

Northampton County Zoning Application

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ZONING APPLICATION

Northampton County Department of Planning and Zoning

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www.co.northampton.va.us



Zoning application is required when a project intends to change, add or expand the current use of a property and / or to construct or enlarge a building or structure. All applications submitted must include a zoning application Sections A through D, a completed Zoning Clearance checklist and the appropriate fee. Additional application form sections and checklists may be required for your specific project. Continue to follow instructions for each section and complete each section that applies to your project. Consult with County staff if necessary to determine which application sections and checklists are required for your specific project.

Section A – Owner information must be completed by the current owner of record.

1. Owner (print): _____
2. Mailing address: _____
3. Phone# (h): _____ (o): _____ (c): _____ (f): _____
4. Email: _____
5. I attest that all statements, documents, plans, and other supporting data relative to this application and submitted herewith are true to the best of my knowledge and belief. I give my permission for this application to be submitted and I give my permission for the applicant and / or agent, if any is listed below, to represent my interests as the authorized applicant and / or agent in all matters specific to this application.

Signature of owner

Date

Section B – Applicant information must be completed if the person(s) submitting the application is not the current owner of record and that person will be representing the owner's interests in all matters specific to this application. Examples of an applicant are a consultant, person with power of attorney, a lease holder or renter and contract purchaser. **If the owner and applicant are the same, do not complete Section B.**

1. Applicant if different from owner (print): _____
2. Mailing address: _____
3. Phone# (h): _____ (o): _____ (c): _____ (f): _____
4. Email: _____
5. I attest that all statements, documents, plans, and other supporting data relative to this application and submitted herewith are true to the best of my knowledge and belief.

Signature of applicant if different from owner

Date

Section C – Agent information must be completed if the licensed professional submitting the application is not the current owner of record and that person(s) will be representing the owner's interests in all matters specific to this application. Examples of an agent are a real estate agent, surveyor, engineer, landscape architect, soil evaluator and attorney.

1. Agent name (print): _____
2. Company name: _____
3. Mailing address: _____
4. Phone# (h): _____ (o): _____ (c): _____ (f): _____
5. Email: _____
6. I attest that all statements, documents, plans, and other supporting data relative to this application and submitted herewith are true to the best of my knowledge and belief.

Signature of agent

Date

Section D – Zoning Clearance / Special Use Permit must be completed for all applications along with the Zoning Clearance checklist. If your project involves a Special Use Permit, which can be determined by viewing Appendix A of the Northampton County Zoning Ordinance, you must also complete the Special Use Permit checklist. Continue to follow instructions for each section and complete each section that applies to your project.

1. List the 911 address of the subject property(ies).

2. What is the area of the lot(s) in square feet if less than one acre and in acres if greater than one acre?

3. Describe all the proposed uses to be changed, added or expanded as part of this project.

4. What are the uses, heights (ft.), building coverage (sq. ft.) and total building areas (sq. ft.) of each proposed building or structure to be constructed or enlarged as part of this project?

5. Describe how the subject property(ies) is currently being used.

6. What are the uses, heights (ft.), building coverage (sq. ft.) and total building areas (sq. ft.) of each existing building or structure located on the property(ies)?

7. I, _____ (print name), am aware that the following improvements associated with the proposed project may be required to comply with State regulations before and / or in conjunction with the approval of this zoning application: (1) entrances onto a State maintained road must meet the current Virginia Department of Transportation standards; (2) the septic system and water supply must meet the current Virginia Department of Health Department standards for all uses on the subject property; (3) all food service establishments (restaurants) must be permitted by the Virginia Department of Health; (4) all food manufacturing business must be registered and inspected by the Virginia Department of Agricultural and Consumer Services; and (5) building(s) and structure(s) must meet current Building Codes as determined by the NHCO Building Official. I will provide copies of documents which establish the approval and / or permitting of any required improvements to the NHCO Planning and Zoning Department. I will be responsible for the installation and cost of bonding of these improvements if required before a certificate of completion and / or certificate of occupancy will be issued or final inspection completed.

Signature

Date

Section E – Reserve Sewage Disposal Site Waiver must be completed for all projects requiring an on-site sewage disposal system. Continue to follow instructions for each section and complete each section that applies to your project. **This section must be answered after consulting with the Zoning Administrator or Zoning Inspector.**

1. If an on-site sewage disposal system is required as part of the approval for your project, is a reserve disposal area provided?

Yes No Does not apply because the proposed use(s) does not require a new onsite sewage disposal system or an existing system has been deemed adequate by the Health Department.

If “yes” or “does not apply”, continue to Section F.

If “no”, complete the Reserve Waiver / Deviation checklist. Staff will initiate the review process to evaluate your lot for eligibility and granting of a waiver. If a waiver is granted, it will be documented by staff through the application review process. If your lot is not eligible and a waiver cannot be granted, a reserve disposal area must be provided.

Section F – Deviation from an ordinance entitled “An Ordinance Imposing Minimum Separation Distances Subsurface Absorption Systems and Wells” must be completed for all projects requiring an on-site sewage disposal system and well. Continue to follow instructions for each section and complete each section that applies to your project. **This section must be answered after consulting with the Zoning Administrator or Zoning Inspector.**

1. Is the bottom or sidewall of the proposed on-site sewage disposal areas (subsurface soil absorption system trench, gravel pad or seepage bed) a minimum of ten (10) feet from all property line?

Yes No Does not apply because the proposed use(s) does not require a new onsite sewage disposal system or an existing system has been deemed adequate by the Health Department.

2. Is the bottom or sidewall of the proposed on-site sewage disposal areas (subsurface soil absorption system trench, gravel pad or seepage bed) a minimum of twenty-five (25) feet to the boundary of any sewage system easement?

Yes No Does not apply because the proposed use(s) does not require a new onsite sewage disposal system or an existing system has been deemed adequate by the Health Department.

3. Is the proposed private well a minimum of twenty-five (25) feet from any property line?

Yes No Does not apply because the proposed use(s) does not require a new well or an existing well has been deemed adequate by the Health Department.

4. Is a minimum of twelve (12) inches maintained between the proposed secondary treated effluent from the bottom of any absorption trench or from the bottom of any trenchless system (alternative systems) to the water table?

Yes No Does not apply because the proposed use(s) does not require a new onsite sewage disposal system or an existing system has been deemed adequate by the Health Department.

If “yes” or “does not apply” to questions 1 through 4, continue to Section G.

If “no” to any questions, complete the Reserve Waiver / Deviation checklist. Staff will initiate the review process to evaluate your lot for eligibility and granting of a deviation. If a deviation is granted, it will be documented by staff through the application review process. If your lot is not eligible and a deviation cannot be granted, the on-site sewage disposal areas and / or private well must be relocated to maintain the required minimum distances stated above.

Section G – Engineered Site Plan (ESPOD) and / or Plan of Development (POD) Requirements must be completed for all projects that involve land disturbance. Continue to follow instructions for each section and complete each section that applies to your project.

