

APPLICATION PACKET

NEW BUSINESS NEW CONSTRUCTION

TOWN OF SURRY, VIRGINIA

P.O. Box 314
Surry, VA 23883

757-294-3021

www.SurryVa.town

Permit Application

Town of Surry

Date _____

- ☐ Zone Permit
- ☐ Residential Building Permit
- ☐ New Business Permit
- ☐ Business Building Permit

Application Fee _____ ☐ Approved ☐ Denied Date _____

Planning Commission Chair _____ Date _____

Mayor _____ Date _____

Town permit must be issued before starting construction. permit is valid for one (1) year.

☐ New Construction

☐ Remodeling

☐ New Addition

Owner Contact Information

Name of Owner _____

Address _____

Email _____

Phone _____

Business Information

Name Business _____

Address _____

Nature of Business _____

Hours of Operation _____

Change of Zoning Requested ☐ YES ☐ NO

Zoning District _____ Lot Size _____

Width _____ Depth _____

**Before starting construction, applicant MUST contact Surry County Building Inspector to confirm if a building permit is required.
Surry County Planning Department 757-294-5210**

Building Permit Required ☐ YES ☐ NO

Signature _____

Nature of Construction _____

Contractor/Builder _____ State Contractor License Number _____

Phone _____ Address _____

Estimated Date of Completion _____ Estimated Cost _____

- All applicable items on the Town of Surry Application Checklist must be provided with the application.
- The contractor(s) must have an applicable Town of Surry business license.
- All fees must be paid at the time the Town of Surry Permit is issued.
- For new construction: Three (3) copies of scale building drawings with building dimensions and elevations must be submitted.
- A Chesapeake Bay Preservation ordinance worksheet must be submitted for all new construction.

I, hereby certify that I have the authority to make the foregoing application, that the information given is correct, and that the construction will conform with the regulations in the building code, zoning ordinance, and private building restrictions, if any, which may be imposed by deed.

Signature of Owner/Authorized Agent _____ Date _____

The Planning Commission and the Town Council reserve the right to refuse to consider and/or deny any application that is not compatible with the surrounding area and is not in the best interest of the health, safety, and welfare of the citizens of the Town of Surry, Virginia.

1. Complete ALL enclosed forms.
2. You must have the forms in the town office completed by 4pm the Thursday before the Planning Commission meets. Planning commission meets the last Tuesday of the month. It is in your best interest to be at this meeting so you can address any question from the Commission at the meeting. If you are not in attendance and there are unanswered questions, the Planning Commission will table your application until the following Planning Commission meeting.
3. Application fees must be paid when the application is submitted at the Town of Surry office. Zoning applications are \$30 and sign applications are \$40. These are **non-refundable fees**.
4. After the Planning Commission reviews an application, they will make a recommendation to approve or deny to the Town Council at the next Town Council Meeting.
5. Town Council and Planning Commission meetings will be held in the Town Hall meeting room located at 84 Colonial Trail East across the street from the Surry Post Office.
6. The Planning Commission meets at 7pm on the last Tuesday of the month.
7. The Town Council meets at 7:30pm on the second Tuesday of the month.
8. The Town Council will vote on whether to approve or disapprove applications. The town council has the final vote.
9. If approved your application will have a Temporary Conditional Use Permit issued that will be in effect for one year. On this Temporary Conditional Use Permit you will have certain requirements with which you must comply to keep your permit in good standing. At the end of the year, you must reapply to have this renewed.
10. When making an application for a new business, make sure you have a description of your business, hours of operation, parking, exact sign dimensions, where the sign is to be located, etc.
11. Upon approval of the town council, you will need to come in to the office to purchase your business license before you open. The fee will be \$30 for the first year and the next year your fee will be based on your gross receipts from the previous year of operation.
12. **If you are applying for new construction, the above requirements are the same. You must also check with the Surry County building inspector on requirements for their Building Permit.**
13. **If you have any further questions, please contact the office at 757-294-3021.**

Zoning Application Checklist

Town of Surry, Virginia

A Zoning Application must be completed and submitted with the following items (as applicable) to be considered by the Planning Commission and Town Council of Surry, Virginia.

