

Land Management Process for An Existing Lot  
and  
Owner's Progress Checklist

Key to Abbreviations:	
VDH - Virginia Beach Department of Public Health	
DSC - Development Services Center	
SDMP – Soil Drainage Management Plan (also known as Land Management Plan)	
<b>Contact Phone Number References:</b>	
<b>Virginia Beach Department of Public Health (VDH)</b> .....	<b>518-2646</b>
<b>Virginia Beach Planning Department:</b>	
<b>Development Services Center (DSC)</b> .....	<b>385-8277</b>
<b>Permits &amp; Inspections (Civil)</b> .....	<b>385-4558</b>
<b>Permits &amp; Inspections (Code Official)</b> .....	<b>385-4211</b>

1. Combined application for well and conventional septic system
  - Prepared by: Owner or Consultant
  - Submitted to: VDH
  - Fees: \$205.00 Well (VDH)  
           430.00 Septic System ≤ 1000 gpd (VDH)  
           \$635.00\* Total (includes City of Virginia Beach fee)  
           \*Contact VDH for additional fee information
  - Completed: \_\_\_\_\_ (Date)
  
2. Soil evaluation
  - Prepared by: VDH
  - Completed: \_\_\_\_\_ (Date)
  
3. Conventional septic system and/or alternative systems are **denied** by VDH due to high seasonal water table
  
4. Denial letter referring applicant to VDH for predesign meeting
  - Prepared by: VDH
  - Completed: \_\_\_\_\_ (Date)
  
5. Predesign meetings\* with DSC and VDH and sign SDMP disclaimer statement
  - Contact: Owner and/or consultant contacts VDH
  - Contact: Owner and/or consultant contacts DSC
  - Statement signed by: Owner
  - Completed: \_\_\_\_\_ (Date)

\* NOTE: Two different meetings.
  
6. SDMP
  - Prepared by: Qualified licensed professional engineer (P.E.)
  - Submitted to: DSC
  - Completed: \_\_\_\_\_ (Date)

7. SDMP reviewed for minimum plan requirements listed in submittal checklist  
Reviewed by: DSC  
Completed: \_\_\_\_\_ (Date)
  
8. Complete SDMP is routed for review comments  
Routed by: DSC  
Routed to: VDH  
Public Works/Traffic Engineering  
Agriculture  
Planning/Address Coordinator  
Planning/Current Planning  
Planning/Permits & Inspections (Civil)  
Planning/Zoning  
Planning/DSC Engineer  
Completed: \_\_\_\_\_ (Date)
  
9. Review letter listing requirements and providing instructions and information  
Prepared by: DSC  
Sent to: Owner, consultant and review staff  
Completed: \_\_\_\_\_ (Date)
  
10. All requirements must be completed and/or submitted and approved prior to final approval of the SDMP.  
Typical Requirements:
  - a) Reproducible SDMP
  - b) Soil Drainage Management Agreement
  - c) Downstream easements
  - d) Recording fees
  - e) Engineer's cost estimate for work within the right-of-way (usually ditch relocation, concrete apron and/or gravel shoulder) \*\*See Step 13\*\*
Responsible party: Owner and consultant  
Submitted to: DSC  
Completed: \_\_\_\_\_ (Date)
  
11. SDMP, agreement and downstream easement dedication (if required) are routed for approval and recordation  
Routed by: DSC  
Routed to: DSC (final review)  
City Attorney (legal form review)  
City Manager (signature)  
City Clerk (attest signature)  
DSC (forward for recording)  
Clerk of Circuit Court (recording)  
Completed: \_\_\_\_\_ (Date)
  
12. SDMP approval letter  
Prepared by: DSC  
Sent to: Owner, consultant and review staff  
Completed: \_\_\_\_\_ (Date)
  
13. If work within the right-of-way is required, a right-of-way permit must be obtained, surety posted and Responsible Land Disturber (RLD) information provided.  
Requested by: Contractor completing the work  
Surety provided by: Contractor or owner/developer (based on engineer's cost estimate)  
Permit issued by: DSC  
Completed: \_\_\_\_\_ (Date)

