

# GRADING PLANS

## MAJOR OR MINOR



January 1, 2016

**Beginning July 1, 2012, per Ordinance O12-19, a 2.75% technology fee will be assessed and collected on the total fees for all new and resubmitted applications until June 18, 2017.**

### **Stafford County Department of Planning & Zoning**

1300 Courthouse Road  
P O Box 339  
Stafford, Virginia 22555-0339

**PHONE: 540-658-8668**  
**FAX: 540-658-6824**

**[www.staffordcountyva.gov](http://www.staffordcountyva.gov)**

**Grading Plan, Major or Minor**

**Per Stafford County Code, Section 28-245 a minor grading plan consists of:**

Clearing, grading or stockpiling more than 2,500 square feet but less than 21,780 square feet (1/2 acre) and does not involve any structures or impervious services

**Per Stafford County Code, Section 28-245 a major grading plan consists of:**

Clearing, grading or stockpiling an area 21,780 square feet (1/2 acre) or more that does not involve any structures or buildings

**Only storm drainage necessary to maintain positive drainage and stormwater management structures necessary to comply with State and County SWM regulations are permitted.**

**Grading Plan Process**

1. Once a complete application has been submitted to the CDSC/Permit Center, the application and fees are verified, logged and a project number is assigned.
2. The plan is initially reviewed by all appropriate county and state agencies/departments. All county departments plan review and comments can be viewed on the Integrated Web Response System (IWR) at <http://hello.stafford.va.us>.
3. The Engineer/Applicant addresses all outstanding comments. Resubmit plans for every outstanding review plus one for file for 2nd review. Changes to plans shall be resubmitted within 120 days of last County comments received per ordinance 28-251 and include a comment response letter.
4. The plan preparer has two reviews to address all County comments. If comments are not addressed, a 3rd review fee will be required prior to plat resubmission.

**Application Submittal Checklist**

- Completed “**Project Information and Primary Contacts**” form with description of project:  
*Example:* Description & Location of Project: Grading Plan for future 31 lot subd to be served by well and septic, located south of Smith St and approx. 1,000 ft east of Jones Dr.
- Completed “**Grading Plan, Major or Minor Review Fee Calculation**” sheet and appropriate fees payable to “County of Stafford” **including 2.75% TECHNOLOGY FEE**
- Signed “**Statements of Understanding**” from the owner(s) and applicant
- Eight (8) 24” x 36” sets of plan
- Completed “**Certificate of Notice to Adjoining Property Owners**”
- Certified Mail Receipts** of Adjacent Property Owners letters per Sec. 28-250 of the Zoning Ordinance
- All County Projects require a journal entry form at time of plan submission

**This application type is not subject to Technical Review Committee (TRC review).**

RECEIVED:	OFFICIALLY SUBMITTED:
DATE: _____ INITIALS _____	DATE: _____ INITIALS _____

**STATEMENTS OF UNDERSTANDING**

I, as owner/co owner of the property subject to this application, do hereby certify that I have read and understood the requirements for the submission of a Grading Plan for review and approval as provided under the requirements and applicable provisions of the Zoning Ordinance, Chapter 28 of the Stafford County Code for the zoning districts in which this project is located.

Signature of Owner/Co Owner	Printed Name	Date
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Signature of Owner/Co Owner	Printed Name	Date
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Signature of Owner/Co Owner	Printed Name	Date
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I, as applicant or agent for the owner(s) of the property subject to this application, do hereby certify that I have submitted this application for a grading plan for review and approval as provided under the requirements and applicable provisions of the Zoning Ordinance, Chapter 28 of the Stafford County Code for the zoning districts in which this project is located.

Signature of Applicant/Agent	Printed Name	Date
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## Project Information & Primary Contacts GRADING

<b><u>PROJECT INFORMATION</u></b>		<b><u>PROJECT #</u></b> _____
_____		_____
PROJECT NAME		SECTION
_____		_____
ADDRESS (IF AVAILABLE)		TOTAL SITE ACREAGE
_____	_____	_____
TAX MAP /PARCEL(S)	ELECTION DISTRICT	ZONING DISTRICT
DESCRIPTION AND LOCATION OF PROJECT:		
_____		
_____		
_____		

<b><u>APPLICANT/AGENT</u></b>		Primary Contact Person <input type="checkbox"/>	
_____		_____	
NAME		COMPANY	
_____		_____	
ADDRESS	CITY	STATE	ZIP
_____	_____	_____	_____
PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS	
_____	_____	_____	

