



APPLICATION
 Zoning Use Approval (County only)
 Building Plan Review
 Land Disturbing Permit



PARCEL INFORMATION
 Tax Map #: _____
 Parcel ID (RPC) _____
 Subdivision: _____
 Section: _____ Lot: _____
 Street Address: _____

Staff to complete
 Zoning District: _____
 Overlay District: _____
 Magisterial District: _____
 Election District: _____
 Acreage of Parcel: _____
 Hydrologic Unit: _____

OWNERS INFORMATION
 Name: _____
 Address: _____

 Phone #: _____
 Email: _____

APPLICANT INFORMATION
 Name: _____
 Address: _____

 Phone #: _____
 Email: _____

**RESPONSIBLE LAND DISTURBER OR E&S
 CERTIFICATE INFORMATION (if applicable)**
 Individuals Name: _____
 Address: _____

 Phone #: _____
 Licenses #: RLD _____ E&S _____
 Expiration Date: _____
 Amount of Disturbed Acreage: _____

MECHANICS LIEN AGENT (If applicable)
 Name: _____
 Address: _____

 Phone #: _____
 Email: _____

Floodplain: Yes _____ No _____

Directions to the site from Bedford: _____

Current use on parcel: _____

Project Description: _____

Fee Schedule

- Zoning Use Approval : \$50
- Residential Plan Review: \$25
- Commercial Plan Review: \$50 (0-50,000sf), \$100 (50,001 -150,000sf), \$200 (150,001 +)
- Residential Land Disturbing Permit (no VSMP required): \$50 |
- Residential Land Disturbing Permit (w/ VSMP required): \$209
- Commercial Land Disturbing Permit (no VSMP required): \$150
- Commercial Land Disturbing Permit (w/ VSMP required): See fee schedule on Page 5

ZONING INFORMATION

Principal or Accessory Use Types (please circle):

Residential Agricultural Civic Office Commercial Industrial

If you are applying for the placement/construction of a dwelling, please circle dwelling type:

Stick Built Modular Manufactured (Singlewide, doublewide, etc.)

If you circle a dwelling type of manufactured, please provide the following information:

Year _____ VIN# _____ Year of existing (if replacing) _____

If you are applying for an accessory apartment, please fill in the following information:

Accessory Apartment will be located in an existing principal structure: Yes _____ No _____
What is the square footage of the finished floor area of the principal structure? _____
Proposed square footage for accessory apartment (cannot exceed 1,000 sf): _____

If you are applying for a Home Occupation (Type I or Type II) or Home Beauty/Barber Salon, please fill in the following information (Please provide a description of business on Page 1 under "Project Description"):

Square footage of home (including basement if finished): _____
Square footage of home to be used for home occupation: _____
Square footage of accessory structure to be used for home occupation: _____
Name of Business: _____

REQUIRED SKETCH

Sketch will need to include the following information:

- 1) Boundary (property lines) of Parcel
- 2) Location of structure(s) with setbacks from all property lines and all Public/Private Streets
- 3) Height of Structure(s)
- 4) Location of existing/proposed drainfield (if property is served with private septic)

If a Land Disturbing Permit is required, the sketch must also provide the following information:

- 1) Limits of clearing/grading, location of Silt fence (use SF X-X-X to label)
- 2) Construction entrance (Label CE) & Driveway
- 3) Areas for Stabilization (PS grass w/straw mulch)
- 4) Culvert pipe (label CIP)
- 5) Existing drainage areas/swales/channel

Plan Review fee Required (Please Check)? Yes _____ No _____

Please note that a copy of the septic permit, BRWA connection fee receipt, VDOT entrance permit, and contractors registry are due at time of application submittal.

STRUCTURAL DESCRIPTION

Roof (Trusses or rafters): _____
Floor (Joists or Trusses): _____
Foundation: _____
of Bedrooms _____ # of Bathrooms: _____
Crawl Space: _____
Slab: _____
Retaining Wall: _____
Name of Business (if commercial): _____

Staff to complete

Code Preference: _____
USBC: _____
Use Group: _____
Construction Type: _____
Sprinkled: _____
Required: _____

MECHANICAL

Type of Heat:
Heat Pump _____ # of Heat Pump _____
Central Air _____

Fireplace:
Number _____ Type _____

Flue:
Number _____ Type _____

SQUARE FOOTAGE

Basement: _____
1st Floor: _____
2nd Floor: _____
3rd Floor: _____
Garage: _____
Porches/Decks: _____
Other: _____
Alteration: _____
Total: _____

POWER

New Service? _____
If yes, please check one of the following:

AEP Roanoke _____ AEP Lynchburg _____
Southside _____ Town of Bedford _____

SEWER AND WATER (Please respond public or private)

Sewer _____ Water _____

JOB VALUATION

Please provide the cost of the job excluding land below:

REQUIRED AMOUNT OF PLANS NEEDED

Residential (one set of Plans)
Commercial (two sets of Plans)