1. What is the total land disturbance area in square feet involved with the proposed project? **This question must be answered after consulting with the Zoning Administrator or Zoning Inspector.**

If the above number is 2,500 square feet or greater, be sure to complete the POD checklist in conjunction with this application.

If the above number is 2,500 square feet or greater and **does not involve single-family uses, buildings and structures**, be sure to complete the ESPOD checklist in conjunction with this application.

2. Any hard surfaces that will remain after the project is completed that water will not drain through will be considered to be impervious (lot coverage). These surfaces include but are not limited to all buildings, concrete, shell, gravel and stone. Buildings include roofs, porches, decks, steps, stairs, stoops, overhangs and **anything attached** to the building seen in plan or bird's eye view.

List the total permanent impervious surface area in square feet. _____

3. Calculate the percent impervious.

_____ ÷ _____ = _____
permanent impervious surface area lot size in square feet percent impervious

4. Is the total percent impervious 16% or greater?

Yes No

If "yes", a best management practice will be required as part of the POD checklist and installation must be completed before a certificate of completion and / or certificate of occupancy will be issued or final inspection completed. Continue to question 5.

If "no", a best management practice will not be required as part of the POD checklist. Continue to question 5.

5. The maximum lot coverage specified for each zoning district, except for the existing subdivision districts, shall not be exceeded. The maximum lot coverage can be found in Appendix B of the Northampton County Zoning Ordinance. **Consult with the Zoning Administrator or Zoning Inspector to determine the maximum lot coverage for your zoning district.** Using the percent impervious in question 3 as your lot coverage, has your lot coverage exceeded the maximum allowed for the zoning district in which the project is located?

Yes No

If "yes", impervious surfaces must be reduced below the maximum allowed. Do not continue with this application until the impervious surfaces have been reduced.

If "no", the impervious surfaces as proposed comply with zoning requirements. Continue to question 6.

6. Are any components of the Chesapeake / Atlantic Preservation Overlay District (CAP) Resource Protection Area (RPA) located within the subject property(ies)? **This question must be answered after consulting with the Zoning Administrator or Zoning Inspector.**

- Yes No Water bodies with perennial flow
- Yes No Tidal wetlands
- Yes No Tidal shores and beaches
- Yes No Coastal primary sand dunes, including beaches
- Yes No Non-tidal wetlands connected by surface flow and contiguous to tidal wetlands
- Yes No Non-tidal wetlands connected by surface flow and contiguous to water bodies with perennial flow
- Yes No A 100-foot vegetated buffer area located adjacent to and landward of components listed above

All projects that do not involve single-family uses, buildings and structures on individual lots, continue to question 7.

If **"yes"** to any of the above and the projects **involves single-family** uses, buildings and structures on individual lots with **2,500** square feet of land disturbance or more, **Section H** must be completed.

If **"no"** to all of the above and the projects **involves single-family** uses, buildings and structures on individual lots with **2,500** square feet **but less than 10,000** square feet of land disturbance, **Section I** must be completed.

If **"no"** to all of the above and the projects **involves single-family** uses, buildings and structures on individual lots with **10,000** square feet of land disturbance or more, **Section H** must be completed.

All projects that **do not involve single-family** uses, buildings and structures on individual lots **are not required to complete Sections H and I.**

Continue to question 7.

7. Does the project encroach into the RPA? **This question must be answered after consulting with the Zoning Administrator or Zoning Inspector.**

- Yes No

If it is determined **"yes"** continue to question 8, continue to move through the application form completing each applicable section. When section J is reached it must be completed.

If it is determined **"no"** continue to question 8, continue to move through the application form completing each applicable section. **Section J** should not be completed but, subsequent sections may be required depending upon your project.

8. List the Responsible Land Disturber's (RLD) name and certification number only if one or more of the following applies.

- Projects for **single-family** uses, buildings and structures on individual lots with **2,500** square feet of land disturbance or more which have an **RPA.**
- Projects for **single-family** uses, buildings and structures on individual lots which **do not have an RPA** but, involve **more than 10,000** square feet of land disturbance.
- All projects that do not involve single-family** uses, buildings and structures on individual lots with 2,500 square feet of land disturbance or more.

RLD name: _____ #: _____

Write N/A in the blanks if none of the items above are checked.

Continue to follow instructions for each section and complete each section that applies to your project.

Section H – Plan of Development Erosion and Sediment Control Plan Narrative for single-family projects must be completed when indicated by the completion of Section G question 6. The Plan of Development (POD) checklist must be completed with this section. Continue to follow instructions for each section and complete each section that applies to your project.

EROSION AND SEDIMENT CONTROL PLAN NARRATIVE

Project Description

The purpose of this project is to construct or install: (check all items that apply)

- | | | | |
|---|--|---------------------------------------|-----------------------------------|
| <input type="checkbox"/> single-family dwelling | <input type="checkbox"/> onsite sewage disposal system | <input type="checkbox"/> well | <input type="checkbox"/> driveway |
| <input type="checkbox"/> garage | <input type="checkbox"/> pool | <input type="checkbox"/> storage shed | <input type="checkbox"/> workshop |
| <input type="checkbox"/> addition to dwelling | <input type="checkbox"/> accessory living unit | <input type="checkbox"/> other _____ | |

The project is located at _____.

The total land disturbance area is _____ sq. ft. and includes the limits of work which will be graded, cut, filled and / or cleared. (See Section G question 1)

Existing Site Conditions

What is the size (sq. ft.) of the lot(s) involved in the project? _____

What is the average width (ft.)? _____

What is the average depth (ft.)? _____

What is the approximate road frontage (ft)? _____

Describe the existing vegetation such as lawn, wood, meadow, farm field, and / or pasture etc. Give the general location and percentage of each vegetation type. _____

Describe the slope of the land, ditches and drainage patterns on the lot. _____

Are there any unique natural or manmade features located on the property? _____

Critical Areas

Check all the following features on, adjacent to, or contained within the project area.

- | | | | |
|---|---|--|--------------------------------|
| <input type="checkbox"/> roadside ditches | <input type="checkbox"/> drainage ditches | <input type="checkbox"/> steep slopes | <input type="checkbox"/> bluff |
| <input type="checkbox"/> eroding shorelines | <input type="checkbox"/> water bodies | <input type="checkbox"/> isolated non-tidal wetlands | |
- RPA features - tidal wetlands, water bodies with perennial flow, non-tidal wetlands connected by surface flow and contiguous to tidal wetlands, non-tidal wetlands connected by surface flow and contiguous to water bodies with perennial flow, tidal shores and beaches, coastal primary sand dunes, including beaches and a 100-foot vegetated buffer area located adjacent to and landward of components to the previous features listed.

Describe how each of the checked critical areas will be protected. _____

Soil Description for the project area must be provided and attached to with application. This information is found in the Northampton County Soil Survey available at the Northampton County Planning and Zoning Department.

