



RESIDENTIAL DECK APPLICATION CHECKLIST

- Review this [Deck Detail Brochure](#) publication thoroughly and pay close attention to each applicable detail.

- Complete the Permit Application - [Civic Access](#) - Albemarle County's Online Application Portal

- Provide the following
 - One copy of the recorded plat of your property showing the location of easements and distances from the proposed structure to all property lines.
 - Building location sketch, showing setbacks, and showing dimensions of the deck. See Page 8 of the Packet
 - Note: Proposed structures cannot be located on Critical Slopes (25% or greater in steepness), stream buffers, nor utility easements (without utility permission). If you believe you are in a steep slopes or critical slopes area, contact an Albemarle County Zoning [Permit Planner](#) at 434.296.5832 for assistance. The steep and critical slopes and stream buffers are visible on the map of the property from the [County GIS web application](#). (Look for the "Map Theme" called Critical Resource Plan) See Page 8 of the Packet

- Approval by the Health Department (VDH) for onsite sewage disposal systems and wells, if applicable:
 - For any improvement to the exterior of your property where VDH regulates the onsite well and septic, a release must be obtained from VDH. This includes all additions, pools, storage buildings, slabs, etc., that could damage the system or components. VDH is located at [1138 Rose Hill Drive, Charlottesville, VA](#). 434.972.6210

- Approval from the [Town of Scottsville](#) if you are within the town:
 - Contact the Town Office, info@scottsville.org, 434.286.9267

****All agency approvals are to be submitted with the building permit application. Failure to provide all documents as stated above will be considered an incomplete application and will be refused****

Virginia Department of Health (VDH) Request. The Building Inspections Division is required by State Law to engage VDH on all additions or alterations that may affect existing sanitary facilities and water supplies. Along with this form, a sketch plan showing the location of the house, the proposed deck location, the existing septic tank, and drain- field area, the water supply, and the estimated distances between these components and proposed deck location. The signed document, the sketch plan, and plat are then to be submitted, by you, the applicant, to VDH.

Plat and Building Location Sketch for Permit. On the recorded plat that you must provide, draw the location of the proposed deck, and show the distances from the property lines (this plat is not part of the packet). It is also helpful to show the existing dwelling or other structures and the distances from these structures. On the building location sketch, draw where the proposed deck is to be located on the property and show the distances from the property lines and any of the other noted features. Use this sketch in addition to the required plat if the plat of the property is very large, and a more detailed location of the deck will assist in the location of the deck. If you are within the town limits of [Scottsville](#), zoning approval from the town is required and is to be submitted with your permit application. Contact an Albemarle County Zoning [Permit Planner](#) at 434.296.5832 for setbacks. Recorded plats are located in the office of the [Clerk of the Circuit Court](#), located in Court Square, 434.972.4083.