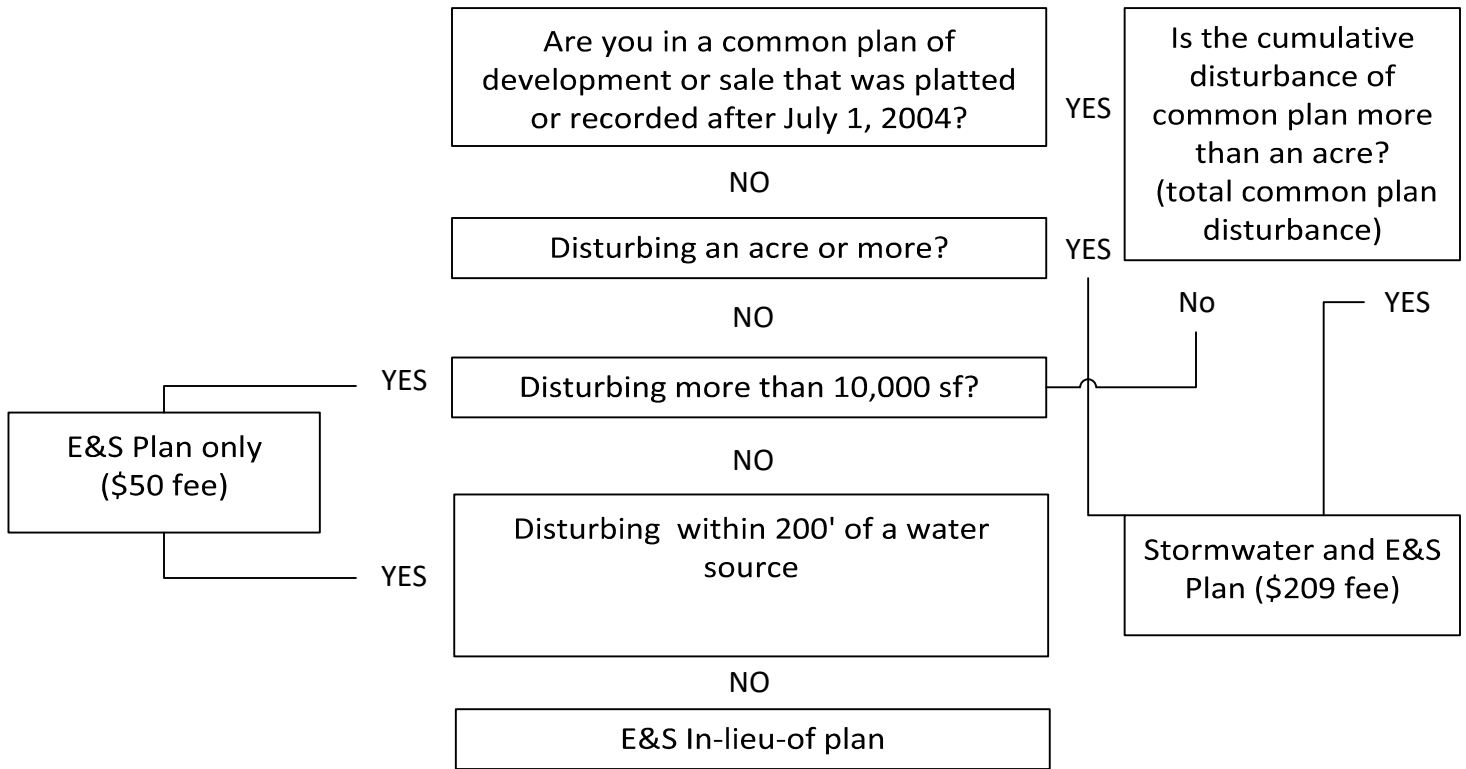
PLAN REVIEW STAFF SECTION (APPROVAL OR DISAPPROVAL)

Approved by: _____ Date: _____
Print Name Signature

Disapproved by: _____ Date: _____
Print Name Signature

E&S SINGLE FAMILY DWELLING FLOW

Initial Question



The Following Items Shall Be Required Prior To The Issuance Of A Land Disturbance Permit:

Agreement In Lieu of a Stormwater Management Plan: Required for projects in a Common Plan of Development or Sale (Platted and Recorded on or after 1 July 2004) or disturbing 1 acre or greater.

- A copy of the signed “Agreement in Lieu of a Stormwater Management Plan.”
- An edited copy of the Single Family Stormwater Pollution Prevention Plan.
- A copy of the Single Family Detached Residential Structure Coverage Letter.
- A copy of the 2014 General Permit for Discharges of Stormwater from Construction Activities.
- A fee of \$209.00. This fee includes the amount for the Erosion and Sediment Control Plan. Make checks payable to “Bedford County”.

