



County of Albemarle

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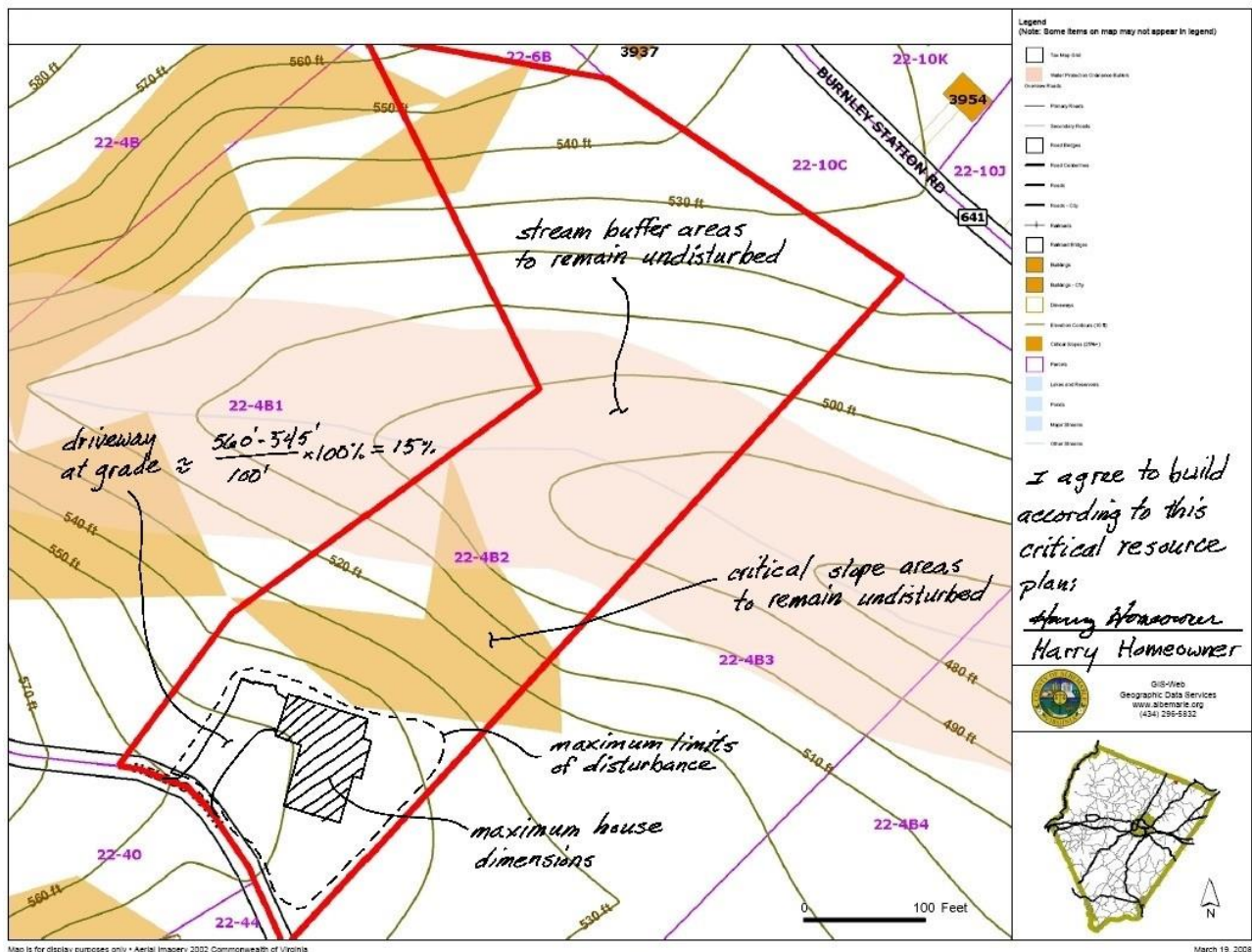
Notice to Building Permit Applicants in the Rural Areas

Effective July 1, 2024, building permit applications with land disturbances exceeding 10,000 square feet are required to obtain a land disturbance permit for single-family (SF) homes in addition to a building permit [§17-401]. The type of plan submitted depends on the size of the land disturbance. Two options are available, and both require the applicant to submit an *“Engineering – SF Land Disturbance Permit”* application to obtain a land disturbance permit before the building permit can be issued. Below are instructions for the two options.

