final inspection when all land disturbing activities are complete and all disturbed areas are permanently stabilized. The Inspector will issue a Certificate of Completion when the site work is approved.

UTILITIES



Public Sewer Extension Agreement

A Public Sewer Extension Agreement (PSEA) is required by the County Code to be executed between the Developer and the County prior to any construction of sanitary sewer lines to be owned and maintained by the County. For any questions, please call (757) 890-3752.

PROCEDURE

STEP 1: 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.

STEP 2: Staff will draft, for the Board of Supervisors' consideration, a PSEA, for consideration once the design of the sanitary sewer system is accepted by the engineering staff.

All credits, connection fees, and inspection fees associated with the sanitary sewer system for the development will be incorporated in the body of the PSEA along with the insurance requirements. (The PSEA must be finalized in draft form at least two (2) weeks prior to the meeting at which Board action is desired.)

STEP 3: The Board of Supervisors will vote on the PSEA at a regularly scheduled meeting.

STEP 4: After the Board of Supervisors has approved the PSEA the developer must provide the insurance coverage required, pay for the inspection fees, and execute the PSEA.

Typically, a Corporate Resolution is required from the developer. The Corporate Resolution will give the person executing the PSEA the authority to enter into agreements on behalf of the Corporation.

STEP 5: The County Attorney must approve all documents as to form. Once approved, they will be forwarded to the County Administrator to execute the agreement for the County.

Once all parties have executed the PSEA, the developer's utility contractor shall schedule a meeting with the Construction Services Manager for the Department of Environmental and Development Services. This meeting is required to insure that the contractor is familiar with the County inspections and procedures.

After this meeting a "**Certificate to Construct Sanitary Sewer Facilities**" will be issued.

Public Utilities

PUBLIC SYSTEMS are regulated by Chapters 18.1 and 22.7 of the York County Code which are administered by the **Department of Environmental and Development Services** located at 105 Service Drive. **Phone: (757) 890-3751**

- **PUBLIC WATER:** Newport News Waterworks is the primary supplier of water to the County. In upper York County, there are several different suppliers (Newport News Waterworks, City of Williamsburg, James City Service Authority, York County and privately owned systems) that serve residents and businesses.

Procedures and design requirements for extending water service in the County vary, so please check with the Department of Environmental and Development Services for information specific to your site. The water connection fees are based on the size water meter or meters to be installed for the development. The connection fees will also vary depending upon the water supplier.

- **PUBLIC SEWER:** The public sewer systems are owned and operated by the York County Department of Environmental and Development Services. The York County Sanitary Sewer Standards and Specifications Manual, adopted July 1994 and revised January 1996, states the design requirements for systems to be constructed.

The sanitary sewer connection fees are based on the size and number of water meters serving the development. These fees are stated in §18.1-64 of the York County Code. Commercial usages are charged based on water consumption.

Hampton Roads Sanitation District (HRSD) provides for final treatment of the sewage collected and conveyed by York County. HRSD also charges a connection fee that is based on the size and number of water meters serving the development. HRSD bi-monthly charges are based solely on water consumption for commercial usages.

Plans for sewer and water connection are typically a part of a Subdivision or Site Plan submittal, and, as such, must be formally submitted to the Development and Compliance Division of the Department of Environmental and Development Services for review and approval. Should you have any questions concerning the design of the public facilities or the applicable connection fees, please call the Department of Environmental and Development Services at (757) 890-3752.

Private Utilities

The State Health Department regulates **PRIVATE SYSTEMS** (wells and septic tanks).

Lower County	(Peninsula Office) Peninsula Office 416 J. Clyde Morris Blvd. Newport News, VA. 23601 Phone: (757) 594-7340
Upper County	(West of the Naval Weapons Station) Williamsburg Office 315 Monticello Avenue Williamsburg, VA 23185 Phone: (757) 253-4813

When public facilities are not available to your development, please call one of the above offices to discuss your alternatives.

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 York 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.

