

City of Virginia Beach
Development Services Center
DSC INFORMATION NOTICE #59
(updates Information Notice #33)
July 14, 1997

TOPICS: Land Management Process for Existing Lots and Single Family Construction on Agriculturally Zoned Property

ITEM #1: The attached Land Management Process for An Existing Lot and Owner’s Progress Checklist was recently updated to reflect review agency relocations and reorganizations.

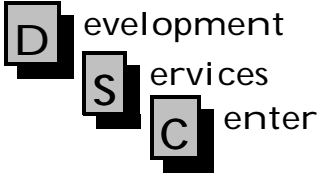
ITEM #2: **“As-Built” Survey Requirement** - An “as-built” survey is now required before the land management ditches are inspected by Civil Inspections staff (see step #19). This verification is required to avoid major problems associated with inconsistencies between the approved plan and the actual ditch and site work performed. The drainage aspect of these projects is critical to the final approval of the house and lot grading. The earlier problems are discovered, the easier and more reasonable the solution will be.

ITEM #3: Single Family Development on Agriculturally Zoned Property Brochure - This brochure has been updated and will be available for those having general questions about building a single family house on agriculturally zoned property. The brochure provides answers to some of the most often asked questions and phone numbers of agencies to contact for additional information.

CONTACTS:

Virginia Beach Department of Public Health
Dan Horne 491-5940

Development Services Center (DSC)
Technician Desk 427-8277



**Land Management Process for An Existing Lot
and
Owner 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)

Contact Phone Number References:
Virginia Beach Department of Public Health (VDH) 491-5940
Virginia Beach Planning Department
Development Services Center (DSC) 426-5790
Permits and Inspections (Civil) 427-4558
Permits and Inspections (Code Official) 427-4211

1. Combined application for well and conventional septic system
 Prepared by: Owner or Consultant
 Submitted to: VDH

 Fees: \$ 40 well (VDH)
 75 Septic System (VDH)
 75 City of Virginia Beach
 \$190 Total

 Completed: _____ (Date)

2. Soil evaluation
 Prepared by: VDH
 Completed: _____ (Date)

3. Conventional septic system is **denied** due to high seasonal water table by VDH

4. Denial letter referring applicant to DSC for predesign meeting
 Prepared by: VDH
 Completed: _____ (Date)

5. Predesign meetings with DSC and VDH
 Contact: Owner and/or consultant contacts DSC office to set up meeting with VDH
 Completed: _____ (Date)

6. Soil Drainage Management Plan (SDMP)
 - Prepared by: Qualified licensed professional (consultant)
 - 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
 - Agricultural/Environmental Services
 - Planning/Address Coordinator
 - Planning/Zoning
 - DSC
 - 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 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 and surety posted

Requested by: Contractor completing the work

Surety provided by: Contractor or owner/developer (based on engineer's cost estimate)

Right-of-way 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 and stamped by DSC project manager

b) copy of well permit from VDH

c) site plan must be stamped and signed by zoning official for compliance with City Zoning Ordinance

d) site plan, with stamps (refer to a, b & c), must be presented to Code Official for issuance of building permit and payment of fees

e) appropriate building permit fees are determined by the Code Official.

17. Preconstruction meeting is held with contractor and civil inspector

Requested by: Owner's contractor

Location: on-site

Completed: _____ (Date)

18. SDMP ditches are installed

Installed by: Owner's contractor

Completed: _____ (Date)

19. 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 Civil Inspections.
- Requested by: Owner or owner’s contractor
 Prepared by: Qualified licensed professional
 Completed: _____ (Date)
20. SDMP ditches are inspected [As-built provided to Permits & Inspections (Civil)]
- Requested by: Owner’s contractor
 Inspected by: Permits & Inspections (Civil)
 Completed: _____ (Date)
21. Civil Inspections notifies VDH of ditch work approval
- Completed: _____ (Date)
22. Land Management Disclaimer
- Signed by: Owner
 Filed with: VDH
 Completed: _____ (Date)
23. Septic system construction
- Permit is issued by: VDH
 System installed by: Owner’s septic system contractor
 System inspected by: VDH
 Completed: _____ (Date)
24. Completion statement is issued
- Issued by: Septic system contractor
 Submitted to: VDH
 Completed: _____ (Date)
25. Well must be installed, tested, approved and protected
- 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)
26. 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)

27. Final inspection of SDMP, lot grading, drainage and stabilization
Inspected by: Permits & Inspections (Civil)
Written Notification to: VDH
Completed: _____ (Date)

28. Released for occupancy recommendation and issuance of septic system operating permit
Released 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).

Important Addresses:

Virginia Beach Department of Public Health
1206 Laskin Road, Suite 120
Virginia Beach, VA 23451
(757) 491-5940
(757) 491-5966 (fax)

Department of Planning
Permits & Inspections/Civil Inspections
2416 Mattaponi Road, Building #3
Virginia Beach, VA 23456
(757) 427-4558
(757) 563-1134 (fax)

Department of Planning
Development Services Center
Building #2, Room 191
2405 Courthouse Drive
Virginia Beach, VA 23456
(757) 426-5790
(757) 426-5789 (fax)

Department of Planning
Permits & Inspections/Code Official
Building #2, Room 100
2405 Courthouse Drive
Virginia Beach, VA 23456
(757) 427-4211
(757) 426-5777 (fax)