ISLE OF WIGHT
COUNTY, VIRGINIA
P. O. Box 80
17140 Monument Circle
Isle of Wight, VA 23397
(757) 365-1659
www.co.isle-of-wight.va.us
Local Roots, Global Reach

Applicant Checklist for Land Disturbing Permit Issuance

All applications for new Commercial and Non-Residential projects must be submitted through Central Permitting, and fees paid prior to project review. Fees are based on the total disturbed area for the project. All permit fees are subject to a 5% technology fee and are payable directly to Isle of Wight County.

Plan review phase begins

_____ 1. **Erosion and Sediment Control Plan and Stormwater Plan**. Within the Chesapeake Bay watershed, plans are required for projects involving land disturbance 2,500 sq. ft. or greater. Outside of the Bay watershed, an E&S Plan and a Stormwater Plan are required for land disturbance projects 10,000 sq. ft. or greater. All projects disturbing 1 acre or greater require DEQ approval and a separate state permit (see no. 5 below). All plans shall conform to the general criteria expressed in the Isle of Wight County Erosion and Sediment Control Ordinance and the Commonwealth of Virginia regulations as defined in the Virginia Administrative Code and Stormwater Management Act, unless a variance has been granted in writing by the locality.

_____2. **Cost Estimate for the performance surety.** The applicant must submit separate engineered cost estimates for all ESC practices to the department for review and approval. This information should be itemized and provided in a spreadsheet format, with quantities, unit prices and total costs.

_____3. **Cost Estimate for utility infrastructure (if applicable).** The applicant must submit separate engineered cost estimates for all water, sanitary and storm drainage to be installed. This provides the basis of the fees for periodic utility inspections required by the county. This information should be itemized and provided in a spreadsheet format with quantities, unit costs and total costs and should be submitted to the department for review and approval.

_____4. **Final approved plans.** 2 paper copies and a digital copy (PDF) of final plans and calculations must be provided to the department and include all finalized E&S, site layout, utilities, and grading and drainage information.

The following are required after the plan review phase is complete

_____5. **Proof of Construction General Permit Coverage by Virginia DEQ.** All plans for projects that disturb 1 acre or more will require state CGP coverage and must be submitted directly to the Virginia Department of Environmental Quality (DEQ) for review of stormwater management. Proof of CGP coverage by the Virginia DEQ is required before a local Land Disturbing Permit will be issued by the county. For more information, please contact planreview@deq.virginia.gov or call (571) 359-2545.

_____6. **A completed and signed Land Disturbing Permit Application.** This application will be provided to the applicant by staff and includes a land disturbing agreement. The applicant must complete and have the agreement signed by all parties before submitting back to the department. The application will be reviewed and recorded by the County Attorney before permit is issued.

_____7. **Performance Surety for ESC measures**. The applicant must also submit a performance security in the form of a cashier's check, letter of credit, or bond for the approved total estimated construction cost of the Erosion and Sediment Control measures plus 25 percent. Should the applicant fail to implement the practices on site as specified by the E&S plan, the County may use the securities to install the practices.

_____8. **Water, Sewer, and Storm Drainage Inspection Fee.** Based on the approved estimate for subdivision plans. For subdivision and linear projects, the fee will be calculated using 2.5% of the total construction cost with a $2,800 minimum. For multi-family, commercial and industrial projects, the fee will be calculated by determining the disturbed area multiplied by $420 per acre with a $2,800 minimum fee and a $20,000 maximum fee.

A Pre-construction meeting is required prior to permit issuance. An Initial E&S Inspection is required prior to any land disturbing operations to ensure measures have been correctly installed per the approved plans.

Before project closure and bond release, Construction Record Drawings (As-builts) must be provided to the County. Plans must include a certification statement and be completed by a licensed engineer or land surveyor.