<b><u>OWNER (Provide attachments if multiple owners)</u></b>		Primary Contact Person <input type="checkbox"/>	
_____		_____	
NAME		COMPANY	
_____		_____	
ADDRESS	CITY	STATE	ZIP
_____	_____	_____	_____
PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS	
_____	_____	_____	

<b><u>PROFESSIONAL (Engineer, Surveyor, etc.)</u></b>		Primary Contact Person <input type="checkbox"/>	
_____		_____	
NAME		COMPANY	
_____		_____	
ADDRESS	CITY	STATE	ZIP
_____	_____	_____	_____
PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS	
_____	_____	_____	

**GRADING PLAN**  
**Review Fee Calculations**

\*\*\* Total application fee includes **ONLY** 1<sup>st</sup> & 2<sup>nd</sup> Reviews & for administrative process & review  
\*\*\*Does not constitute an approval of this plan.

**REQUIRED CALCULATIONS**

\_\_\_\_\_ # of Disturbed Acres

**TYPE OF GRADING PLAN-Circle One**

**Major Grading:**                     Residential    Commercial

**Minor Grading:**                    Residential    Commercial

**I. Major Grading Plan**

A. Application Fee	\$	<u>7,300.00</u>
B. E & S/SWM Plan Review Fee	\$	<u>2,400.00</u>
C. Utilities Review Fee	\$	<u>430.00</u>
<b>SUBTOTAL</b>		\$ _____

**Per Ordinance O12-19, a 2.75% technology fee will be assessed and collected on the total fees for all new and resubmitted applications until June 18, 2017.**                    + 2.75%

	\$	_____
		Do not round
<b>GRAND TOTAL</b>	\$	_____

**II. Minor Grading Plan**

A. Application Fee	\$	<u>2,450.00</u>
B. E & S/SWM Plan Review Fee	\$	<u>2,400.00</u>
C. Utilities Review Fee	\$	<u>430.00</u>
<b>SUBTOTAL</b>		\$ _____

**Per Ordinance O12-19, a 2.75% technology fee will be assessed and collected on the total fees for all new and resubmitted applications until June 18, 2017.**                    + 2.75%

	\$	_____
		Do not round
<b>GRAND TOTAL</b>	\$	_____

THE ABOVE FEES ARE TO BE MADE PAYABLE TO: **COUNTY OF STAFFORD**

## **Grading Plan** **Review Fee Calculations**

**All 3<sup>rd</sup> and subsequent Review Fees are as follows:**

Major:

Planning & Zoning	(\$3,150.00)
SWM / E&S	(\$1,200.00)
Utilities	(\$180.00)

**Per Ordinance O12-19, a 2.75% technology fee will be assessed and collected on the total fees for all new and resubmitted applications until June 18, 2017.**

Minor:

Planning & Zoning	(\$1,200.00)
SWM / E&S	(\$1,200.00)
Utilities	(\$180.00)

**Per Ordinance O12-19, a 2.75% technology fee will be assessed and collected on the total fees for all new and resubmitted applications until June 18, 2017.**

## Certificate of Notice to Adjoining Property Owners

In accordance with the policies of the Stafford County Department of Planning and Zoning, attached are the postmarked certified mail receipts that will serve as proof of notification of the adjacent property owners.

Signature of Applicant/Agent

Printed Name

Date

Listed below are the names and addresses of the adjoining property owners notified.

Provide additional pages if needed.

TAX MAP / PARCEL	NAME	
ADDRESS		
CITY	STATE	ZIP

TAX MAP / PARCEL	NAME	
ADDRESS		
CITY	STATE	ZIP

TAX MAP / PARCEL	NAME	
ADDRESS		
CITY	STATE	ZIP

**Notification Letter to Adjoining Property Owners**

\_\_\_\_\_ Date

Dear \_\_\_\_\_,

This is to notify you that a Grading Plan Application will be submitted for approval to the Stafford County Department of Planning and Zoning located at the Stafford County Administration Center, 1300 Courthouse Road, Stafford, VA 22555 on \_\_\_\_\_.

You may review the application at the above-mentioned address or call (540) 658-8668.

