

GRADING PLANS
MAJOR OR MINOR



OCTOBER 2018

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

NOTICE

Stafford County treats all applications and applicants equally. The County does not discriminate against religion, or on the basis of race, sex, age, national origin, or disability, in its planning, permitting, utilities, and land use processes.

Under the laws of the United States and the Commonwealth of Virginia, no government may discriminate against any religion or on the basis of race, sex, age, national origin, or disability, in its planning, permitting, utilities, and land use processes.

Under the Religious Land Use and Institutionalized Persons Act (“RLUIPA”), no government may apply its zoning or land use laws, or its policies and procedures in a manner that unjustifiably imposes a substantial burden on the religious exercise of a person, assembly, or institution.

RLUIPA also provides that no government may apply its zoning or land use laws in a manner that treats a religious assembly or institution on unequal terms with a non-religious institution or assembly.

Finally, RLUIPA provides that no government may impose or implement a land use regulation in a manner that discriminates against a religious assembly or institution.

Stafford County does not discriminate in its planning, permitting, utilities, and land use processes, practices, and policies. Stafford County treats all applications and applicants equally.

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: DATE: _____ INITIALS _____	OFFICIALLY SUBMITTED: DATE: _____ INITIALS _____
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Project Information & Primary Contacts
GRADING

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

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

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

<u>PROFESSIONAL (Engineer, Surveyor, etc.)</u>		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** 1st & 2nd 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>
	SUBTOTAL	\$ _____
	+ 2.75%	\$ _____
		Do not round
	GRAND TOTAL	\$ _____

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>
	SUBTOTAL	\$ _____
	+ 2.75%	\$ _____
		Do not round
	GRAND TOTAL	\$ _____

All 3rd and subsequent Review Fees are as follows: (including the technology fee 2.75%)

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

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

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	Submission Requirements
<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	Contents of Grading Plans
<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

N/A	COMPLETE	Overlay District Overlay Districts
<input type="checkbox"/>	<input type="checkbox"/>	28-35 HERITAGE INTERPRETATION
<input type="checkbox"/>	<input type="checkbox"/>	28-57 FLOOD HAZARD
N/A	COMPLETE	
<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
N/A	COMPLETE	Zoning and Subdivision Ordinances
<input type="checkbox"/>	<input type="checkbox"/>	22-28 OTHER INFORMATION REQUIRED
N/A	COMPLETE	Chesapeake Bay Requirements: Minimize Land Disturbance
<input type="checkbox"/>	<input type="checkbox"/>	27B-8 (a) (1) MINIMIZE LAND DISTURBANCE
<input type="checkbox"/>	<input type="checkbox"/>	27B-8(3) INFILTRATION OF STORMWATER INTO GROUND
<input type="checkbox"/>	<input type="checkbox"/>	11-3(B) EROSION CONTROL APPLIED TO ENTIRE DISTURBANCE
<input type="checkbox"/>	<input type="checkbox"/>	21.5-6(B) SWM PROVIDED TO THE ENTIRE DISTURBANCE
<input type="checkbox"/>	<input type="checkbox"/>	21.5-9(B) SWM TECHNICAL CRITERIA APPLIED TO ENTIRE DISTURBANCE
N/A	COMPLETE	Chesapeake Bay Requirements: Preserve Indigenous Vegetation
<input type="checkbox"/>	<input type="checkbox"/>	27B-8 (a) (2) JUSTIFICATION OF IND. VEG. PRESERVED
		DCLS 140 (D)(C)(F) LAND DISTURBANCE W/IN 10' OF DRIPLINE
N/A	COMPLETE	Chesapeake Bay Requirements: Minimize Impervious Cover
<input type="checkbox"/>	<input type="checkbox"/>	28B-8(A)(3) JUSTIFICATION OF IMP. COVER MINIMIZED
N/A	COMPLETE	Chesapeake Bay Requirements: RPA Development Criteria 27B-9
<input type="checkbox"/>	<input type="checkbox"/>	27B-9 (A) 22 & 28: COMPLIES W/ SUBD & ZONING ORD
		21.5 SWM PLAN
		11 EROSION & SED CTRL PLAN
		27B-9 (A) INDIVIDUAL CRPA SITE LOC PLAN
<input type="checkbox"/>	<input type="checkbox"/>	27B-9(B) WETLAND DELINEATION, ENV SITE ASSESSMENT & PLAN
<input type="checkbox"/>	<input type="checkbox"/>	27B-9(C)PLANT SPEC & MAINTENANCE PLAN
<input type="checkbox"/>	<input type="checkbox"/>	27B-9(D) SWM PLAN IN ACCORDANCE TO CH 21.5
<input type="checkbox"/>	<input type="checkbox"/>	27B-9(E) CRPA INDIVIDUAL SITE LOC
<input type="checkbox"/>	<input type="checkbox"/>	27B-9(F)(1) -(6): COE APPVD WETLAND DELINEATION, CRPA/ BUFFER, WETLAND PERMIT, BMP MAINTENANCE, SEWAGE PUMP DISPOSAL SYSTEM & BUFFER UNDISRUBED
<input type="checkbox"/>	<input type="checkbox"/>	27B-9(G)(1) & (2) COA ISSUANCE UPON SATISFACTION OF LANDSCAPE , SWM & OTHER SPEC SATISFIED
<input type="checkbox"/>	<input type="checkbox"/>	27B-7(1) ~6 CRITERIAS MET: WATER DEPEDENT FACILITY, REDEVELOPMENT, NEW USE MTNG 27B-8(B), RDS, D/W & WQIA
<input type="checkbox"/>	<input type="checkbox"/>	27B-14(D) OF 27B-14(D) (SPECIAL EXCEPTION) REVIEWED 5 FINDINGS OF 27B-14(D) SATISFIED (NO SPECIAL PRIVILIGE, NOT SELF-CREATED, MIN RELIEF, CONSISTENT W/ 27B, CONDITIONS IMPOSED)

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.

N/A COMPLETE

- | | | |
|--------------------------|--------------------------|---|
| <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