Virginia Marine Resources Commission
2600 Washington Avenue, 3rd Floor
Newport News, Virginia 23607
Phone: (757) 247-2200

U.S. Army Corps of Engineers
Norfolk District, 803 Front Street
Norfolk, Virginia 23510
Phone: (757) 441-3661

Transportation

The Virginia Department of Transportation (VDOT) has the responsibility of maintaining all public streets and highways within York County. Because of this responsibility, subdivision and site plans are forwarded to the Williamsburg VDOT Residency Administrator's Office for review and may be forwarded by the Williamsburg office to the Hampton Roads District Office (Suffolk) for additional 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)

Williamsburg Residency Administrator's Office
4451 Ironbound Road, Williamsburg, VA.
Phone: (757) 253-4832

SIGN AND BUILDING PERMITS



Sign Permits

Any sign that is erected, altered, expanded, reconstructed, replaced, or relocated on any property in York County must be in conformance with the provisions in the Zoning Ordinance, Article VII. See the table contained in Article VII of the Zoning Ordinance for allowable sign types and maximum allowable sign size in the businesses' zoning designation.

Before submitting an application for a sign, it is strongly recommended that you call the **Division of Development and Compliance** to explore your options and to determine if your proposal is feasible.
Phone: (757) 890-3523/3524

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

- size of the sign (in square footage);
- artistic colored rendering of the sign and/or detailed plan/drawings;
- height of the sign from finished grade; and
- a depiction of the landscaped area at the base of the sign.

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; and

Note: the minimum distance of a sign from property lines is 10 feet

- 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 Division of Building Regulation, located in the Department of Environmental and Development Services at 103 Service Drive in Yorktown. They will forward the application to the Division of Development and Compliance for review. If approved, the Division of Development and Compliance staff will return the signed application to the Division of Building Regulation and will 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 five (5) to twenty-four (24) days is required to review plans. When plans have been approved and permits issued, construction can begin.

PROCEDURE

STEP 1: Submit an application to the **Division of Building Regulation** of Environmental and Development Services, located at 103 Service Drive. **Phone: (757) 890-3522**

NOTE: Document requirements vary depending on the project, see the chart below.

<p>NEW COMMERCIAL AND OTHER USES REQUIRING SITE PLANS</p>	<ol style="list-style-type: none"> 1. Approved Site Plan, and applicable receipts and documentation 2. Approved Land Disturbing permit 3. Department of Fire and Life safety approval of site plan and building plans 4. Septic system permit from State Health Department or receipts of payment to HRSD and York County for tap fees 5. Three (3) sets of plans signed and sealed by the engineer or architect responsible for the design or four (4) sets of plans if the building contains a commercial food preparation area 6. VDOT Land Use Permit
<p>ADDITIONS, ALTERATIONS, ACCESSORY BUILDING, ETC.</p>	<ol style="list-style-type: none"> 1. Two (2) sets of plans 2. Department of Fire and Life safety approval of site plan and building plans 3. Property plot plan showing location of proposed construction 4. Septic system permit for additions and detached buildings

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.

STEP 2: Begin construction.

STEP 3: When all work is completely ready for inspection, call for all required inspections.

The **24-hour inspection request line** number is **(757) 890-3910**. Inspections are carried out as soon as possible, normally on the same working day that the call is placed. The Division of Building Regulation will provide you with a list of inspections that must be made during the course of construction.

STEP 4: When all work is completed, and before calling for the final building inspection, call for the following other final inspections:

1. Site/landscaping inspection
2. Erosion/sediment control and grading/drainage
3. Highway entrance by VDOT
4. Health Department
5. Department of Fire and Life Safety – fire alarms, suppression and control systems
6. Environmental considerations
7. Overall Fire Inspection for life safety aspects of the building code - exits, egress requirements, fire exiting, etc.

STEP 5: Call for final Building Inspection. Once approved – Move In!

When all inspections are completed and approved, a **CERTIFICATE OF OCCUPANCY** will be issued – at that time, you may move in.

