



## Stormwater and Resource Protection Division Residential Accessory Project Site Plan Checklist

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Residential accessory projects disturbing more than 2,500 square feet of area require the submittal of an Agreement in Lieu of an Erosion and Sediment Control Plan and site plan in addition to the required Building, Safety and Permit Division application. The Site Plan shall have the following information clearly identified and uploaded into the Building Permit application (BLDR) permit. The JCC PermitLink portal is available at the following link, <https://jamescitycountyva.gov/3578/JCC-PermitLink>.

- NORTH directional arrow in relation to the site.
- LIMITS OF DISTURBANCE and a DISTURBED AREA ESTIMATE for the site. This square foot total should include the required access route to the project area on the property, areas of proposed clearing and grading, implementation of erosion and sediment controls, any stockpile areas, and areas of utility work.
- RESPONSIBLE LAND DISTURBER. The applicant must provide James City County with the name and certificate number of a Responsible Land Disturber (RLD) for the project.
- CONSTRUCTION SEQUENCE. Outlining the anticipated order for clearing, installation of erosion and sediment controls, grading, and utility work to be performed for the project by the site contractor. The sequence shall also include a statement that stabilization of disturbed areas shall be in accordance with the County and State regulations.
- EXISTING AND PROPOSED TOPOGRAPHY within the limits of disturbance. Contours or spot elevation grades can be used depending on the overall property topography and natural drainage patterns. Proposed ground elevations at building corners and finished floor elevations should be noted.
- EXISTING VEGETATION including existing tree lines, grassed, or unique vegetation areas.
- EXISTING SITE FEATURES including roads, buildings, homes, utilities, streams, fences, structures, and other important surface features of the site.
- EASEMENT locations for drainage, utilities, conservation areas, or other purpose on the property.
- ENVIRONMENTAL INVENTORY in accordance with Section 23-10(2) of the Chesapeake Bay Preservation Ordinance of James City County. Inventory generally includes tidal shores and wetlands, non-tidal wetlands, Resource Protection Area (RPA), hydric soils, and slopes steeper than 25%. For wetlands, provide a copy of issued permits or satisfactory evidence that appropriate permits are being pursued for the entire project.
- 100-YEAR FLOODPLAIN LIMITS or any special flood hazard areas or flood zones based on appropriate Federal Management Agency Flood Insurance Rate Maps (FIRMs) or Flood Hazard Boundary Maps (FHBMs) of James City County, Virginia.
- PROPOSED SITE FEATURES including buildings, structures, parking areas, access roadways, above and below ground utilities, stormwater management and drainage facilities, trails or sidewalks, proposed vegetation and landscaping, amenities, etc.
- LOCATION OF EROSION AND SEDIMENT CONTROL MEASURES proposed for erosion and sediment control, tree protection and temporary stormwater management due to land disturbance activities at the site. Use standard abbreviations, labels, and symbols consistent for plan views based on minimum standards and specifications in Chapter 3 of the Virginia Erosion and Sediment Control Handbook (VESCH). Details from the VESCH for each Erosion and Sediment Control measure proposed for the project.
- TEMPORARY STOCKPILE AREAS staging, and equipment storage areas as required for construction activities or indicate that none are anticipated for this project.
- STANDARD NOTES FOR RESIDENTIAL ACCESSORY PROJECTS are included with this document and must be added to the plan set. A separate document including only the Standard Notes can be obtained by emailing the Division.

**Stormwater and Resource Protection Division Supplemental Information for  
Completing Checklist**

- Division inspection staff will review the submitted plan, issue comments if applicable, and work with the applicant to prepare a site plan that meets the regulatory requirements of both the State and the County. Once approved, the inspector will update the Building Permit application (BLDR case) with the Storm Resource Protection Division approval.
- The LIMITS OF DISTURBANCE (LOD) should include a physical barrier such as silt fence, tree protection, flagging, or roping to separate the work area from the remainder of the property. The separated area should include sufficient space around the proposed structures or construction areas to allow for machinery movement and ample workspace. The LOD is usually equal to the disturbed area. When completing the online BLDR through JCCPermitLink, the LOD area is entered into the additional information property attributes field.
- The RESPONSIBLE LAND DISTURBER is the individual certified by the Virginia Department of Environmental Quality to be responsible for the land disturbing activities approved in the Erosion and Sediment Control Plan. Certification is further explained at the following link, <https://www.deq.virginia.gov/permits-regulations/training-certification/responsible-land-disturber>.
- PROJECT ACCESS is the route that will be used for machinery and construction workers to approach the proposed work area. This route is shown from the nearest paved surface to the proposed work area and typically includes a note to return the access route to the original vegetated state.
- The SEQUENCE OF CONSTRUCTION is a listing of specific steps that define the order of construction and work activities for the intended project.
- EASEMENTS are recorded access routes for utility purposes or drainage needs. These are found on the original plat of the property. Development or construction within an easement is typically not allowed.
- STOCKPILE AND STAGING AREAS are smaller areas within the limits of disturbance used for placing construction materials, soil, or other project related needs. These areas are typically surrounded by silt fence to keep loose soil from escaping the project area.
- EROSION AND SEDIMENT CONTROL MEASURES are physical items added to the proposed work area to provide protection for both the work area and the areas just outside the work area. Typical measures include silt fence, tree protection, and permanent seeding. These measures are defined and described in the VESCH, available online.
- The ENVIRONMENTAL INVENTORY is a listing of sensitive features that may be located on the property and especially within the proposed work area. These features include any RPAs on the property, areas of 25% or greater land slopes, and areas within the 100-year floodplain. The County Property Information website should provide most of this information or the applicant can ask staff for assistance. If any sensitive features are impacted by the project, a total square footage of impact area must be listed on the site plan.