Off-Site Areas

When soil is exported to another site from the project area, that site is an off-site area. When soil is imported from another site to the project area, that site is an off-site area.

Will this project involve soil being exported to another site? Yes No

If "yes", attach the approved Engineered Site Plan and / or Plan of Development for said off-site area(s).

If "no", continue to **Adjacent Areas**.

Will this project involve soil being imported from another site? Yes No

If "yes", attach the proper documentation establishing the off-site area(s) as a legal borrow pit.

If "no", continue to **Adjacent Areas**.

Adjacent Areas

Describe all directly adjacent areas to the property and the manner in which these areas will be protected against sediment and stormwater runoff.

Erosion and Sediment Control Measures and Maintenance

Complete this section in consultation with the Zoning Administrator or Zoning Inspector and check all applicable controls.

- Construction entrance shall be installed. (**mandatory**)
- Preservation of an existing 25 foot vegetative area surrounding the limits of work, i.e., grassed or wooded area.
- Silt fence or straw bale barriers.
- Installation of a driveway culvert on a private road.
- Installation of a driveway culvert approved by the Virginia Department of Transportation if located on a State maintained road.
- Tree protection barriers.

All erosion and sediment control measures shall be installed before the commencement of work and inspected by the Zoning Inspector. All measures must be inspected by the responsible land disturber on a daily basis and within 24 hours of a rain event for repairs and cleaning. Silt fence shall be removed after successful permanent stabilization of all denuded areas.

Permanent Stabilization

The following measures shall be implemented in compliance with Virginia Erosion and Sediment Control Handbook:

1. Permanent seeding of grass and landscaping will be planted within 7 days of reaching final grade.
2. For areas that will remain disturbed for more than 30 days, temporary seeding will be applied in order to hinder sediment leaving the property during construction.

Stormwater Runoff Considerations and Calculations

Is a best management practice (BMP) required as determined by Section G question 4? Yes No

Section I – Plan of Development Agreement in Lieu of a Plan for single-family projects must be completed when indicated by the completion of Section G question 6. The Plan of Development (POD) checklist must be completed with this section. Continue to follow instructions for each section and complete each section that applies to your project.

AGREEMENT IN LIEU OF A PLAN

In lieu of submission of an erosion and sediment control plan for the construction of this single-family dwelling and associated accessory uses, building and structures, I agree to comply with any requirements determined necessary by Northampton County staff, representing the Erosion and Sediment Control Program Administrator. Such requirements shall be based on the conservation standards contained in the Northampton County Erosion and Sediment Control Ordinance and shall represent the minimum practices necessary to provide adequate control of erosion and sedimentation control.

I further understand that failure to comply with such requirements within three working days following notice by Northampton County staff could result in citation for violation of the Northampton County Erosion and Sediment Control Ordinance.

I agree to install and perform the following measures as specified by the Plan Approving Authority:

- Denuded areas shall be stabilized within 7 days of final grading with permanent vegetation or a protective ground cover suitable for this time of year.
- Silt fence or straw bale barriers shall be installed as shown on attached sketch.
- An existing 25 foot vegetative area shall remain surrounding the limits of clearing and grading.
- All adjacent ditches shall be protected from erosion and sedimentation.
- All adjacent properties shall be protected from erosion and sedimentation.
- A construction entrance shall be installed.
- A driveway culvert shall be installed which has been permitted by the Virginia Department of Transportation if located on a State maintained road.

Signature of owner

Date

Signature of Plan Approving Authority

Date

Section J – Water Quality Impact Assessments (WQIA) for Development or Redevelopment within the Resource Protection Area (RPA) must be completed for all projects that involve any encroachment into the Resource Protection Area and have answered “YES” to Section G question 7. The WQIA checklist must be completed with this section. Continue to follow instructions for each section and complete each section that applies to your project.

Check the appropriate box(es) that describe the project and proceed to the appropriate questions.

<p>Column A <i>Uses that are exempt within the buffer.</i></p>	<p>Column B <i>Uses that are permitted by zoning clearance within the buffer.</i></p>	<p>Column C <i>Uses that are permitted by the granting of a buffer waiver or exception within the buffer.</i></p>
<ul style="list-style-type: none"> <input type="checkbox"/> utilities <input type="checkbox"/> railroads <input type="checkbox"/> public roads <input type="checkbox"/> agriculture <input type="checkbox"/> silviculture 	<ul style="list-style-type: none"> <input type="checkbox"/> boardwalks, trails, pathways and access paths <input type="checkbox"/> historic preservation and archaeological activities <input type="checkbox"/> sight lines <input type="checkbox"/> general woodlot management <input type="checkbox"/> water wells <input type="checkbox"/> best management practices including those that prevent upland erosion and concentrated flows of stormwater <input type="checkbox"/> Redevelopment with no increase in the amount of impervious cover and no further encroachment within the RPA. <input type="checkbox"/> water-dependent facilities <input type="checkbox"/> roads, or driveway crossings <input type="checkbox"/> flood control or stormwater management facilities <input type="checkbox"/> Projects approved by the NHCO Wetlands Board within their jurisdiction. 	<ul style="list-style-type: none"> <input type="checkbox"/> Addition onto an existing principal structure that lawfully existing on October 1, 1989 <input type="checkbox"/> Construction of a principal structure on an undeveloped lot or parcel recorded prior to October 1, 1989 and the Chesapeake / Atlantic Preservation Overlay District regulations result in the loss of buildable area
<p>If any of the boxes are checked in column A, answer questions 1-3 and continue to Section L.</p>	<p>If any of the boxes are checked in column B, answer questions 1 – 6, continue to Section L and complete the Water Quality Impact Assessment checklist.</p>	<p>If any of the boxes are checked in column C, answer questions 1 – 6, continue to Section L. Also complete Section K, the Water Quality Impact Assessment checklist and Buffer Waiver or Exception / Variance checklist.</p>

If you did not check any of the boxes in columns A, B or C above, the proposed project is not an allowable encroachment into the RPA buffer. Your project must be revised to an allowable encroachment before proceeding with the application. Once these revisions have been made, complete the remaining sections of this application that apply to your project. If the project is not revised, this application will be disapproved.

-OR-

You have the right to apply for a variance from the Board of Zoning Appeals. If you are proceeding with a variance request Section K, the Water Quality Impact Assessment (WQIA) checklist and the Buffer Waiver / Exception / Variance checklist must be completed. Continue to follow instructions for each section and complete each section that applies to your project.

1. Describe the encroachment into the buffer.

2. How many square feet will the project encroach into the buffer? _____

3. How many linear feet will the project encroach into the buffer? _____

4. Calculate the mitigation units.

$$\frac{\text{_____}}{\text{area of encroachment (see question 2 above)}} \div \frac{400 \text{ square feet}}{\text{_____}} = \frac{\text{_____}}{\text{mitigation units}}$$

5. Does this project involve 5,000 square feet of land disturbance or less and require modification or encroachment into the landward 50 feet of the 100-foot buffer area?