- ☐ Three (3) copies of architectural scale building drawings for any new structure or addition to an existing structure showing dimensions, ground elevations, location, and including utility connection locations on lot.
- ☐ List of building materials used in construction - wood, steel, siding, brick, concrete, or other.
- ☐ Name of contractor/builder including Virginia contractor license number. Contractor must have a Town of Surry business license.
- ☐ Approximate cost and date of completion.
- ☐ Details of access to property in compliance with VDOT regulations.
- ☐ Certification of adherence to Town of Surry Zoning Ordinance area, setback, frontage, yard, height of building, special provisions, parking and conditional use requirements, as applicable.
- ☐ Percentage (%) of impervious material covering as relative to size of property.
- ☐ Storm water management plan and maintenance as required by the Chesapeake Bay Act.
- ☐ Hours of operation.
- ☐ Location and size of signs and/or advertising structures in compliance with Town of Surry Sign Ordinance. (Separate sign application and fee required.)
- ☐ Location of dumpsters and enclosure in compliance with Town of Surry Nuisance Ordinance.
- ☐ Submittal of Chesapeake Bay Preservation Act Plan of Development requirements as applicable for any site that exceeds 2,500 square feet of land and/or possesses a Resource Management Area feature.

I understand that failure to provide all required information will delay action on this application.

Signature _____ Date _____

Sign Permit Application

Town of Surry, Virginia

This sign application must be completed and submitted with all required information (as applicable). The application cannot be reviewed by the Planning Commission without the following.

Name of Applicant _____

Phone _____ Email _____

Address of Applicant _____

Name of Business _____

Business Location _____

☐ New Sign

☐ Repair

☐ Replacement

Type of Sign (check all that apply)

☐ Single Faced

☐ Double Faced

☐ Projecting

☐ Window

☐ Monument

SIGN DESCRIPTION

Include one set of structural plans including site plans showing location of proposed sign on site.

Dimensions: Height _____ Width _____ Total Square Footage _____

Means of Support: _____

Construction Materials: _____

Colors of Sign and Lettering: _____

Type of Illumination: ☐ External ☐ Internal Lighting must not illuminate traffic or neighboring buildings.

Name Address and Phone of Sign Erector _____

A separate permit must be secured from the Surry County Department of Planning and Building for wiring and connecting all electrical signage.

I hereby certify that I have the authority to make the foregoing application, that the information is correct, and that the construction will conform to the regulations of the Sign and Zoning Ordinances of the Town of Surry.

Signature of Applicant _____ Date _____

Planning Commission Review ☐ Approved ☐ Denied

Planning Commission Chair _____ Date _____

Town Council Review ☐ Approved ☐ Denied

Mayor _____ Date _____

Town of Surry

P.O. Box 314
31 Colonial Trail East
Surry, Virginia 23883
Phone/Fax 757-294-3021
townofsurry@aol.com

CHESAPEAKE BAY PRESERVATION ACT (CBPA) NONCONFORMING USE OR DEVELOPMENT WAIVER SUBMISSION REQUIREMENTS

Section 6-6-1 of the CBPA Ordinance provides for the continued lawful use of any building or structure in existence on December 31, 2003, the date of local program adoption, and located within designated Resource Protection Areas upon administrative approval of a CBPA Nonconforming Use or Development Waiver (CBPA Nonconforming Use Waiver). In order to expedite the review of CBPA Nonconforming Use Waiver applications, please be sure that all of the following items have been included with your application. Please return this completed checklist with the application to assure that all items have been addressed. All CBPA Nonconforming Use Waiver applications must adhere to the regulations found in both the Town of Surry Zoning and CBPA ordinances.

