

## Appendix C

# KING GEORGE COUNTY DEVELOPMENT GUIDE



JUNE 2019

# WELCOME TO KING GEORGE COUNTY!

First, thank you for your interest in King George County! We understand that you have numerous options to develop and grow in Virginia, and we are so excited that you've chosen King George County. To help you through, what can sometimes be a daunting process, the County has produced the **King George Development Guide**. This guide's primary objective is to give citizens, developers, architects, engineers, and others an overview of what is involved in the development, improvement and use of land in the County and where help may be obtained. The 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.

Our goal is to make the development review process as clear as possible and to assist you in any way that we can. Should you have any questions or suggestions, the Community Development and Economic Development Departments are here to assist.

## HOW TO USE THIS GUIDE

The King George Development Guide is a guide to the review procedures for permit applications and development approvals in the zoning and subdivision ordinances. Citizens, development applicants, county staff, and other interested persons can use it as a guide to the development review process. It includes application submittal information, required forms, and other useful resource information for applications.

However, it is important to recognize that this is only a guide, not a legal document or ordinance. This document is a supplement to the County's zoning and subdivision ordinances, not a substitute. Therefore 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 entire development process. Consulting with staff early and whenever you are unsure will ultimately save you time and money. Copies of the zoning ordinance, subdivision ordinance and county code and other relevant documents are available for public review during business hours at the offices of the Community Development Department at 10459 Courthouse Drive, King George, Virginia. Also, most ordinances are available online at [http://www.king-george.va.us/component/option,com\\_docman/Itemid,348/task,cat\\_view/gid,183/](http://www.king-george.va.us/component/option,com_docman/Itemid,348/task,cat_view/gid,183/)

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

A brief description of the procedure

The procedure at a glance (quick reference information that outlines the process)

In-depth look at the procedure

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# DEVELOPER TIP SHEET

Below is a list of techniques suggested to help developers, citizens, and their representatives successfully undertake and complete projects in King George County, Virginia. 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 County staff.  
Keep County staff informed of project plans.  
Contact King George County Service Authority early on in the process.  
Contact Virginia Department of Transportation early 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 King George 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.king-george.va.us](http://www.king-george.va.us)

## **Top Ten Actions That Negatively Impact the Development Review Process**

Failing to consult with County staff before purchasing property intended for development.

Having unrealistic expectations concerning the yield or development potential of property.

Hiring a consultant that is not familiar with County and State ordinances, statutes, design requirements and processes, or the site in question.

Designing and engineering a project without the benefit of a pre-submission meeting or a pre-application review conference.

Assuming that an ordinance or design standard does not apply to your property and deciding not to consult with staff to confirm its applicability.

Submitting a plan that includes intentional omissions or discrepancies in hopes that review personnel will miss or overlook the problems.

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.

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.

Failing to adequately address comments made in a previous round of development review.

Failing to keep in close contact with County staff during the entire project and failing to actively manage important aspects of the project.

# DEFINITIONS

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

**Appeal** – is used when a developer or representative wants a zoning decision or variance reviewed by the Board of Zoning Appeals.

**Board** – Board of Supervisors

**By-Right Development** – refers to projects that are permitted under their current zoning and do not require any legislative action by the Board of Supervisors or the Board of Zoning Appeals. They are approved administratively and do not require public hearings.

**Comprehensive Plan (Comp Plan)** – is a long-range policy document that establishes a vision for the county's growth and development, provides policy guidance for growth and development, and contains action items intended to implement the plan's vision. It serves as the policy framework for guiding decisions about how land use should take place. The King George Comprehensive Plan can be found online at [http://www.king-george.va.us/component/option,com\\_docman/Itemid,115/task,cat\\_view/gid,146/dir,DESC/order,name/limit,10/limitstart,10/](http://www.king-george.va.us/component/option,com_docman/Itemid,115/task,cat_view/gid,146/dir,DESC/order,name/limit,10/limitstart,10/)

**Commission**-Planning Commission

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

**Plat** – is 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.

**Rezoning** – is 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** – are 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.

**Sedimentation** – is 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.

**Special Exception** - 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 exception permit is required. The Table of Land Uses (located in the Zoning Ordinance) specifically identifies which uses require a Special Exception Permit in each zoning district. If a use is not listed within the table then that use is not a permitted use within the County.

**Subdivision** – is 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.

**Subdivision, Major** – is the subdivision of a parcel of land which results in the creation of six (6) or more lots from a parent tract.

**Subdivision, Minor** – is the subdivision of a parcel of land which results in the creation of five (5) or less lots from a parent tract.

**Subdivision Ordinance** – establishes the laws governing the division of land into lots, with or without streets, for the purpose of sale, transfer of ownership, or development. It also controls changes to the location of lot lines established on a previously approved subdivision plat.

