



Building Permit Submission Requirements for Single-Family Site Plans

All single-family site plans submitted along with a James City County Building Permit application shall have the following information clearly identified:

- The limits of clearing, grading, and disturbance must be clearly identified and distinguished from those areas of Trees and Understory which are to be preserved.
- Erosion Control measures are required to be shown on the plan. Indicate the proposed locations for the installation of Silt Fence and a stone Construction Entrance with associated VESCH details for each measure shown on the site plan.
- Provide the existing Topographic Contours of the lot and any proposed grade changes. Show contours for adjacent properties along setback lines. Show any existing drainage ways. All slopes 25 percent or greater MUST be identified on the site plan with hash marks AND submit the exception request (Chesapeake Bay Waiver) via PermitLink for approval.
- Provide the proposed Finished Floor elevations, along with the proposed Final Grade elevations at the building corners.
- Provide location of Concrete Washout with associated detail for manner of installation. If active development site concrete washout area will be utilized, place a note on the site plan indicating the location.
- Provide Temporary Stabilization for all disturbed areas not necessary for the dwelling construction. Temporary Stabilization applications must be completed prior to requesting the Clearing Inspection. Denuded areas associated with the dwelling construction must be stabilized after 14 days of no activity.
- Indicate if the proposed dwelling is located within the 100 Year Floodplain.
- Provide spot elevations or invert elevations of the nearest drainage structure or ditch which will handle the storm-water runoff from the lot and from proposed structures. Identify the established or proposed drainage easements.
- Provide directional arrows indicating the proposed drainage patterns and flow directions for stormwater runoff.
- Show the location of any streams, ponds, surface waters, or wetlands on the lot or within 100 linear feet of the lot's boundary lines. Show any platted or County identified RPA boundaries and corresponding 100-foot buffers.
- Submit a **Perennial Flow Determination (PFD)** evaluation for any water body within 100 linear feet of the lot's boundary lines that has not been identified as an RPA feature, but may be a perennial stream or wetland connected by surface flow to an RPA feature. When submitting the evaluation, please follow the evaluation guidelines set forth in the Virginia DEQ guidance documents for determining perennial flow which include the James City County protocol (2010). If a water body is determined to be perennial, RPA boundaries and corresponding 100-foot buffers must be identified on the plan.
- Identify the locations of any proposed or existing drain fields or wells. Include any proposed areas in the limit of disturbance.
- Miscellaneous: _____

NOTE

If the plan is submitted without the above information, it will be disapproved, returned to the applicant for revisions, and the building permit will not be issued.

The applicant must provide James City County with the name and certificate number of a Responsible Land Disturber along with the permit application.

Applicant's Signature: _____