Yes No

If "yes", complete question 6 and a WQIA checklist for a minor review.

If "no", continue to question 6.

6. Does this project involve over 5,000 square feet of land disturbance within the 100-foot buffer area and propose to modify or encroach into the landward 50 feet of the 100-foot buffer area; propose to disturb or encroach into any portion of the seaward 50 feet of the 100-foot buffer area or any other component of the Resource Protection Area; or is located completely in an Resource Management Area and is deemed necessary by the Zoning Administrator to be classified as a major WQIA.

Yes No

If "yes", complete the WQIA checklist for a major review.

If "no" continue to the next applicable section.

Section K – Buffer Waiver or Exception / Variance Section must be completed for any project seeking relief from the required setback, height, lot coverage and / or buffer regulations. Complete Buffer Waiver or Exception / Variance checklist.

1. Quantify your specific buffer waiver or exception / variance request(s). Required setback information is detailed in Appendix B of the NHCZ Zoning Ordinance and must be obtained from staff. Only complete the applicable request(s) and leave others blank.

TYPE	MINIMUM REQUIRED	PROPOSED	REQUESTED VARIANCE
front setback	_____ feet	(-)_____ feet	(=)_____ feet
rear setback	_____ feet	(-)_____ feet	(=)_____ feet
side setback (right)	_____ feet	(-)_____ feet	(=)_____ feet
side setback (left)	_____ feet	(-)_____ feet	(=)_____ feet
shoreline setback	_____ feet	(-)_____ feet	(=)_____ feet
double frontage setback	_____ feet	(-)_____ feet	(=)_____ feet
corner front setback	_____ feet	(-)_____ feet	(=)_____ feet
corner side setback	_____ feet	(-)_____ feet	(=)_____ feet
buffer width	100 feet	(-)_____ feet	(=)_____ feet
area of encroachment into buffer	0 square feet	(+)_____ feet	(=)_____ feet
TYPE	PROPOSED	MAXIMUM ALLOWED	REQUESTED VARIANCE
maximum height	_____ feet	(-)_____ feet	(=)_____ feet
maximum lot coverage	_____ sq. feet	(-)_____ sq. feet	(=)_____ sq. feet

2. Has a buffer waiver or exception and / or variance been filed for this property within the last year?

- Yes No

If "yes", please provide the date: _____

3. Describe in detail the nature of your request for a buffer waiver or exception and / or variance.

4. Is the subject property exceptionally narrow, shallow, or does it have an unusual size or shape from which you are seeking a buffer waiver or exception and / or variance?

Yes No

If "yes," describe: _____

5. Does the subject property have exceptional topographic conditions or some other extraordinary situation or condition which is unlike other properties in the immediate vicinity?

Yes No

If "yes," describe: _____

6. Is there some particular condition, situation, or development on the property immediately adjacent to the subject property which affects the subject property's ability to comply with the regulations you are seeking a buffer waiver or exception and / or variance from?

Yes No

If "yes," describe: _____

7. Describe any other factors which limit the use of your property which have not been addressed through questions above.

8. Is this property currently under any legal action? If so, list the type of action pending (i.e., violation notice for non compliance with construction code regulations; non compliance with zoning regulations; court order related to the specific property under appeal; etc.) and attach a copy of such notice.

Yes No

If "yes," describe: _____

Section L – Signs – must be completed for the installation of all signs two square feet or greater in area. When zoning approval has been obtained for a sign, a building permit will also be required a freestanding sign ten square feet or greater and any wall mounted sign four (4) square feet or greater. Complete the Sign checklist. Continue to follow instructions for each section and complete each section that applies to your project.

1. Existing Signs:

Type	Size area in square feet	Height

2. Proposed Signs:

Type	Size area in square feet	Height

3. Will the proposed sign(s) be illuminated?

- Yes No

SIGN TYPES

SIGN, FREE STANDING. A business sign located upon a lot or parcel of ground outside the required setback area, not attached to the main building.

SIGN, PORTABLE. Any sign that is not permanently affixed to a building structure or the ground.

SIGN, PROJECTING. A business sign erected, projecting perpendicularly to the building wall surface to which it is attached, no part of which is more than six (6) feet from the wall surface of the building on which such sign is erected.

SIGN, WALL. A business sign erected or painted on a building front visible from the exterior thereof, no part of which is more than twelve (12) inches from the surface of the building on which it is erected; such sign may be illuminated.

Section M – Plats must be completed for any physical survey, boundary survey, re-subdivision, subdivision or condominium plat. Complete Plat checklist. Continue to follow instructions for each section and complete each section that applies to your project.

1. What type of plat approval are you seeking?
 Preliminary Record
2. What type of plat has been submitted?
 Physical survey or boundary survey – if you checked this box do not go any further.
 Subdivision
 Re-subdivision (vacation of a plat, vacation or modification of property lines)
 Family Subdivision
 Phased Subdivision
 Condominium Subdivision
3. Total acreage of subdivision: _____
4. Total acreage of wetlands: _____
5. Total acreage of uplands: _____
6. Will this subdivision require improvements (i.e. roads, stormwater facility) involving 2,500 square feet or more of land disturbance?
 Yes No

 If “yes”, an engineered site plan / plan of development must be approved, see Section G.

 If such plans have been approved, please provide approval date(s): _____
7. What is the total number of lots created [the remaining land must be counted as a lot(s)]? _____
8. If this parcel(s) has been part of any other subdivision, provide the date of recordation and recordation information such as the deed book and page, plat book and page and / or instrument number.

9. Check the following box(es) to indicate if a known or suspected historic resource has been located on the subject parcel and within 100 feet of the boundary lines between the subject parcel and adjacent parcels.
 cemeteries

 trenches

 archeological features reflected in available county records _____

 other _____

 none found

Section N – Zoning Map Amendment must be completed by anyone seeking to change the current zoning district of a property(ies). Complete the Zoning Map Amendment checklist.