_____ Completed CBPA Nonconforming Use Waiver application.

_____ CBPA Nonconforming Use Waiver application fee of \$150.

_____ CBPA site-specific determination in accordance with Section 6-2-1-1

_____ Water Quality Impact Assessment in accordance with Section 6-4-6,

_____ A sketch of the site showing:

- Name and address of applicant and property owner
- Legal description of the property and type of proposed use and development
- Property lines,
- Buildable area
- Streets and roads,
- Well and sewage disposal systems or primary and reserve drainfield sites,
- Existing and proposed impervious surfaces (structures, driveways, sidewalks, patios, decks, etc.)
- Location of the components of the Resource Protection Area (RPA), including the 100-foot buffer area, and the Resource Management Area (RMA)
- Boundary of the RPA and RMA,
- Limits of disturbance and area of proposed encroachment within the RPA, if any
- Type and location of proposed erosion and sedimentation control devices,
- Location of existing vegetation onsite, including the number and type of trees and other vegetation proposed for removal in the RPA to accommodate the encroachment or modification.
- Location, number and type of vegetation proposed for RPA encroachment mitigation.
- Type and location of other proposed best management practices to mitigate the proposed encroachment,
- RPA and septic notations, according to Section 95-191(a)(16); 95-191(b) and (d); and Section 72-64(c) and (d), as applicable.
- Any other information that the Zoning Administrator may reasonably determine to be necessary for the proper evaluation of the application.

As outlined in Section 6-6-1(1) of the CBPA Ordinance, the Zoning Administrator may approve a CBPA Nonconforming Use or Development Waiver for a legally nonconforming building or structure **other than for its expansion**, provided the following occur:

- The Zoning Administrator certifies that there will be no net increase in nonpoint source pollution, and

- Any development or land disturbance exceeding an area of 2,500 square feet complies with all erosion and sediment control requirements.

As outlined in Section 28-15(B)4 of the CBPA Ordinance, the Zoning Administrator shall not approve the CBPA Nonconforming Use Waiver for addition to or modification of an existing nonconforming structure unless the following criteria have been satisfied:

- The request for the waiver is the minimum necessary to afford relief;
- Granting the waiver will not confer upon the applicant any specific privileges that are denied by this Article to other property owners in similar situations;
- The waiver is in harmony with the purpose and intent of the Zoning Ordinance and does not result in water quality degradation;
- The waiver is not based on conditions or circumstances that are self-created or self-imposed;
- Reasonable and appropriate conditions are imposed, as warranted, that will prevent the waiver from causing a degradation of water quality;
- Other findings, as appropriate and required by the Zoning Administrator are met; and
- In no case shall this provision apply to accessory structures.

CERTIFICATION:

I hereby certify that the attached plans and this completed application form contain all the required information for a CBPA Nonconforming Use Waiver in accordance with both the Town of Surry Zoning and CBPA ordinances. I understand that the submission of incomplete or inaccurate information may delay the processing of this CBPA Nonconforming Use Waiver.

Applicant's Signature

Town of Surry

P.O. Box 314
31 Colonial Trail East
Surry, Virginia 23883
Phone/Fax 757-294-3021
townofsurry@aol.com

CBPA NONCONFORMING USE OR DEVELOPMENT WAIVER APPLICATION

This waiver request is only applicable for nonconforming structure(s) on legal nonconforming parcels located within the RPA to provide for remodeling, alterations or additions to such nonconforming structures as outlined in section 6-6-1 of the Town's ordinance. **Please note that accessory structures are not eligible for a CBPA nonconforming use or development waiver.**

OFFICE USE ONLY

Application #: _____ Application Fee: _____ \$150

Tax Query: Current Delinquent

Surety Amount: (If applicable) \$ _____

Zoning Decision: Approval Denied

E & S Decision: Approval Denied

Conditions/Comments: _____

Zoning Administrator Signature

Date

Expiration Date

APPLICANT INFORMATION

Name: _____

Address: _____

City/State/Zip: _____

Phone: _____

Email: _____

PROPERTY OWNER INFORMATION

Name: _____

Address: _____
City/State/Zip: _____
Phone: _____
Email: _____

PROJECT INFORMATION

E911/Street Address: _____
Parcel Number: _____ Zoning District: _____
Existing Land Use: _____
Date lot recorded: _____ Construction date (existing): _____

NONCONFORMING USE OR DEVELOPMENT WAIVER REQUEST

Please answer the following questions:

1. Distance of proposed development to the nearest RPA feature:
2. Type of nonconforming use or development waiver:
 - a. Continued use waiver, per Section 6-6-1(1): _
 - b. Addition or modification to a legally nonconforming structure, per Section 28-15(B): _

Development Description: _____

3. Explain why you must encroach into the Resource Protection Area 100-foot buffer.

4. Describe why you cannot make other arrangements to comply with the CBPA Overlay District or the Zoning Ordinance without a waiver.