AGENCY CONTACT INFORMATION



York County Contacts

<p><u>COUNTY ADMINISTRATION</u> P.O. Box 532 (Mailing Address) 224 Ballard Street (Physical Address) Yorktown, VA 23690</p>	
OFFICE OF ECONOMIC DEVELOPMENT	(757) 890-3317
PLANNING DIVISION	(757) 890-3404
<p><u>DEPT. OF FIRE & LIFE SAFETY</u> P.O. Box 532 (Mailing Address) 105 Service Drive (Physical Address) Yorktown, VA 23690 (757) 890-3600</p>	
<p><u>DEPT. OF ENVIRONMENTAL & DEVELOPMENT SERVICES (E&DS)</u> P.O. Box 532 (Mailing Address) 105 Service Drive (Physical Address) Yorktown, VA 23690</p> <p>The following Divisions/functions are located within the Dept of E&DS</p>	
BOARD OF ZONING / SUBDIVISION APPEALS	(757) 890-3532
BUILDING REGULATION	(757) 890-3522
DEVELOPMENT AND COMPLIANCE DIVISION	(757) 890-3531
DIVISION OF PUBLIC UTILITIES / STORMWATER MANAGEMENT	(757) 890-3751 or 3752
SIGN PERMITS	(757) 890-3523 or 3524

Utility and Roadway Contacts

DOMINION VIRGINIA POWER	1-888-667-3000 www.dom.com
NEWPORT NEWS WATERWORKS	PO Box 979 Newport News, VA 23607 757-926-1000 www.nngov.com/waterworks
HAMPTON ROADS SANITATION DISTRICT (HRSD)	PO Box 5911 Virginia Beach, VA 23471 757-833-1750 or 757-460-2261 www.hrsd.com
VIRGINIA DEPT. OF TRANSPORTATION (VDOT)	4451 Ironbound Road Williamsburg, VA 23188 (757) 253-4832

SCHEDULE OF FEES



Schedule of Fees and Charges

Fees are subject to change, check with staff for most current schedule

Rezoning and Special Use Permit	
Rezoning or Planned Development	\$600.00 + \$10/acre for every acre after 5
Special Use Permit	\$400.00 (home occupation and/or accessory apartments) \$450.00 plus \$10 for every acre over 5
Appeal to the board of zoning appeals	\$250.00

Note: See Zoning Ordinance 24.1-108 for other fees. Fees are non-refundable unless applicant withdraws application within specified time limits.

Subdivisions	
Preliminary Plan	\$50.00 + \$5 per lot
Development Plan	\$50.00 + \$10 per lot
Final Plat and Recordation	\$50.00 + \$5 per lot (plus an amount calculated based on the below chart)

The following fees must be paid before recordation:

Review Fees	
1-70 acres	\$0.45/1,000 sq. ft.
71-140 acres	\$0.30/1,000 sq. ft.
Over 140 acres	\$0.15/1,000 sq. ft.

Inspection	\$25.00 plus \$5.00 per lot
Street name sign	\$250.00 minimum per sign
Fire hydrant rental	\$2,160.00 for a hydrant/Newport News Waterworks
Street lights	Based on a cost estimate provided by Dominion Virginia Power
Plat Recordation	\$20.00 per sheet (Payable to Clerk of the Circuit Court)
Deed Recordation	No charge for deeds associated with the conveyance of easements to York County

Site Plan Fees (Paid with Submission)

Site Plan Fees (Paid with Submission)	
Commercial	\$150.00 + \$3.00 per 1,000 sq. ft. + \$0.45 per 1,000 sq. ft. of disturbed area (maximum \$2,500.00)

Additional fees to be paid before issuance of building permits:

Site improvement inspection fee	\$50.00 plus \$1.00 per 1,000 square feet of improved area (maximum \$1,500.00)						
Amendments to approved Site Plans	\$100.00						
Remainder of review fee	<table border="0"> <tr> <td>1-70 acres</td> <td>\$0.45/1,000 sq. ft.</td> </tr> <tr> <td>71-140 acres</td> <td>\$0.30/1,000 sq. ft.</td> </tr> <tr> <td>Over 140 acres</td> <td>\$0.25/1,000 sq. ft.</td> </tr> </table>	1-70 acres	\$0.45/1,000 sq. ft.	71-140 acres	\$0.30/1,000 sq. ft.	Over 140 acres	\$0.25/1,000 sq. ft.
1-70 acres	\$0.45/1,000 sq. ft.						
71-140 acres	\$0.30/1,000 sq. ft.						
Over 140 acres	\$0.25/1,000 sq. ft.						
Street name sign fee	\$250.00 minimum per sign						
Fire hydrant rental fee	\$2,160.00 for a Newport News Waterworks hydrant.						