1. **For disturbances of less than 1 acre**, an *“Engineering – SF Land Disturbance Permit”* must be applied for and issued prior to issuance of the building permit. The following documents are required for the land disturbance permit:
 - A. An executed Erosion & Sediment Control and Stormwater Management Agreement in Lieu of a Plan may be accepted (linked [here](#)).
 - B. A completed Single-Family Stormwater Pollution Prevention Plan (SWPPP) template is linked [here](#).
 - C. A Critical Resource Plan is prepared as follows. Use county base mapping from the County web-site at <https://gisweb.albemarle.org>.
 1. Bring up the parcel and house location by searching for the owner’s name or the property tax map number in the left toolbar.
 2. Under the “Maps” link on the left bar, choose the Critical Resource Map theme.
 3. Click the “Share” link at the left of the map.
 4. Click the “Print” button, and type in a scale of 1” = 100 ft.
 5. Click in the “Title Field” to name the map.
 6. Click the “Create” button.
 7. Print the page.
 8. Using a ruler to scale, draw the house, driveway on the plan, measuring 1 inch on the plan sheet as 100 feet on the ground. Label the driveway and the house. If a drainfield will be installed, draw the location of the drainfield and label it.
 9. Draw a dashed line around all areas to be disturbed. Label this line “maximum disturbance limits = _____ square feet” and fill in the estimated area of land disturbance.
 10. **ESC/PPP Measures**: Show the location of all erosion and sediment control and pollution prevention measures, including: silt fence, construction entrance, concrete washout, dumpster, and port-o-let locations.
 11. **Critical Slopes**: Label the critical slope areas “Critical slope areas to remain undisturbed.” There must be no disturbance to critical slopes. If disturbance is shown, unless it is unavoidable to obtain access to the parcel, a waiver must be requested, and will likely be heard by the Planning Commission. This is a 6- to 8-week process and must be concluded before a land disturbance permit is issued.

12. **Stream Buffers:** There must be no disturbance to stream buffers. Label the stream buffer areas "Stream buffer areas to remain undisturbed." If disturbance is unavoidable, a mitigation plan and fee must accompany this application and be approved before the land disturbance permit can be issued. Similar to an erosion control plan, this will take 2 to 4 weeks to review, and typically takes a few revisions before approval.
13. **Driveway Grades:** Show driveway grades. At any point on the driveway, to any other point, the grade must be 16% or less. This means the difference in vertical grades, divided by the length between two measurement points must be 0.16 or below. An example is shown on the plan below. Driveways must be at least 10' wide and extend to within 50' of the proposed structure(s).
14. Place the following note on the plan, and have it signed by the owner, with the owner's name printed underneath: "I agree to build according to this critical resource plan: signature / printed name"

An example of a Critical Resource Plan is shown below.



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2. **For disturbances of 1 acre or more**, an “*Engineering – SF Land Disturbance Permit*” must also be applied for separately from the building permit application. This SF land disturbance permit includes:

- A. an Erosion & Sediment Control (ESC) Plan. A Critical Resource Plan is not an Erosion & Sediment Control Plan but includes similar information.
- B. a Stormwater Management Agreement in Lieu of a plan (linked [here](#)),
- C. a Single-Family (SF) Stormwater Pollution Prevention Plan (SWPPP) (linked [here](#)),
- D. a Pollution Prevention Plan (PPP), and
- E. a fee.

Erosion & Sediment Control Agreements in Lieu of a Plan are not allowed for projects exceeding 1-acre of land disturbance. The Erosion & Sediment Control Plan must show the existing and proposed topography, driveway, drainfield, stream buffers, critical slopes, and all ESC/PPP measures located on the site to demonstrate compliance with the County Code. A performance bond may be required upon approval, the details of which will be determined based on the plan.

While it is not required, many applicants may find it necessary to retain the services of an engineer or surveyor to prepare and process the ESC Plan. Requirements for this plan can be found in the Virginia Stormwater Management Handbook (VSMH) found on the Department of Environmental Quality website (<https://online.encodeplus.com/regs/deq-va/doc-viewer.aspx#secid--1>). Review of this plan by the County can take 2 to 4 weeks to and it typically takes a few rounds of review and revisions before a plan is approved. A detailed list of County requirements for an ESC plan can be found in the Engineering Erosion and Sediment Control Plan checklist: (<https://www.albemarle.org/home/showpublisheddocument/1264/637792141577030000>).

County Code for these requirements can be found in sections 18-4.6.6, 18-4.2, and 17-402, at <https://www.albemarle.org/government/community-development/planning-codes/county-code>.