5. Describe any previous exceptions or waivers for RPA encroachments on this property that have been approved by either the Town Council or Zoning Administrator (include date of approval and evidence of meeting mitigation and other conditions of approval).

6. Describe efforts to ensure that the proposed project, in combination with the proposed mitigation for the RPA encroachment, meets the required findings outlined in Section 28-15(B)(4) of the Ordinance, if applicable.

MINOR WATER QUALITY IMPACT ASSESSMENT (Projects disturbing less than 5,000 SF, per §28-13(C))

- A. Total Lot Area (ft²):
- B. Total Existing Impervious Surface (ft²):
- Principal Structure(s) (i.e. Dwellings) (ft²):
 - Accessory Structure(s) (i.e. Sheds, Garages, Outbuildings, Pools) (ft²):
 - Driveway and Parking Areas (ft²):
 - Other:
- C. Total Proposed Impervious Surface (ft²):
- New Principal Structure(s) (ft²):
 - Expansion of Principal Structure(s) (ft²):
 - New Accessory Structure(s) (ft²):
 - Expansion of Accessory Structure(s) (ft²):
 - Driveway and Parking Areas (ft²):
 - Other:
- D. Percent Existing Impervious Surface (B / A):
- E. Percent Proposed Impervious Surface ((B + C) / A):
- F. Area of land disturbance within the RPA
- G. Impacts on Existing Vegetation:
- Total Amount of Underbrush Removed (ft²):
 - Number of Healthy Trees Removed:
 - Number of Trees Limbed or Pruned:
 - Number of Dead/Dying/Diseased Trees Removed:
- H. Proposed Erosion and Sedimentation Control Practices:
- Silt Fencing Temporary Construction Entrance
 - Straw Bale Barrier(s) Inlet Protection
 - Temporary/Permanent Seeding Mulching
 - Tree Protection Sediment Trap
 - Other:
- I. Proposed Revegetation Plan:
- Number, location and type of New Trees Proposed:
 - Number, location and type of New Shrubs Proposed:
- J. Other Proposed Best Management Practices (BMPs):
- Vegetated Filter Strip(s)
 - Grass Swale(s)
 - Dry Well(s)
 - Infiltration Trench(es)

Other:

- K. Calculations performed in accordance with procedures outlined in the current edition of the Virginia Stormwater Management Handbook that confirm the remaining buffer area, revegetation plan and necessary BMPs will result in removal of no less than 75% of sediments and 40% of nutrients from post-development stormwater runoff.
- L. NOTE: For projects disturbing greater than 5,000 SF or land within the seaward 50 feet of the 100-foot buffer, the additional requirements for a major Water Quality Assessment according to Section 28-13 (D) shall apply.