This information (first four bullets) can found at the following address:

<http://www.deq.virginia.gov/Programs/Water/StormwaterManagement/VSMPPermits/ConstructionGeneralPermit.aspx>

Erosion and Sediment Control (ESC) Permit:

- A completed Land Disturbing Permit Application.
- A sketch (see sketch requirements on Page 2 of Application)
- A fee of \$50.00. (If an Agreement in Lieu of a Stormwater Management Plan is not required). Make checks payable to “Bedford County”.

CONSTRUCTION ACTIVITY PERMIT FEE SCHEDULE

A. Individual Permits. The fee for filing a state permit application for a Construction Activity Individual Permit issued by the Board is as follows: (NOTE: Individual permittees pay an annual permit maintenance fee instead of a reapplication fee. The permittee is billed separately by DEQ for the annual permit maintenance fee.)

TYPE OF STATE PERMIT	ISSUANCE
Individual Permit for Discharges from Construction Activities	\$15,000

B. Registration Statements. The fee for filing a state permit application (registration statement) for coverage under a Construction Activity General Permit issued by the Board, including a state or federal agency that does not administer a project in accordance with approved annual standards and specifications, is as follows:

TYPE OF STATE PERMIT	ISSUANCE
General / Stormwater Management - Small Construction Activity / Land Clearing (Single-family detached residential structures within or outside a common plan of development or sale with land-disturbance acreage less than five acres)	\$0
General / Stormwater Management - Small Construction Activity / Land Clearing (Areas within common plans of development or sale with land-disturbance acreage less than one acre, except for single-family detached residential structures)	\$290
General / Stormwater Management - Small Construction Activity / Land Clearing (Sites or areas within common plans of development or sale with land-disturbance acreage equal to or greater than one acre and less than five acres)	\$2,700
General / Stormwater Management - Large Construction Activity / Land Clearing (Sites or areas within common plans of development or sale with land-disturbance acreage equal to or greater than five acres and less than 10 acres)	\$3,400
General / Stormwater Management - Large Construction Activity / Land Clearing (Sites or areas within common plans of development or sale with land-disturbance acreage equal to or greater than 10 acres and less than 50 acres)	\$4,500
General / Stormwater Management - Large Construction Activity / Land Clearing (Sites or areas within common plans of development or sale with land-disturbance acreage equal to or greater than 50 acres and less than 100 acres)	\$6,100
General / Stormwater Management - Large Construction Activity / Land Clearing (Sites or areas within common plans of development or sale with land-disturbance acreage equal to or greater than 100 acres)	\$9,600

The fee for filing a state permit application (registration statement) for coverage under a Construction Activity General Permit issued by the Board for a state or federal agency that administers a project in accordance with approved annual standards and specifications is as follows:

TYPE OF STATE PERMIT	ISSUANCE
Construction General / Stormwater Management - Phase I Land Clearing ("Large" Construction Activity - Sites or common plans of development or sale equal to or greater than 5 acres)	\$750
Construction General / Stormwater Management - Phase II Land Clearing ("Small" Construction Activity - Sites or common plans of development or sale equal to or greater than 1 acre and less than 5 acres)	\$450

Zoning note:

It is the responsibility of the applicant to meet all zoning requirements. Corner pins and property lines will remain clearly marked until after a footing inspection has been approved by the building inspector.

Natural Resources note:

By filing this application, personnel within the Division of Natural Resources, in the discharge of their duties, shall have the right of entry at any reasonable hour to verify compliance with the Virginia Erosion and Sediment Control Law and Regulations and the Bedford County Erosion and Sediment Control Ordinance.

Natural Resources Disclaimer:

Any work not listed in the project description section or the individual trade box on this application is not covered by the permit issued from this application. Please note that estimated costs is to include materials, labor, subcontractor overhead and profit.

Dock Disclaimer:

Landowners are hereby advised that AEP conducts a separate permitting process for docks and similar structures on Smith Mountain Lake and Leesville Lake. Issuance of a building permit by Bedford County is not a substitute for an AEP permit. Landowners are strongly encouraged to consult with AEP prior to starting any construction activities on Smith Mountain Lake and Leesville Lake, and proceed at their own risks if they fail to do so. By obtaining a building permit for a dock from the County, landowners agree to hold the County harmless from any and all claims or disputes arising out of the construction of a dock without prior AEP approval.

The undersigned owner/applicant does hereby certify that the information given is true. The owner/applicant further agrees to abide by the terms of compliance and has read the above notes and disclaimers on this page of the application. I agree to conform to all applicable state and local regulations, rules and policies and such shall be deemed a condition entering into the exercise of the permit. In addition, if a permit is issued, I certify that the code official (Building, Zoning, or Natural Resources) or his authorized representative shall have the authority to enter the area(s) described herein at any reasonable hour for the purpose of enforcing the provisions of the applicable code.

Printed Name of Owner/Applicant _____ Date _____

Signature of Owner/Applicant _____

OFFICE USE ONLY		
_____ Application	_____ Sketch	_____ Fee
Received by (initial) _____	Date Received _____	Entered by (initial) _____
Project # _____	Zoning Use Approval # _____	LDP# _____
Plan Review # _____		