Erosion and Sediment Control Fees

Erosion and Sediment Control Fees	
Site Plans and Subdivisions	<ul style="list-style-type: none"> • \$50.00 for 2500 sq. ft. plus • \$0.005 per each additional square foot (maximum \$1,000.00)

Utilities

Public Water Charges						
Meter Size	Initial Connection Fee			Regular Connection Fee		
	(a) Local Facility Charge	(b) System Facility Charge	(c) Total Initial Fee	(d) Local Facility Charge	(e) System Facility Charge	(f) Total Regular Fee
5/8"	\$1,000	\$1,850	\$2,850	\$1,750	\$3,250	\$5,000
3/4"	\$1,500	\$2,775	\$4,275	\$2,625	\$4,875	\$7,500
1"	\$2,500	\$4,625	\$7,125	\$4,375	\$8,125	\$12,500
1-1/2"	\$5,000	\$9,250	\$14,250	\$8,750	\$16,250	\$25,000
2"	\$8,000	\$14,800	\$22,800	\$13,965	\$25,935	\$39,900
Larger than 2"	\$50.00/GPM	\$92.50/GPM	\$142.50/GPM	\$87.50/GPM	\$162.50/GPM	\$250.00/GPM

NOTE: GPM per meter size as determined by AWWA Standard

Sewer Connection Charges							
Type of Connection Larger Than But Not Larger Than		Initial Connection Fee			Regular Connection Fee		
		(a) Local Facility Charge	(b) System Facility Charge	(c) Total Initial Fee	(d) Local Facility Charge	(e) System Facility Charge	(f) Total Regular Fee
0	5/8"	\$1,000	\$2,700	\$3,700	\$3,025	\$5,600	\$8,625
5/8"	3/4"	\$1,350	\$4,250	\$5,600	\$3,450	\$6,625	\$10,075
3/4"	1"	\$1,700	\$8,600	\$9,300	\$3,750	\$12,075	\$15,825
1"	1-1/2"	\$3,250	\$15,150	\$18,500	\$4,600	\$18,400	\$23,000
1-1/2"	2"	\$5,500	\$24,200	\$29,700	\$6,900	\$27,600	\$34,500

Wetlands		
York County Wetlands Board	\$150.00	
Va Marine Resources Commission	Less Than \$10,000 \$25.00	More Than 10,000 \$100.00
U.S. Army Corps of Engineers	Commercial \$100.00	

Note: York County Wetlands, VMRC and Corps fees are non-refundable and are due after the project has been approved

Highway Right-of-Way Permits

The base fee for a Land Use Permit (LUP) is \$100.00, with additional charges in increments of \$5.00 each for residential and increments of \$50.00 for commercial projects. Some projects may require more than one permit.

For each permit you must submit:

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

Sign Permits

For the erection and/or relocation of signs, the fee shall be based on the total square footage of all faces of the sign as outlined in the chart below plus a \$50.00 flat fee.

0 to 50 sq. ft.	\$25.00
51 to 100 sq. ft.	\$35.00
101 to 300 sq. ft.	\$45.00
Over 300 sq. ft.	\$55.00

For structural alterations the fee shall be \$50.00 plus the applicable amount from the above table matching the increase, if any, in sign area.

Building Permit Fees

Note: In addition to the fees below, a levy equal to one percent (1%) of the total permit fee is required

New Construction	
<u>Gross floor area in square feet</u>	<u>Fee</u>
0 - 500	\$ 75.00
501 - 1,000	\$ 95.00
1,001 - 1,500	\$155.00
1,501 - 2,000	\$225.00
2,001 - 2,500	\$265.00
2,501 - 3,000	\$315.00
3,001 - 3,500	\$355.00
3,501 - 4,000	\$400.00
4,001 - 4,500	\$440.00
4,501 - 5,000	\$485.00
Over 5,000 (plus \$47.00 for each 500 sq. ft., or fraction thereof, in excess of 5,000 sq. ft.)	\$485.00

Garages, Sheds, Decks, and Porches	
<u>Area in square feet</u>	<u>Fee</u>
0 - 250	\$ 50.00
251-600	\$ 75.00
601-1,500	\$100.00
Over 1,500	Same as new base fee