1. Has a zoning map amendment been filed for this property(s) within the last year?

Yes

No

If yes, please provide the date: _____

2. Tax map number

Existing zoning district

Proposed zoning district



ZONING CLEARANCE CHECKLIST

Northampton County Department of Planning and Zoning

7247 Young Street P. O. Box 538
Machipongo, VA 23405
(757) 678-0443 Phone (757) 678-0483 Fax
www.co.northampton.va.us

When a zoning application is submitted for zoning clearance, one (1) copy of each the following items must be submitted. These required plans and studies may be coordinated or combined, as deemed appropriate by the Zoning Administrator. **The Zoning Administrator may determine that some of the information otherwise required is unnecessary due to the scope and nature of the proposed development. You are strongly encouraged to meet with the Zoning Administrator before making a submittal.** The submittal must contain the following information:

- 1. Completed zoning application Sections A through D.
 - 2. A scaled site sketch, site plan or plat that accurately depicts the physical and natural features of the property along with all improvements that are proposed as part of the project.
 - 3. When a well and / or septic system exist on the property, verification from the Virginia Department of Health that the existing systems are adequate for the new or expanded uses is required.
- OR -**
- When a new well and / or septic system is proposed, a Virginia Department of Health construction permit is required.
- 4. Virginia Department of Transportation approval of a new entrance or verification that the existing entrance is adequate.
 - 5. Other information that may be pertinent to the review of the application such as: (1) Food service operation must obtain a food service permit from the Virginia Department of Health; and (2) Any operation that assembles, makes and / or manufactures and / or distributes food must be licensed by the Virginia Department of Agricultural and Consumer Services.
 - 6. If a water quality impact assessment is required, complete zoning application section J and the Water Quality Impact Assessment checklist.
 - 7. Payment of fee. As fees may change annually, please check with the Northampton County Planning and Zoning Department for the current fee schedule.

Zoning Ordinance: The current Northampton County Zoning Ordinance can be found at:
<http://www.co.northampton.va.us/departments/pdf/2009%20Comprehensive%20ZOAs%20Eff%2010-21-09.pdf>



SPECIAL USE PERMIT CHECKLIST

Northampton County Department of Planning and Zoning

7247 Young Street P. O. Box 538
Machipongo, VA 23405
(757) 678-0443 Phone (757) 678-0483 Fax
www.co.northampton.va.us

When a zoning application is submitted for a special use permit, one (1) copy each of the following items must be submitted unless items are over 11" X 17" in size. In this case, twenty-seven (27) copies each of the following items are required of each oversized item. These required plans and studies may be coordinated or combined, as deemed appropriate by the Zoning Administrator. **The Zoning Administrator may determine that some of the information otherwise required is unnecessary due to the scope and nature of the proposed development. You are strongly encouraged to meet with the Zoning Administrator before making a submittal. Incomplete submittals will not be accepted.** The submittal must contain the following information:

NUMBERS 1- 7 APPLY TO BOTH MINOR AND MAJOR SPECIAL USE PERMITS.

- 1. Completed zoning application Sections A through D.
- 2. Legal description of the property.
- 3. The names and addresses of the property owners abutting the application property and across the street from it, and the County tax parcel numbers for those properties.
- 4. A written statement of justification for the application addressing the guidelines found in Section 154.002 (B) (4) of the Northampton County Zoning Ordinance.
- 5. Payment of fee. As fees may change annually, please check with the Northampton County Planning and Zoning Department for the current fee schedule.
- 6. If the application involves a single-wide mobile home (SWMH), the following information must be provided: mobile home manufacturer, year manufactured, serial number, proposed use and verification that the SWMH is either a primary or secondary residence for the owner.
- 7. An **accurately-scaled drawing** showing the property drawn at a scale with sufficient references to existing streets and subdivisions to enable the property to be located on County maps. The drawing must show:
 - a. The locations and distances to water bodies, Chesapeake Bay Preservation features, and existing and proposed buildings, structures, and uses;
 - b. Soil types and locations;
 - c. Open space areas;
 - d. Existing and proposed sewage disposal systems and water supply; and
 - e. The locations, names, route numbers, widths and distances to existing and proposed on-site and adjacent streets, roads, rights-of-way and parking areas.

NUMBER 8 ONLY APPLIES TO MAJOR SPECIAL USE PERMITS.

- 8. A **certified plat** showing the property drawn at a scale with sufficient references to existing streets and subdivisions to enable the property to be located on County maps. The plat must include:
 - a. A scale and north arrow (if feasible, oriented to the top);
 - b. Profiles showing the property's existing and proposed topography, road/street elevations;
 - c. A grading plan showing the proposed grading of the site;
 - d. The locations and distances to existing and proposed utility lines, property boundary lines, trails, bike and/or bridle paths, water bodies and Chesapeake Bay Preservation features;
 - e. The locations and distances to existing and proposed buildings, structures, and uses;
 - f. Information in a tabulation chart identifying the existing zoning, the proposed zoning, the existing and proposed uses(s) of the properties, the existing and proposed number of dwelling units and supporting buildings or structures and their sizes in square feet (for proposed residential uses), the number of existing and proposed buildings or structures and their sizes in square feet and/or floor area ratio (for proposed non-residential uses), the amount and type of existing and proposed open space, the area used to calculate density/intensity of the proposed use, and the vehicle trips per day and by peak hour anticipated to generated by the existing and proposed uses [Institute of Transportation Engineers (ITE) trip generation figures should be provided at a minimum]; and
 - g. The plat shall contain the seal and signature of the professional that prepared it as well as a statement that the plat complies with all applicable Zoning Ordinance requirements or that the plat would necessitate modifications or exceptions of certain zoning regulations to gain approval, along with a list fully identifying all exceptions or modifications needed. Such professional must be licensed in the Commonwealth of Virginia to prepare and submit such plats/plans.

Zoning Ordinance: The current Northampton County Zoning Ordinance can be found at:
<http://www.co.northampton.va.us/departments/pdf/2009%20Comprehensive%20ZOAs%20Eff%2010-21-09.pdf>



RESERVE SEWAGE DISPOSAL AREA WAIVER
DEVIATION FROM MINIMUM SEPARATION DISTANCES CHECKLIST

Northampton County Department of Planning and Zoning

7247 Young Street P. O. Box 538
Machipongo, VA 23405
(757) 678-0443 Phone (757) 678-0483 Fax
www.co.northampton.va.us

When a zoning application is submitted for a reserve waiver and / or a deviation, one (1) copy of each the following items must be submitted. These required plans and studies may be coordinated or combined, as deemed appropriate by the Zoning Administrator. **The Zoning Administrator may determine that some of the information otherwise required is unnecessary due to the scope and nature of the proposed development. You are strongly encouraged to meet with the Zoning Administrator before making a submittal.** The submittal must contain the following information:

- 1. Completed zoning application Sections A through D and E for a Reserve Sewage Disposal Area Waiver and / or F for a Deviation from the Minimum Separation Distances.
- 2. A scaled site sketch, site plan or plat that accurately depicts the physical and natural features of the property along with all improvements that are proposed as part of the project.
- 3. A completed Health Department application, certification letter or construction permit.
- 4. Payment of fee. As fees may change annually, please check with the Northampton County Planning and Zoning Department for the current fee schedule.

