



**COUNTY OF ALBEMARLE**  
**Department of Community Development**  
401 McIntire Road, North Wing  
Charlottesville, Virginia 22902-4596

Phone (434) 296-5832

Fax (434) 972-4126

June 26, 2018

RE: Documentation for issuance of Building Permit and Certificate of Occupancy (1<sup>st</sup> Revision)

Dear Builders, Contractors, Engineers, Architects, Surveyors and other Interested Parties,

The Zoning Administrator is required by the Code of Albemarle to review building permit applications to ensure that the proposed building or structure complies with the Zoning Ordinance and any code of development that applies to the subject property. This letter is provided to clarify our current policy on when surveyor's worksheets are required. We realize that predictability and consistency are important to your work because they can impact time and cost of deliverables. This policy statement is not applicable to personal wireless service facilities.

Albemarle County Code Chapter 18 (Zoning Ordinance), Section 31.2(b) establishes the minimum information required to be submitted to the zoning administrator for a building permit application as follows:

*Each applicant shall provide two (2) copies of the building plans, two (2) copies of the approved site plan if applicable, and a copy of the most recent plat of record of the site to be built upon unless no such plat exists, in which case the applicant shall provide a copy of the most recent deed description of the land. **Each applicant shall also provide any other information the zoning administrator deems necessary to review the application.***

The Zoning Administrator has found that in some instances, additional information is necessary to review the building permit application. In these cases, a surveyor's stake-out worksheet ("surveyor's worksheet") is necessary for the approval of a preliminary zoning inspection for issuance of a building permit.

**Cases When Surveyor's Worksheet is Required for Issuance of Building Permit**

1. Non-residential site plans may be waived for minor site plan amendments by the Senior Code Compliance Officer {Sr CCO}.
2. All residential development zoned Planned Development including Neighborhood Model District requires a surveyor's worksheet. The Senior CCO may waive this requirement in cases where all parts of the proposed structure are at least 2 feet from all setbacks and easements.

3. Where minimum setback and/or encroachment can't easily be determined (such as when the property line is not marked or the proposed structure will be located within 10 feet of the minimum building setback or within 10 feet of a) the Water Protection Ordinance (WPO) buffer, b) the Flood Hazard Overlay District (FHOD) or c) an easement. This requirement may be waived by the Sr CCO in certain circumstances such as, but not limited to: instances where the edge of FHOD, WPO or easement is accurately marked and
4. All new retaining walls.

**A Surveyor's Worksheet Should Show**

- Existing property lines (and proposed property lines if subdivision is pending)
- Actual field stakeout location of proposed new structures
- Location of any existing structures
- Location of existing and proposed utilities
- Location of existing and proposed easements
- Setbacks – required setback and actual setback of the structure(s). Provide the closest building dimension (to the nearest 0.1 foot) from the front property lines and the side and rear property lines if pertinent

In almost all cases in which a surveyor's worksheet is submitted for issuance of the building permit, a certified survey of completed building locations is required for issuance of the certificate of occupancy.

The authority for this requirement arises from Section 31.2(b) because the certificate of occupancy is a part of the building permit. In particular cases, the certified survey may be waived.

In addition, in particular cases of taller buildings, we reserve the right to require the certification of the building height prior to issuance of the certificate of occupancy. Additional requirements relating to completion of improvements relate to site plans and are not discussed here.

**A Certified Survey Should Show or List**

- Parcel boundary – all parcel boundary lines with dimensions, including angles and bearings with reference to survey monuments.
- Actual field physical location of all structures
- North arrow
- Proposed/existing name of the development
- Scale
- Location and name of abutting streets, right-of-ways
- Lot area
- Adjoining properties with addresses
- Setbacks – required setback and actual setback of the structure(s). Provide the closest building dimension (to the nearest 0.1 foot) from the front property lines and the side and rear property lines if pertinent
- Building dimensions
- Eaves – show the location of eaves and the closest dimension from the front property lines and side and rear if pertinent

- Appurtenances and projections – show the location of stoops, decks, covered porches, chimneys, balconies, bay windows and other like features
- Easements – show the location and dimension of any existing easements
- Floodplain limits – show the limits of the floodplain, where applicable
- Control monument identification – show that the survey is tied to a physically monumented land line which is identified by two United States public land survey system corners or by two physically monumented corners of a recorded subdivision
- Plat monuments – show and identify all monuments necessary for the location of the parcel and indicate whether the monuments were found or placed
- Certification of a Licensed Land Surveyor and signature
- Drawing format at least 8.5 x 11 inches or a maximum of 11 x 17. They may also be transmitted via email in pdf format
- Date of actual physical survey

Please direct all survey information to Zoning Code Compliance Officers at the following email address:

[zoningsurveys@albemarle.org](mailto:zoningsurveys@albemarle.org)

When submitting your survey for review it is NECESSARY that you include the BUILDING PERMIT NUMBER in the subject line as well as delineating the submission as a “SURVEYORS WORKSHEET” or a “PHYSICAL SURVEY.” In the body of the submission, please include the block and lot number or physical address and any pertinent contact information.

This new process has been established to reduce permit review times and points of contact. We expect that it will better provide a more streamlined and customer-focused experience.

If you have any questions or concerns about this policy or the specific requirements within, please do not hesitate to contact Lisa Green, Senior Code Compliance Officer.

Sincerely,



Amelia McCulley, A.I.C.P.  
Zoning Administrator