The following information is supplied for your convenience:

Name of Project: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Name of Engineer: \_\_\_\_\_

Type of Use: \_\_\_\_\_

Additional Information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Sincerely,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

## GRADING PLAN CHECKLIST

This check list is to be completed, signed and certified by the plan preparer and shall be submitted as part of the application. Refer to the appropriate sections of the Stafford County Code of Ordinances.

N/A	COMPLETE	<b>Submission Requirements</b>
<input type="checkbox"/>	<input type="checkbox"/>	28-248.A NAME OF PROJECT
<input type="checkbox"/>	<input type="checkbox"/>	28-248.A ASSESSORS PARCEL #
<input type="checkbox"/>	<input type="checkbox"/>	28-248.A DATE (INCL REVISIONS)
<input type="checkbox"/>	<input type="checkbox"/>	28-248.A MAG.DIST/CNTY/STATE
<input type="checkbox"/>	<input type="checkbox"/>	28-248.A NAME/ADDR OF APPLICNT
<input type="checkbox"/>	<input type="checkbox"/>	28-248.A NAME/ADDR OF OWNER
<input type="checkbox"/>	<input type="checkbox"/>	28-248.A NORTH INDICATOR ARROW
<input type="checkbox"/>	<input type="checkbox"/>	28-248.B SCALE (1"=50' OR >)
<input type="checkbox"/>	<input type="checkbox"/>	28-248.C # OF SHEETS OF PLAN
<input type="checkbox"/>	<input type="checkbox"/>	28-248.C INDICATE MATCH LINES
<input type="checkbox"/>	<input type="checkbox"/>	28-248.D OVERALL SHEET W/ PG INDICATORS
<input type="checkbox"/>	<input type="checkbox"/>	28-248.F SHEET SIZE (42" MAX)
<input type="checkbox"/>	<input type="checkbox"/>	28-248.F SPECIAL STUDIES AS REQ
<input type="checkbox"/>	<input type="checkbox"/>	28-248.G HORIZONTAL DIMENSIONS
N/A	COMPLETE	<b>Contents of Grading Plans</b>
<input type="checkbox"/>	<input type="checkbox"/>	21-5.1.A SWM AGREEMENT
<input type="checkbox"/>	<input type="checkbox"/>	28-249.B.1 LOCATION OF SITE
<input type="checkbox"/>	<input type="checkbox"/>	28-249.B.2 VIC MAP (1"=2,000')
<input type="checkbox"/>	<input type="checkbox"/>	28-249.B.2 NAMES / RT # RDS / SUBD / RR / ETC
<input type="checkbox"/>	<input type="checkbox"/>	28-249.B.3 TOPO NOT > 5'
<input type="checkbox"/>	<input type="checkbox"/>	28-249.B.7 FLOODPLAINS / RPA
<input type="checkbox"/>	<input type="checkbox"/>	28-249.B.9 CURRENT ZONE
<input type="checkbox"/>	<input type="checkbox"/>	28-249.B.9 PROFFERS / CONDITIONS
<input type="checkbox"/>	<input type="checkbox"/>	28-249.C.1 CERTIFICATE OF PLAN PREPARER
<input type="checkbox"/>	<input type="checkbox"/>	28-249.C.2 SIGN LINE FOR E&S/STORMWATER MGMT ADMIN
<input type="checkbox"/>	<input type="checkbox"/>	28-249.C.2 SIGN LINE FOR VDOT
<input type="checkbox"/>	<input type="checkbox"/>	28-249.C.2 SIGN LINE FOR AGENT
<input type="checkbox"/>	<input type="checkbox"/>	28-249.C.3 ADJ OWNER NAMES
<input type="checkbox"/>	<input type="checkbox"/>	28-249.C.3 ADJ PROPERTY TAX MAP
<input type="checkbox"/>	<input type="checkbox"/>	28-249.C.3 ADJACENT USE
<input type="checkbox"/>	<input type="checkbox"/>	28-249.C.3 ADJACENT ZONING
<input type="checkbox"/>	<input type="checkbox"/>	28-249.C.3 ADJACENT PROP LOC
<input type="checkbox"/>	<input type="checkbox"/>	28-249.C.7 EXISTING TOPOGRAPHY (2'INTRVLS)
<input type="checkbox"/>	<input type="checkbox"/>	28-249.C.7 PROP FINISH GRADE/CLEARING LIMITS
<input type="checkbox"/>	<input type="checkbox"/>	28-249.C.10 NAME & RTE#/OR LR# OF ROW
<input type="checkbox"/>	<input type="checkbox"/>	28-249.C.10 LR# OF EXISTING ESMTS
<input type="checkbox"/>	<input type="checkbox"/>	28-249.C.16 TOTAL ACREAGE OF SITE
<input type="checkbox"/>	<input type="checkbox"/>	28-249.C.16 LOC&USE OF STRUCTURES
<input type="checkbox"/>	<input type="checkbox"/>	28-249.C.16 STRUCTURES DIM/SZ & HGT
<input type="checkbox"/>	<input type="checkbox"/>	28-249.C.18 PROPERTY ADDRESS ON BLDG FOOTPRINT
<input type="checkbox"/>	<input type="checkbox"/>	28-249.C.19 PROFFERS/IMPLEMENTATION PLAN
<input type="checkbox"/>	<input type="checkbox"/>	28-256.B ENG CRTFD COST EST
<input type="checkbox"/>	<input type="checkbox"/>	28-256.C.6 ESMT FOR DRAINAGE/UTILITIES & OFF-SITE