Zoning Ordinance: The current Northampton County Zoning Ordinance can be found at:
<http://www.co.northampton.va.us/departments/pdf/2009%20Comprehensive%20ZOAs%20Eff%2010-21-09.pdf>



ENGINEERED SITE PLAN CHECKLIST

Northampton County Department of Planning and Zoning

7247 Young Street P. O. Box 538
Machipongo, VA 23405
(757) 678-0443 Phone (757) 678-0483 Fax
www.co.northampton.va.us

When a zoning application is submitted for an engineered site plan, ten (10) copies of each plan, eight (8) copies of calculations and eight (8) copies of supporting documentation must be submitted. These required plans and studies may be coordinated or combined, as deemed appropriate by the Zoning Administrator. **The Zoning Administrator may determine that some of the information otherwise required is unnecessary due to the scope and nature of the proposed development. You are strongly encouraged to meet with the Zoning Administrator before making a submittal.** The submittal must contain the following information:

Submittal information.

- 1. Completed zoning application Sections A through G.
- 2. Payment of fee. As fees may change annually, please check with the Northampton County Planning and Zoning Department for the current fee schedule.
- 3. Completed Engineered Site Plan checklist.
- 4. Completed Plan of Development checklist.

Plan contents.

- 1. Tax Map Number and PRN.
- 2. General Location (e.g. Road Number) and Name of Project. A small vicinity map or name of USGS quadrangle as well as a signed boundary survey.
- 3. The site plan scale of one inch equals fifty feet or larger and no sheet larger than 42" in size.
- 4. Site Boundaries.
- 5. North Arrow.
- 6. Existing zoning and the proposed zoning, if applicable.
- 7. Location of all building restriction lines, setbacks, easements, covenants restrictions, and rights of way on and adjacent to the site, including off-site roads.
- 8. The location of all Resource Protection Area (RPA) features, including the 100 foot buffer.
- 9. Location of drainfield and reserve drainfield, and all environmentally sensitive areas.
- 10. Existing and proposed topography, 2 foot contours.
- 11. Soils information.
- 12. Computations of total site area in acres, the amount and percent of the site to be cleared for the project, and the amount and percent to be covered by impervious surface after development. For re-development projects, also include the amount and extent of existing impervious surfaces.
- 13. A description of the proposed project including a description of the proposed uses, location (to scale on site plans) of proposed and existing structures including marine and temporary structures, and adjacent land uses.
- 14. Location of all driveways, parking areas, and other impervious surfaces with indication of the type of surface material.
- 15. Specifications for the preservation of existing vegetation, re-establishment of denuded areas, and supplemental planting.
- 16. Location, description, and details of all erosion and sediment control devices.
- 17. Location and description of all existing and proposed on-site sewage disposal systems, including reserve sites, and all existing and proposed wells.
- 18. Copies of all permits from all applicable agencies necessary to develop the project, including wetlands permits.
- 19. Signature panel for Authorizing Agencies to sign the approved plan. Signature panel should include lines for signatures and dates for the Department of Health, Department of Transportation and Northampton County Planning and Zoning.
- 20. Name, addresses, phone numbers for property owner(s), developer, and engineer(s).
- 21. Statement that the plan meets general application and zoning regulations and proof of notification of adjacent property owners.

- 22. Statement that the lot requirements are met (setbacks, buffer, landscaping, parking, etc).
- 23. Statement that the common and open space standards are met.
- 24. Landscape Plan.
- 25. Vegetation Protection.
- 26. Statement that the roadway frontage installation requirements are met.
- 27. Parking lot and perimeter screening in compliance with applicable ordinance requirements.
- 28. Refuse collection screening.
- 29. Environmental assessment.
- 30. Wetlands permits or other permits necessary for construction.
- 31. Existing and proposed streets and easements, their names, numbers and widths; existing and proposed utilities of all types; water courses and their names; zoning and present use of tract.
- 32. Location, type and size of egress/ingress to the site.
- 33. Location and size and height of all structures and fencing, screening, and retaining walls.
- 34. Off-street parking and parking bays, loading spaces, and walkways indicating type of surfacing, angle of stalls, width of aisles and specific schedule showing the number of parking spaces provided and the number required.
- 35. Number of floors, floor area, height, and location of each building and proposed general use.
- 36. All shoreline alteration; including dredging, filling and bulkheading. Provision for disposal of spoils. Provision to prevent saltwater intrusion. Provision for preservation of the ecology of the area and prevention of damage to the groundwater supply.
- 37. Existing and proposed water and sanitary sewer facilities indicating pipe sizes, types and grades and where connections are to be made to existing or proposed systems.
- 38. Storm water provisions such as grades, ditches, basins, pipes and connections to existing drainage systems.
- 39. Provisions for fire-fighting and emergency services.
- 40. Profiles for all sanitary and storm sewers, streets, curbs, and other utilities.
- 41. Right-of-way lines, center lines and departing lot lines, lot numbers, subdivision limits, limits of construction and building locations.
- 42. Center line of curve data, including delta angles, radius, arc, chord and tangent.
- 43. The width of rights of way and all easements, and the width of surface or distance between curb faces, and relation to the center line.
- 44. Existing and proposed drainage easements and the direction of drainage flow.
- 45. Type of class of concrete or treated metal drainage pipe to be installed in paved road side ditches as required.
- 46. Typical street sections.
- 47. Any necessary notes that may be required to explain the intent and purposes of specific items on the plan or profile.

Zoning Ordinance: The current Northampton County Zoning Ordinance can be found at:
<http://www.co.northampton.va.us/departments/pdf/2009%20Comprehensive%20ZOAs%20Eff%2010-21-09.pdf>



PLAN OF DEVELOPMENT CHECKLIST

Northampton County Department of Planning and Zoning

7247 Young Street P. O. Box 538
Machipongo, VA 23405
(757) 678-0443 Phone (757) 678-0483 Fax
www.co.northampton.va.us

When a zoning application is submitted for a plan of development for single-family uses, buildings and structures, one (1) copy of each plan, calculations and supporting information must be submitted. When a zoning application for a plan of development for all other development is submitted, ten (10) copies of each plan, eight (8) copies of calculations and eight (8) copies of supporting documentation must be submitted. These required plans and studies may be coordinated or combined, as deemed appropriate by the Zoning Administrator. **The Zoning Administrator may determine that some of the information otherwise required is unnecessary due to the scope and nature of the proposed development. You are strongly encouraged to meet with the Zoning Administrator before making a submittal.** The submittal must contain the following information:

A. Base Plan.

- 1. Single-family
 - a. Completed zoning application Sections A through I.
 - b. Payment of fee. As fees may change annually, please check with the Northampton County Planning and Zoning Department for the current fee schedule.
 - c. Completed checklist.
 - d. A scaled site sketch, site plan or plat that accurately depicts the physical and natural features of the property along with all improvements that are proposed as part of the project.

-OR-

Other development.

- a. Completed zoning application Sections A through G.
- b. Payment of fee. As fees may change annually, please check with the Northampton County Planning and Zoning Department for the current fee schedule.
- c. Completed Plan of Development checklist.
- d. Completed Engineered Site Plan checklist.

