



## Commercial/Industrial Site Development Land Disturbing Permit Requirements

Office Use Only	
All of the required information has been submitted.	_____
	Staff Initials

COUNTY OF NEW KENT, VIRGINIA  
WEB SITE: WWW.CO.NEW-KENT.VA.US

◆ Environmental Department ◆ PO Box 150 ◆ 12007 Courthouse Circle ◆ New Kent, VA 23124 ◆  
Phone 804-966-8580 ◆ Fax 804-966-8531

**Please be advised that you are required to submit a Land Disturbance Permit application to the Environmental Department if you are disturbing 2,500 square feet or more. The permit application must be accompanied by a site plan/survey of the property.**

The Site Plan must include the following information:

- Site plan prepared and certified by a Virginia licensed professional engineer, architect, certified landscape architect or land surveyor
- Location of any RMA/RPA boundaries
  - RPA sign locations should be marked on the plan.
  - Signs should be placed along the RPA delineation where it is intersected by property lines and at 300-foot intervals between property lines
- Proposed structure location(s)
- Limits of clearing and grading
- Existing conditions (vegetation/tree lines, structures, roads/access, etc.)
- Soils Information (as described in DCR Handbook, Chapter 6, Appendix 6A)
- Topography (existing and proposed)
- Drainage areas (existing and proposed)
- Primary drain field & Reserve drain field (if applicable)
- Erosion and Sediment Controls as well as the Stormwater Calculations
- Any culverts and/or stormwater pipes outside the VDOT right of way (if applicable)
  - Please include calculations to verify that the size is correct
- Plan narrative (as described in the Virginia Erosion & Soil Control Handbook)
- Seal of engineer/surveyor/landscape architect

**Make sure that the following information and signatures are on the Commercial Land Disturbance Permit Application:**

- Signature and contact information for the Responsible Land Disturber including the certification number and type
  - Certification through the VA Dept. of Environmental Quality (DEQ) or Dept of Transportation/VTCA is required
- Name, address, and phone number of the following are required:
  - Land Owner
  - Applicant (if different from Owner)
  - Person and Company preparing the site plan
- Location of the site including, route number and street name, tax map number, and GPIN (if GPIN is known)

The following required information must be submitted with your Commercial Land Disturbance Permit Application:

- Five copies of the site plan
- A copy of the recorded deed
- Health Department Permit (if applicable)
- Virginia Stormwater Management Permit (VSMP) Registration Statement (attach to this application form)  
**THE VSMP PERMIT MUST BE ON FILE BEFORE ISSUANCE OF LAND DISTURBANCE PERMIT.**
- Virginia Department of Transportation Land Use Permit
- Surety with an expiration date to extend six (6) months after the permit expiration date
  - Erosion & Sediment Control Performance Agreement and surety as described below
    - If submitting a check, include the Cash Escrow Agreement form
    - If submitting a bond, include the Performance Bond Agreement form
    - If submitting a letter of credit, include the Irrevocable Letter of Credit form

At the completion of the project the Erosion and Sediment Control Performance Agreement will remain in effect through the 'stabilization period'. During the 'stabilization period', 25% of the surety will be held. Also at the completion of the project you will be required to record a BMP Maintenance Agreement (if applicable). The remaining 25% of the surety will not be released until the BMP Maintenance Agreement has been recorded.

I, \_\_\_\_\_ (*Print Name of Owner or Applicant*) hereby certify that I have provided all of the required information for the submission of my Land Disturbance Permit as indicated above.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant (if applicable)

\_\_\_\_\_  
Date



**Commercial/Industrial Site  
Development Land  
Disturbing Permit**

**COUNTY OF NEW KENT, VIRGINIA**  
**WEB SITE: WWW.CO.NEW-KENT.VA.US**

Office Use Only	
Project File #:	_____
Date Received:	_____
<b>Fee:</b> \$550.00 base:	\$_____
+ \$60 per acre:	\$_____
Plan Rev/Insp. \$250.00	\$_____
+ \$60 per acre:	\$_____
<b>VSMP Fee:</b>	\$_____
<b>TOTAL PAID:</b>	\$_____

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◆ Phone 804-966-8580 ◆ Fax 804-966-8531 ◆

**PROPERTY OWNER**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

**APPLICANT AND/OR CONTACT**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Business Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**SITE PLAN PREPARED BY**

Name: \_\_\_\_\_ Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**PROJECT INFORMATION**

Location: \_\_\_\_\_  
Project Name: \_\_\_\_\_  
GPIN: \_\_\_\_\_ Tax Map: \_\_\_\_\_  
◆ *If you are disturbing over 2,500 square ft, you will need a VSMP permit from New Kent County* ◆  
Zoning of Land to be disturbed: \_\_\_\_\_ Parcel Area: \_\_\_\_\_ acre(s)  
Health Department Permit Number: \_\_\_\_\_ Disturbed Area: \_\_\_\_\_ acre(s)  
◆ *Health Permit must be issued prior to applying for land disturbance permit* ◆

**RESPONSIBLE LAND DISTURBER**

Name: \_\_\_\_\_ Company: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Cert. No./Type: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
Signature of Land Disturber: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
(Print Name of Owner) hereby certify that I fully understand the provisions of the NEW KENT COUNTY Erosion and Sediment Control Ordinance and Program, and that I accept responsibility for carrying out the Erosion and Sediment Control Plan for the above referenced project location as approved by the County. I grant the right of entry onto this property, as described above, to the designated personnel for NEW KENT COUNTY for the purpose of inspecting and monitoring for compliance with the aforesaid Ordinance. I further understand that this permit is valid for twelve (12) months following the date of issue, unless closed sooner. Renewal fees must be submitted seven (7) days prior to permit expiration.

Signature of Owner \_\_\_\_\_ Date \_\_\_\_\_

Signature of Applicant (if applicable) \_\_\_\_\_ Date \_\_\_\_\_

Upon signature by the local program administrator, the application is approved, and becomes the permit.

**THIS PERMIT OR THE LAND DISTURBANCE CARD *MUST* BE POSTED ON THE PROPERTY**

<b>Approved:</b>	
<b>Local Program Administrator</b>	<b>Date</b>
<input type="checkbox"/> <b>IF CHECKED, PERMIT IS APPROVED WITH CONDITIONS.</b>	