SMALL DEVELOPMENT PROJECTS

PLAN REVIEW FOR PROJECTS CREATING 2,500 SQUARE FEET OR MORE OF LAND DISTURBANCE
SMALL PROJECT DEFINITION

• Residential property improvement (single family detached)
• Not attached to an existing home structure
• Land disturbance exceeds 2,500 SF
• Does not include water main/ sewer main/ septic install
WHY REQUIRE SMALL PROJECT PLAN REVIEW?

- State regulations require review of land disturbing activities for Erosion and Sediment Control adherence
- JCC Code requires
  - Review of plans with land disturbance > 2,500 SF
  - Land disturbing permits for land disturbance > 2,500 SF
  - Stormwater design for new impervious cover > 2,500 SF
WHY REQUIRE SMALL PROJECT PLAN REVIEW?

• Ensures no adverse impacts to adjacent properties
• Ensures no adverse impacts to downstream waterways
• Ensures activities are properly executed
• Ensures activities in sensitive areas are properly vetted
• Provides a history of work performed on the property
3 PROJECT PARTS REQUIRED

- Building Permit (BLDR)
- Erosion & Sediment Control plan (E&SC)
- Land Disturbing Permit (LDSW)
BUILDING PERMIT (BLDR)

- Authorization to begin construction, alteration, or demolition of a structure on the property
- Any multifamily or single family residential, commercial, or industrial structure **
- Required for any improvement to property in a flood zone
- Required by Virginia Uniform Statewide Building Code and JCC Code
- Issued by BSP division
EROSION & SEDIMENT CONTROL PLAN (E&SC)

- Details the proposed construction work for a property
- Identifies the possible sources of sedimentation
- Includes appropriate control measures for those sources
- Includes existing and proposed grades
- Required by State Regulations and JCC Code
- Approval is issued by the SRP Division
LAND DISTURBING PERMIT (LDSW)

- Authorization to begin land disturbing construction activities that will exceed 2,500 SF
- Requires an approved E&SC plan for small projects
- Requires a surety (performance bond)
- Required by State Regulations and JCC Code
- Issued by the SRP Division
PROCESS FLOW CHART - PAST

1. Apply for BLDR
2. Land disturbance > 2,500 SF
3. LDSW is required
4. Apply for LDSW
5. E&SC Plan Approved
6. E&SC Plan application and review process
7. E&SC Plan is required
Apply for BLDR & E&SC PLAN → Land disturbance > 2,500 SF → E&SC Plan is processed and reviewed → E&SC Plan Approved → Apply for LDSW
E&SC PLAN APPLICATION REQUIREMENTS

- Rendering of property (copy of survey or other surveyed plan)
- Existing structures and impervious areas noted
- Proposed improvements shown in bold/ color/ noted as proposed
- Existing and Proposed grading (spot elevations or contours)
- Drawing scale and distance ties to existing structure
- Delineate proposed work area and access path from street to work area (= limits of disturbance)
E&SC PLAN APPLICATION

REQUIREMENTS

• Calculation of:
  – Existing impervious cover
  – Proposed impervious cover
  – Proposed work area (limits of disturbance)
• Narrative of proposed work
• Identify locations of E&SC measures
• Details of E&SC measures
• Sequence of construction (order of work to be performed)
E&SC PLAN APPLICATION PROCESS

- Visit https://jamescitycountyva.gov/permitlink
- Create an account in PermitLink
- Apply for a BLDR
- Apply for an E&SC Plan
- Upload application documents
E&SC PLAN REVIEW PROCESS

Apply through Permitlink → SRP reviews, adds fees, comments → Applicant revises per comments

Applicant may apply for LDSW → SRP posts approval letter (conditions) → Applicant uploads revision, pays fees
SMALL DEVELOPMENT PROJECTS

Questions?