B. Environmental site assessment.

- 1. The environmental site assessment must be drawn to scale with a narrative and clearly delineate the following environmental features:
 - a. Tidal wetlands; water bodies with perennial flow;
 - b. Non-tidal wetlands connected by surface flow and contiguous to tidal wetlands;
 - c. Non-tidal wetlands connected by surface flow and contiguous to water bodies with perennial flow;
 - d. Tidal shores and beaches;
 - e. Primary sand dunes, including beaches;
 - f. A 100-foot buffer area located adjacent to and landward of the components listed in a. through e above, and along both sides of any water body with perennial flow; and
 - g. Other sensitive environmental features as determined by the Zoning Administrator such as bluffs, eroded shorelines and areas where endangered species have been located.
- 2. Wetlands delineations shall be performed consistent with the procedures specified in the Federal Manual for Identifying and Delineating Jurisdictional Wetlands, 1989.
- 3. A perennial stream assessment determining water bodies with perennial flow must be undertaken using a scientifically valid system of in-field indicators such as those described in the Chesapeake Bay Local Assistance guidance document entitled "Determination of Water Bodies with Perennial Flow." Additional information regarding perennial stream assessments can be found at www.dcr.virginia.gov.
- 4. The environmental site assessment shall delineate the site-specific geographic extent of the Resource Protection Area (RPA). The components of the RPA are listed above in 1. a. through 1. g.
- 5. The environmental site assessment shall be drawn at the same scale as the preliminary site plan or subdivision plat, and shall be certified as complete and accurate by a professional engineer or a certified land surveyor licensed in Virginia. **This requirement may be waived by the Zoning Administrator when the proposed use or development would result in less than 5,000 square feet of disturbed area.**

C. Landscaping plan.

- 1. The landscaping plan shall be drawn to scale and clearly delineate the location, size, and description of existing and proposed plant material. All existing trees on the site two (2) inches or greater diameter at breast height (DBH) shall be shown on the landscaping plan. Where there are groups of trees, stands may be outlined instead. The specific number of trees two (2) inches or greater DBH to be preserved outside of the construction footprint shall be indicated on the plan. Trees to be removed to create a desired construction footprint shall be clearly delineated on the landscaping plan.
- 2. Any required Resource Protection Area (RPA) 100-foot wide buffer area shall be clearly delineated and any plant material to be added to establish or supplement the buffer area, as required by the Northampton County Zoning Ordinance, shall be shown on the landscaping plan.
- 3. Within the RPA 100-foot wide buffer area, trees and other woody vegetation to be removed for sight lines, vistas, access paths, and best management practices, as provided for in the Northampton County Zoning Ordinance, shall be shown on the plan. Vegetation required to replace any existing trees or other woody vegetation within the buffer area shall also be shown on the landscaping plan.
- 4. Trees or other woody vegetation to be removed for shoreline stabilization projects and any replacement vegetation required by this section shall be shown on the landscaping plan.
- 5. The plan shall depict grade changes or other work adjacent to trees which would affect them adversely. Specifications shall be provided as to how grade, drainage, and aeration would be maintained around trees to be preserved.
- 6. The landscaping plan will include specifications for the protection of existing trees during clearing, grading, and all phases of construction.
- 7. If the proposed development is a change in use from agricultural or silvicultural to some other use, the plan must demonstrate the reestablishment of woody vegetation in the buffer area as required by Section 154.164 (L) (3) of the Northampton County Zoning Ordinance.
- 8. All plant materials necessary to supplement the buffer area or vegetated area outside the construction footprint shall be installed according to standard planting practices and procedures.
- 9. All supplementary or replacement plant materials shall be living and in a healthy condition. Plant materials shall conform to the standards of the most recent edition of the American Standard for Nursery Stock, published by the American Association of Nurserymen.
- 10. Where areas to be preserved, as designated on an approved landscaping plan, are encroached upon, a mitigation plan in compliance with Section 154.164 (L) (3) of the Northampton County Zoning Ordinance will be required when the encroachment is within the buffer area. When the encroachment is outside the buffer area, replacement of existing trees and other vegetation will be achieved at a ratio of three planted trees or shrubs to one removed. Replacement trees shall be a minimum two-inch caliper at the time of planting and shrubs shall be a minimum of 3-gallon container, measured in accordance with standards provided in the most recent edition of American Standard for Nursery Stock published by the American Nursery and Landscape Association. Use of native or indigenous species is required.
- 11. Notes on the plan and / or documents must be provided establishing the applicant's responsibility for the maintenance and replacement of all vegetation as may be required by the Northampton County Zoning Ordinance.

D. Storm-water management plan.

- 1. Single-family
 - a. If permanent impervious surfaces (lot coverage) are 16% or greater, a best management practice design and calculation must be submitted which address the impacts of the 16% percent or greater lot coverage.
 - b. If encroachment into the buffer increases water quality impacts, a best management practice design and calculation must be submitted which reduces water quality impacts to pre-development conditions.

-OR-

Other development.

- a. A storm-water management plan shall be submitted as part of the plan of development process required by this section and in conjunction with site plan or subdivision plat approval consistent with the provisions of the Virginia Stormwater Management Regulations.

E. Erosion and Sediment Control Plan

- 1. Single-family
 - a. Vicinity Map: Include a copy of the tax map or smaller map which shows the exact location of the project. Indicate north on the plan.
 - b. Limits of work: Clearly and accurately delineate all areas of land disturbance – clearing, grading, cutting and filling.
 - c. Site Development: Show all proposed and existing buildings, roads, and other site development, natural and man-made features. Give dimensions of structures. Include setback lines from state/access roads, side yards, rear yards, Resource Protection Area features and all other environmental features.
 - d. Grade Changes: If the project requires any change in existing grades, existing and proposed grade changes must be shown on the plan with final contour lines clearly marked. Also take into account the grade changes and whether soil will remain on site or affect off-site areas.
 - e. Existing Vegetation: Show existing vegetation including trees, grassed areas, or other unique vegetation existing before construction.
 - f. Critical Areas: Show areas with potentially serious erosion problems. Include shorelines, steep banks, critical slopes, etc.
 - g. Location of Erosion and Sediment Control Measures: Show all locations of proposed Erosion and Sediment measures, including silt fence, rock check dams, culvert protection, etc.
 - h. Soils: Different soil types must be delineated on the plan.
 - i. Existing Drainage Patterns: Provide arrows for the directional flow of drainage on the parcel. If different patterns exist, provide acreage for area of drainage for each.
 - j. Detail Drawings: Any structural Erosion and Sediment Control practice should be explained and illustrated with detailed drawings for installation and life of structure.

-OR-

Other development.

- a. An erosion and sediment control plan shall be submitted as part of the plan of development process required by this section and in conjunction with site plan or subdivision plat approval consistent with the provisions of the Virginia Erosion and Sediment Control Regulations.