- 1. All of the information required in a minor water quality impact assessment, as specified in division (C) above;
- 2. A hydrogeological element that:
 - a. Describes the existing topography, soils and hydrology of the site and adjacent lands;
 - b. Describes the impacts of the proposed development on topography, soils, hydrology, and geology on the site and adjacent lands;
 - c. Indicates the following:
 - i. Disturbance or removal of wetlands and justification for the action;
 - ii. Disruptions or reductions in the supply of water to wetlands, streams lakes, rivers, or other water bodies;
 - iii. Disruptions to existing hydrology including wetland and stream circulation patterns;
 - iv. Source location of and description of proposed fill material;
 - v. Location of dredging and location of dumping area for the dredged material;
 - vi. Estimation of pre- and post-development pollutant loads in runoff;
 - vii. Estimation of percent increase in impervious surface on site, type(s) of surfacing material used;
 - viii. Percent of site to be cleared for project;
 - ix. Anticipated duration and phasing schedule of construction project; and
 - x. Listing of all requisite permits from all applicable agencies necessary to develop project.
 - d. Describes the proposed mitigation measures for the potential hydrogeological impacts.
Potential mitigating measures include:
 - i. Additional proposed erosion and sediment control concepts beyond those normally required under section 28-12; these additional concepts may include the following: minimizing the extent of cleared area; perimeter controls; reduction of runoff velocities; measures to stabilize disturbed areas; schedule and personnel for site inspection; and
 - ii. Proposed stormwater management system for nonpoint source quality and quantity control.
 - e. A vegetative element that:
 - i. Identifies and delineates the location of all woody plant material on site, including all trees on site two inches or greater diameter at breast height or, where there are groups of trees, the stands may be outlined
 - ii. Describes the impacts the development or use will have on the existing vegetation.
Information should include:
 - (a) General limits of clearing, based on all anticipated improvements, including buildings, drives, and utilities;
 - (b) Clear delineation of all trees and other woody vegetation which will be removed; and
 - (c) Description of all plant species to be disturbed or removed.
 - iii. Describes the proposed measures for mitigation. Possible mitigation measures include:
 - A. Proposed design plan and replanting schedule for trees and other woody vegetation removed for construction, including a list of proposed plants and trees to be used;
 - B. Demonstration that the re-vegetation plan supplements the existing buffer vegetation in a manner that provides for pollutant removal, erosion, and runoff

- control;
- C. Demonstration that the design of the plan will preserve to the greatest extent possible any significant trees and vegetation on the site and will provide maximum erosion control and overload flow benefits from the vegetation; and/or
 - D. Demonstration that indigenous plants are to be used to the greatest extent possible.

APPLICANT STATEMENT

I hereby certify that I have the authority to make the foregoing application, that the information given is complete and correct to the best of my knowledge, and that development and/or construction will conform with the regulations as set forth in the Town of Surry Zoning and CBPA ordinances as written and also with the description contained in this application.

Applicant's Signature (if not Property Owner)

Date

PROPERTY OWNER(S) STATEMENT

I hereby certify that I/we own the above-described property, that the information given is complete and correct to the best of my knowledge, and that the above person(s), group, corporation or agent has the full and complete permission of the undersigned owner(s) to make application for CBPA Nonconforming Use Waiver approval as set forth in the Town of Surry Zoning and CBPA ordinances as written.

Property Owner's Signature

Date

CONDITIONS

1. This CBPA Nonconforming Use Waiver application is not valid unless all property owner(s) signatures are affixed and dated.
2. All CBPA Nonconforming Use Waiver application charges are nonrefundable, regardless of whether the waiver application is approved or denied once submitted. All checks for payment should be made payable to Town of Surry.
3. Any approval of a CBPA Nonconforming Use Waiver is issued on the basis of plans and applications approved and authorizes only the use, arrangement and construction set forth in such approved plans and applications. Any deviations from the plans and applications submitted shall render an approved CBPA Nonconforming Use Waiver null and void.
4. A nonconforming use or development waiver shall become null and void 12 months from the date issued if no substantial work has commenced.
5. These provisions shall not apply to accessory structures. Accessory structures within the RPA require approval of a CBPA Exception.
6. Encroachments within the seaward 50 feet of the RPA buffer require approval of a CBPA Exception.
7. NOTE: If applicable, a surety bond is required to be held for two (2) growing seasons to ensure the survival of vegetative mitigation and replacement if vegetation does not survive. An inspection will be performed after two (2) growing seasons to assess vegetation and release of the surety bond. Where a performance bond is required, it must be submitted to the Town prior to issuance of any permits for construction of the project.