**Subdivision Plat** – is the drawing of the lot lines and street locations that is recorded with the Clerk of Court.

**Variance** – is 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.

**Zoning Ordinance** – constitutes the County's laws for controlling development. The zoning ordinance is one of the primary tools used by the county to implement the comprehensive plan. There are two parts to the zoning ordinance: the Official Zoning Map and the actual zoning ordinance. The zoning map divides the county into zoning districts and shows the zoning districts boundaries. The zoning ordinance spells out the procedural regulations for development and the standards applied to development in the different zoning districts. The zoning ordinance also includes regulations for development that does not conform to the ordinance requirements and provisions used by the county to enforce the ordinance.

# QUICK REFERENCE LIST

Requirements may vary based on project specifics.

## Rezoning and Special Exception Permits

- Meet with or call a staff member of the Department of Community Development
- Complete and turn in required application with fees
- Make necessary changes after reviewed by staff. Attend Planning Commission hearing
- Attend Board of Supervisors hearing
- If approved, proceed with the design of the project

## Variance and Appeal

- Within 30 days of your denial request an application (not applicable to variance requests)
- Complete application and submit with required fees and plats/drawings
- Attend Board of Zoning/Subdivision Appeals public hearing

## Subdivision Preliminary Plan

- Meet with or call a staff member of the Department of Community Development
- Prepare plan
- Make necessary changes after reviewed by staff.
- Submit 13 copies of the plan (12 folded) and fees
- Plan reviewed by staff, approved or returned with comments/revisions needed

## Subdivision Development Plan

- Prepare next level of drawings
- Submit 12 copies (folded), 2 copies of the drainage calculations, drainage area map, & review fee

## Subdivision Final Plat

- Prepare and submit 6 copies of the plat (Folded) and fee
- Make necessary changes after reviewed by staff.
- Submit 11 copies of the plat for review by Planning Commission.
- Upon approval by Commission provide six (6) signed copies of the plat.
- Submit subdivision bonds and pay required fees and obtain necessary permits
- Complete any outstanding construction, inspections, and public improvements accepted by the County.
- Bonds released
- Proceed with the Building Permit Procedure.

## Site Plans

- Pre-Submission Meeting with staff
- Plan prepared by an engineer, architect, or land surveyor
- Submit application, 13 copies of the plan (12 folded & 1 rolled), drainage calculations, drainage area map, and review fee
- Plan reviewed by staff, approved or returned with comments/revisions needed
- Pay required fees and obtain necessary permits

## Subdivision Final Plat and Site Plans

(General Next Steps)

- Post performance guarantee
- Obtain VDOT permit (if property is on a public road)
- Obtain land disturbance activity permit



Record any required agreements (i.e. deed of dedication, stormwater management agreement, temporary construction easement).

**NOTE: —specific requirements will be provided to developer by Community Development Staff**

#### **Erosion and Sediment Control**

- Schedule a meeting with the Community Development staff
- Prepare plans in accordance with the Ordinance
- Submit an application, 4 copies of the Plan, and fee
- Plan reviewed by staff, approved or returned with comments/revisions needed
- Submit Performance Agreement and Surety
- Attend Pre-Construction Meeting
- Install all temporary and permanent erosion and sediment controls
- Call for final inspection

# COMMERCIAL CHECKLIST FOR CONSTRUCTION PERMITS

The listed items under the specified permits or certificates must be completed/obtained before these permits or certificates can be issued. Requirements may vary based on project specifics.

## Land Disturbing Activity (LDA) Permit

- Final site plan approval
- Erosion and Sediment Control Permit
- Application & Performance Bond Agreement
- BMP Maintenance Agreement
- VSMP Permit (if applicable)
- Offsite easements recorded
- VDOT CE-7 Permit (if applicable)
- Preliminary approval conditions satisfied
- Private Roadway Construction Agreement
- Army Corps of Engineers Permit (if applicable)
- Pre-construction meeting – (LDA permit is issued at this meeting)

## Foundation Permit

- Final site plan approval
- Building address(es) recorded
- LDA Permit issued
- Site Erosion & Sediment Control (E&SC) measures completed
- Site-specific stormwater facilities constructed
- Building plans approved
- Special inspection statement (if applicable)
- Applicable permit fees, connection fees paid
- VA Department of Health Permit for well and septic systems or KG Service Authority Connection Receipt for public water and sewer

## Building Permits

- Final site plan approval (including addresses)
- Architectural Compliance acknowledgement letter (if applicable)
- Outdoor lighting specifications
- Building plans approved
- LDA permit
- All Site E&SC measures installed and functional
- Stormwater facilities constructed and preliminary “as-builts” submitted & field verified
- All permit fees, connection fees paid
- VDOT CE-7 Permit issued (if applicable)

## Certificate of Occupancy

- Dev./Traffic Signal Agreement and fees (if applicable)
- On-site easements recorded
- Right of Way dedications recorded
- Canopy/Tank/Pump Removal Agreement (fuel sales facilities only)
- Final stormwater “as-builts” approved
- Final report on special inspections
- VDOT requirements implemented
- Final building inspection
- Building Code/Life Safety & Fire Inspections
- Special Exception Permit/ covenants recorded
- Site Plan implemented
- Water and Sewer connection and availability fees paid