Alterations or Repair of any Building, Pier, Tower, etc. (Based on current value of all service, labor, and materials)	
<u>Value</u>	<u>Fee</u>
\$0 - 1,000	\$ 50.00
\$1,001-5,000	\$ 75.00
Over \$5,000 (plus \$35.00 for each \$5000.00 or fraction thereof, of value in excess of \$5000.00)	\$95.00

Miscellaneous Fees	
Installation or erection of a mobile home, industrial building unit or moveable structure	\$75.00
Tents greater than 900 sq. ft. and an occupant load of greater than 50 persons,	
a. Tent Inspection	\$75.00
b. Annual Tent Permit	\$200.00
Removal and placement of an existing building, in part or whole to a new location	\$60.00
Demolition or razing of any building or structure serviced by Virginia Power and or Virginia Natural Gas	\$55.00
Installation of fencing, be it wood, metal, masonry or other materials	\$50.00

Plumbing Permits											
New Commercial (including additions)	\$87.00 + \$21.00 for each bathroom group (sink, toilet and or tub)										
Alterations and repairs (all use groups)	\$50.00										
Water, sewer and/or gas lines	\$50.00 + \$25.00 if a septic tank is abandoned										
Fire Suppression Sprinkler System, building and/or kitchen hood	<table style="width: 100%; border: none;"> <thead> <tr> <th style="text-align: left;">Value</th> <th style="text-align: left;">Fee</th> </tr> </thead> <tbody> <tr> <td>\$0-1000</td> <td>\$45</td> </tr> <tr> <td>\$1,001-2,000</td> <td>\$60</td> </tr> <tr> <td>Greater than \$2,000.00</td> <td>\$75</td> </tr> <tr> <td colspan="2">(plus \$15.00 for each additional \$500.00 in excess of \$2,000.00)</td> </tr> </tbody> </table>	Value	Fee	\$0-1000	\$45	\$1,001-2,000	\$60	Greater than \$2,000.00	\$75	(plus \$15.00 for each additional \$500.00 in excess of \$2,000.00)	
Value	Fee										
\$0-1000	\$45										
\$1,001-2,000	\$60										
Greater than \$2,000.00	\$75										
(plus \$15.00 for each additional \$500.00 in excess of \$2,000.00)											

Electrical Permits	
Commercial	\$87.00 up to 200 amperes Additional \$21.00 for each additional 50 amperes
Increase size of electrical service	\$60.00 plus \$21 for each additional 50 amperes in excess of 400 amperes
Additions, Alterations, Temporary Service	\$50.00
Connection of Reconnection of Service	\$50.00

Mechanical Permits		
New Commercial, including additions	Area	Fee
	0-1,000 sq. ft.	\$30.00
	1,001-3,000 sq. ft.	\$50.00
	3,001-Greater sq. ft.	\$58.00
(plus \$10.00 for each additional 500 sq. ft.)		
Commercial Alterations and Repairs	\$60.00	
Prefab Fireplaces	\$50.00	
Storage Tanks (installation, removal or replacement per tank)	Size	Fee
	0-550 gallon	\$50.00
	550-Greater	\$120.00
Kitchen Hood System (including duct and fan)	Type	Fee
	Type I (Grease and other hazards)	\$75.00
	Type II (Heat, Dish-washer)	\$50.00 per hood
Elevators, dumbwaiters, moving stairs and walks, manlifts, hoisting or conveying equipment for each one installed	\$125.00 each	

Note: The owner/contractor shall be responsible for obtaining the permits and paying the requisite fee, and shall have an inspection performed by a certified individual in the presence of a county inspector.

For any building, plumbing, electrical, and mechanical permit not covered, the permit fee shall be assessed and collected at the rate of one percent (1%) of the retail value or current market value of the work being done, provided that the minimum permit fee shall be \$50.00.

Additional Fees	
Beginning work without a permit	Fee will be doubled; not to exceed \$150.00
Plan Review	\$125.00
Certificate of Occupancy:	
• Change of Building Use	\$50.00
• Temporary Commercial	\$75.00
• Day Care inspection	\$50.00
• Adult Home inspection	\$50.00



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