Property Owner's Signature

Date

CONDITIONS

1. This application is not valid unless all property owner(s) signatures are affixed and dated.
2. All application charges are nonrefundable, regardless of whether the permit application is approved or denied once submitted. All checks for payment should be made payable to Town of Surry.
3. Any approval of a CBPA Permitted Encroachment Request is issued on the basis of plans and applications approved and authorizes only the use, arrangement and construction set forth in such approved plans and applications. Any deviations from the plans and applications submitted shall render an approved CBPA Permitted Encroachment Request null and void.
4. These provisions shall not apply to accessory structures. Accessory structures within the RPA require approval of a CBPA Exception.
5. Encroachments within the seaward 50 feet of the RPA buffer require approval of a CBPA Exception.
6. If the project includes vegetative mitigation, an inspection will be completed to ensure satisfactorily complete installation in accordance with the approved plan. A final inspection after the two growing seasons will be completed.

L. In addition, the requirements of Section 6-4-6 (E) shall apply

1. The identification of the existing location, characteristics, and conditions of sensitive lands as components of the CBPA, as defined herein;

SITE-SPECIFIC DETERMINATION OF RESOURCE PROTECTION AREAS				
PROJECT				
GPIN(S)				
DATE OF EVALUATION				
EVALUATORS				
RESOURCE PROTECTION AREAS (RPAS)				
FEATURE	PRESENT ON-SITE	CONFIRMED	MAPPED	NOTES
PERENNIAL WATERBODY	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> TOWN	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> SEE ATTACHED PFD report, inclusive of stream reach scoring sheets and photographs
TIDAL WETLANDS	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> TOWN <input type="checkbox"/> USCOE	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> SEE ATTACHED Wetland delineation report, inclusive of data sets, mapping and photographs
NONTIDAL WETLANDS CONNECTED BY SURFACE FLOW AND CONTIGUOUS TO TIDAL WETLANDS OR WATER BODIES WITH PERENNIAL FLOW	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> TOWN <input type="checkbox"/> USACOE	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> SEE ATTACHED Wetland delineation report, inclusive of data sets, mapping and photographs
TIDAL SHORES	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> TOWN <input type="checkbox"/> USACOE	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> SEE ATTACHED DOCUMENTATION
RPA BUFFER	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> TOWN	<input type="checkbox"/> YES <input type="checkbox"/> NO	

Additional Documents Reviewed:

Date of lot recordation: _____

Date of existing structure construction, if applicable: _____

Has a review of the TOWN's adopted CBPA map or a desktop analysis indicated that there are off-site streams that, if they are determined to be perennial, would likely result in RPA extending onto the parcel being proposed for development? ☐ YES ☐ NO

Has permission from the adjacent landowner been sought in order to do a site-specific RPA determination? ☐ YES ☐ NO

What is the proposed area of land disturbance within the CBPA? RPA _____ RMA _____

Is an RPA encroachment proposed? ☐ YES ☐ NO

Type of proposed encroachment:

- ☐ Water dependent facility
- ☐ Redevelopment
- ☐ Private road or driveway crossing
- ☐ Flood control or stormwater management facility
- ☐ New principal structure on "pre-Bay Act" lot
- ☐ New principal structure on lot recorded between 10/1/89 and 3/1/02
- ☐ Expansion of legally non-conforming structure
- ☐ New principal structure not eligible for administrative approval
- ☐ Accessory structure (e.g. detached garage, gazebo, patio, shed, pool/pool deck, etc.)

Location of proposed project:

- ☐ Landward 50' of the RPA buffer
- ☐ Seaward 50' of the RPA buffer

Is an RPA modification proposed? ☐ YES ☐ NO

- ☐ Site lines and vistas
- ☐ Access paths
- ☐ General woodlot management
- ☐ Shoreline erosion control

Does the site-specific RPA determination require a change to the TOWN's adopted Chesapeake Bay Preservation Areas (CBPAs) map?

☐ YES ☐ NO

Additional documentation required:

- ☐ Minor WQIA (< 5,000 SF of land disturbance within CBPAs proposed)
- ☐ Major WQIA (> 5,000 SF of land disturbance within CBPAs proposed)
- ☐ Non-conforming development waiver application (administrative review)
- ☐ RPA exception application (formal review)