14. Approved site plans are released to owner or owner's contractor once all "holds" are satisfied  
Released by: DSC  
Completed: \_\_\_\_\_ (Date)
15. Well permit is issued by VDH  
Completed: \_\_\_\_\_ (Date)
16. A building permit may be requested at this time.  
Requirements:
  - a) Approved site plan prepared by a qualified licensed professional engineer (P.E.) and stamped by DSC project manager (the site plan released in Step 14);
  - b) Copy of well permit from VDH;;
  - c) Site plan, with stamps and permit information (refer to a & b) and Responsible Land Disturber (RLD) information, must be presented to Permits & Inspections (Code Official) for issuance of building permit and payment of fees; and
  - d) Appropriate building permit fees are determined by Permits & Inspections (Code Official).
17. Preconstruction meeting is held with contractor and Permits & Inspections (Civil) inspector  
Requested by: Owner's contractor  
Location: On-site  
Completed: \_\_\_\_\_ (Date)
18. SDMP ditches are installed (including French drain if applicable)  
Installed by: Owner's contractor  
Completed: \_\_\_\_\_ (Date)
19. SDMP ditches receive preliminary inspection  
Requested by: Owner's contractor  
Inspected by: Permits & Inspections (Civil)  
Completed: \_\_\_\_\_ (Date)
20. Permits & Inspections (Civil) notifies VDH of ditch work preliminary approval  
Completed: \_\_\_\_\_ (Date)
21. Septic system permit issued by VDH  
Permit is recorded by: Owner  
System installed by: Owner's septic system contractor  
System inspected by: VDH  
Completed: \_\_\_\_\_ (Date)
22. Completion statement is issued  
Issued by: Septic system contractor  
Submitted to: VDH  
Completed: \_\_\_\_\_ (Date)
23. Well must be installed, tested, approved, protected and permanently marked  
Installed by: Qualified well driller  
Tested by: Qualified laboratory  
Results: Well driller's log/GW2 and laboratory analysis report  
Results submitted to: VDH  
Site Inspection: VDH  
Approved by: VDH  
Completed: \_\_\_\_\_ (Date)

24. Final inspection of right-of-way improvements (if needed)  
 Contact for inspection: DSC  
 Inspected by: Permits & Inspections (Civil)  
 Written notification of approval to: DSC  
 Surety Released by: DSC  
 Completed: \_\_\_\_\_ (Date)
25. An "as-built" survey of the drainage ditches surrounding the drainfield and the outfall (showing ditch inverts and top-of-bank elevations) is required. Cross-section elevations are required at least every 50 feet and for the first 100 feet of the outfall. For additional details contact Permits & Inspections (Civil).  
 Requested by: Owner or owner's contractor  
 Prepared by: Qualified licensed professional  
 Submitted to: DSC  
 Routed to: Permits & Inspections (Civil)  
 DSC Engineer  
 Completed: \_\_\_\_\_ (Date)
26. Final inspection of SDMP, lot grading, drainage, SDMP ditches and stabilization [As-built provided to Permits & Inspections (Civil) in step 25]  
 Inspected by: Permits & Inspections (Civil)  
 Inspection comments to: DSC Engineer  
 Completed: \_\_\_\_\_ (Date)
27. "As-Built" survey approved by DSC Engineer  
 DSC Notifies: VDH and Permits & Inspections (Civil)  
 Completed: \_\_\_\_\_ (Date)
28. Release for occupancy recommendation and issuance of septic system operating permit  
 Release recommendation by: VDH  
 Operating permit issued by: VDH  
 Notification to: Permits & Inspections (Code Official)  
 Completed: \_\_\_\_\_ (Date)
29. Once all improvements shown on the site plan have been completed and passed all inspections, the dwelling may be released for occupancy by Permits & Inspections (Code Official).

<b>Important Contacts and Addresses</b>	
Virginia Beach Department of Public Health Pembroke Corp. Center III 4452 Corporation Lane Virginia Beach, VA 23463 (757) 518-2646 (757) 518-2642 (fax)	Department of Planning Permits and Inspections/Civil Inspections Building #2, Room 100 2405 Courthouse Drive Virginia Beach, VA 23456 (757) 385-4558 (757) 385-1134 (fax)
Department of Planning Development Services Center Building #2, Room 191 2405 Courthouse Drive Virginia Beach, VA 23456 (757) 385-8277 (757) 385-5789 (fax)	Department of Planning Permits and Inspections/Code Official Building #2, Room 100 2405 Courthouse Drive Virginia Beach, VA 23456 (757) 385-4211 (757) 385-5777 (fax)