<b>N/A</b>	<b>COMPLETE</b>	<b>Overlay District Overlay Districts</b>
<input type="checkbox"/>	<input type="checkbox"/>	28-35 HERITAGE INTERPRETATION
<input type="checkbox"/>	<input type="checkbox"/>	28-57 FLOOD HAZARD
<b>N/A</b>	<b>COMPLETE</b>	
<input type="checkbox"/>	<input type="checkbox"/>	28-58 HISTORIC RESOURCE
<input type="checkbox"/>	<input type="checkbox"/>	28-59 HIGHWAY CORRIDOR
<input type="checkbox"/>	<input type="checkbox"/>	28-63 MILITARY FACILITY IMPACT
<input type="checkbox"/>	<input type="checkbox"/>	28-64 AIRPORT IMPACT
<input type="checkbox"/>	<input type="checkbox"/>	28-65 HISTORIC GATEWAY CORRIDOR
<b>N/A</b>	<b>COMPLETE</b>	<b>Zoning and Subdivision Ordinances</b>
<input type="checkbox"/>	<input type="checkbox"/>	22-28 OTHER INFORMATION REQUIRED
<b>N/A</b>	<b>COMPLETE</b>	<b>CRPA</b>
<input type="checkbox"/>	<input type="checkbox"/>	27B CHESAPEAKE BAY PRESERVATION AREA

**CHECKLIST FOR SWM AND EROSION & SEDIMENT CONTROL FOR GRADING PLAN**

Refer to Chapters 11 & 21.5 of the Code, SWM Design Manual & VA Erosion & Sediment Control Handbook.

<b>N/A</b>	<b>COMPLETE</b>	
<input type="checkbox"/>	<input type="checkbox"/>	Stormwater Management Design Plans –Grading, Stormwater Management Design Manual, Chapter 6
<input type="checkbox"/>	<input type="checkbox"/>	Drainage Area Map - County Stormwater Management Design Manual, Chapter 6
<input type="checkbox"/>	<input type="checkbox"/>	Soils Map - Stafford Soils Map & SWM Design Manual, Chapter 6
<input type="checkbox"/>	<input type="checkbox"/>	Plan Views - Stormwater Management Design Manual, 6.3.4
<input type="checkbox"/>	<input type="checkbox"/>	Drainage System Design - SWM Design Manual, 6.3
<input type="checkbox"/>	<input type="checkbox"/>	Profile Views - Stormwater Management Design Manual, 6.3.5
<input type="checkbox"/>	<input type="checkbox"/>	Cross Section Views - Stormwater Management Design Manual, 6.3.5
<input type="checkbox"/>	<input type="checkbox"/>	Stormwater Management Retention and Detention Basins – County Code (21.5) & Stormwater Management Design Manual, 6.3.4 & 6.3.5
<input type="checkbox"/>	<input type="checkbox"/>	Erosion and Sediment Control Plan Narrative - Virginia Erosion & Sediment Control Handbook & SWMDM, 6.3.7

**ENGINEER’S CERTIFICATION OF PLAN COMPLETION:**

I, \_\_\_\_\_ duly licensed/certified in the Commonwealth Of Virginia, do hereby certify that the plan submitted with these checklists conforms to the requirements of the Stafford County Code. I further certify that the above checklists are both complete and accurate.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Certification