Zoning Ordinance: The current Northampton County Zoning Ordinance can be found at:
<http://www.co.northampton.va.us/departments/pdf/2009%20Comprehensive%20ZOAs%20Eff%2010-21-09.pdf>



WATER QUALITY IMPACT ASSESSMENT CHECKLIST

Northampton County Department of Planning and Zoning

7247 Young Street P. O. Box 538
Machipongo, VA 23405
(757) 678-0443 Phone (757) 678-0483 Fax
www.co.northampton.va.us

When a zoning application for a water quality impact assessment (WQIA) is submitted, one (1) copy each of the following items must be submitted. These required plans and studies may be coordinated or combined, as deemed appropriate by the Zoning Administrator. **The Zoning Administrator may determine that some of the information otherwise required is unnecessary due to the scope and nature of the proposed development. You are strongly encouraged to meet with the Zoning Administrator before making a submittal.** The submittal must contain the following information:

- 1. Minor Water Quality Impact Assessment
 - a. Completed zoning application Sections A through D and Sections G and J.
 - b. Payment of fee. As fees may change annually, please check with the Northampton County Planning and Zoning Department for the current fee schedule
 - c. Completed zoning clearance checklist.
 - d. Completed plan of development checklist when one is required.
 - e. Completed engineered site plan checklist when one is required.
 - f. Location of the components of the Resource Protection Area (RPA), including the 100-foot buffer area.
 - g. Location and narrative describing the proposed encroachment into the buffer area, including type of paving material; areas of clearing or grading; location of any structures, drives, or other impervious cover; and sewage disposal systems or reserve drainfield sites.
 - h. Type and location of proposed best management practice(s) design and calculation(s) to mitigate the proposed encroachment.
 - i. The area in square feet of disturbance necessitated by the construction.
 - j. Location of existing vegetation onsite, including the number and type of trees and other vegetation to be removed in the buffer to accommodate the encroachment or modification.
 - k. Re-vegetation plan that supplements the existing buffer vegetation in a manner that provides for pollutant removal and erosion and runoff control in compliance with Section 154.164 (L) (3) of the Northampton County Zoning Ordinance.

-OR-

- 2. Major Water Quality Impact Assessment.
 - a. All information required in the minor water quality impact assessment.
 - b. Hydro-geological element.
 - 1. Locate and describe the existing topography, soils, hydrology and geology of the site and adjacent lands.
 - 2. Locate and describe the impacts of the proposed development on topography, soils, hydrology and geology on the site and adjacent lands.
 - 3. Locate and describe the disturbance or destruction of wetlands, primary and secondary dunes and justification for such action.
 - 4. Locate and describe the disruptions or reductions in the supply of water to wetlands, streams, or other water bodies.
 - 5. Locate and describe the disruptions to existing hydrology including wetland and stream circulation patterns.
 - 6. Locate and describe the source of proposed fill material, if applicable.
 - 7. Locate and describe dredge material and location of dumping area or such material, if applicable.
 - 8. Estimation of pre- and post-development pollutant loads in runoff.
 - 9. Estimation of percent increase in impervious surface on site and type(s) of surfacing materials used.
 - 10. Locate and describe percent of site to be cleared for project.
 - 11. Describe the anticipated duration and phasing schedule of construction project.

- 12. List of all requisite permits from all applicable agencies necessary to develop project; and
- 13. Describe the proposed mitigation measures for the potential hydro-geological impacts. Potential mitigation measures include: Additional proposed erosion and sediment control concepts beyond those normally required under this section; these additional concepts may include minimizing the extent of the cleared area, perimeter controls, reduction of runoff velocities, measures to stabilize disturbed areas, schedule and personnel for site inspection; and proposed storm-water management system.
- c. Vegetative element.
 - 1. Identify and delineate the location of all woody plant material on site, including all trees two (2) inches or greater DBH or, where there are groups of trees, stands may be outlined.
 - 2. Describe the impacts the development or use will have on the existing vegetation. Information should include: General limits of clearing, based on all anticipated improvements, including buildings, drives, and utilities; clear delineation of all trees and other woody vegetation which is proposed to be removed; and description of all plant species proposed to be disturbed or removed.
 - 3. Describe the proposed measures for mitigation such as: Proposed design plan and replanting schedule for trees and other woody vegetation proposed to be removed for construction, including a list of proposed plants and trees to be used; 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 overland flow benefits from such vegetation; demonstration that indigenous plants are to be used to the greatest extent possible; and demonstration that the revegetation plan supplements the existing buffer vegetation in a manner that provides for pollutant removal and erosion and runoff control.

Zoning Ordinance: The current Northampton County Zoning Ordinance can be found at:
<http://www.co.northampton.va.us/departments/pdf/2009%20Comprehensive%20ZOAs%20Eff%2010-21-09.pdf>



BUFFER WAIVER OR EXCEPTION / VARIANCE CHECKLIST

Northampton County Department of Planning and Zoning
7247 Young Street P. O. Box 538
Machipongo, VA 23405
(757) 678-0443 Phone (757) 678-0483 Fax
www.co.northampton.va.us

When a zoning application for a buffer waiver and exception /variance is submitted, one (1) copy each of the following items must be submitted unless items are over 11" X 17" in size. In this case, twenty-one (21) copies each of the following are required for each oversized item. These required plans and studies may be coordinated or combined, as deemed appropriate by the Zoning Administrator. **The Zoning Administrator may determine that some of the information otherwise required is unnecessary due to the scope and nature of the proposed development. You are strongly encouraged to meet with the Zoning Administrator before making a submittal. Incomplete submittals will not be accepted.** The submittal must contain the following information:

- 1. Completed zoning application Sections A through D and Section K.
- 2. A scaled site sketch, site plan or plat that accurately depicts the waiver / exception / variance requested with measured distances shown on the plan and the physical and natural features of the property.
- 3. If a water quality impact assessment is required, application Sections G and J and the Water Quality Impact Assessment checklist must be provided.
- 4. Payment of fee. As fees may change annually, please check with the Northampton County Planning and Zoning Department for the current fee schedule.

Zoning Ordinance: The current Northampton County Zoning Ordinance can be found at:
<http://www.co.northampton.va.us/departments/pdf/2009%20Comprehensive%20ZOAs%20Eff%2010-21-09.pdf>



SIGN PERMIT CHECKLIST

Northampton County Department of Planning and Zoning

7247 Young Street P. O. Box 538
Machipongo, VA 23405
(757) 678-0443 Phone (757) 678-0483 Fax
www.co.northampton.va.us

When a zoning application for a sign permit is submitted, two (2) copies of each plan, calculations and supporting information must be submitted. These required plans and studies may be coordinated or combined, as deemed appropriate by the Zoning Administrator. **The Zoning Administrator may determine that some of the information otherwise required is unnecessary due to the scope and nature of the proposed development. You are strongly encouraged to meet with the Zoning Administrator before making a submittal.** The submittal must contain the following information:

- 1. Completed zoning application Sections A through D and Section L.
- 2. Detailed drawings showing area, height and design of the sign(s).
- 3. Drawings and documents detailing the method of illumination, if any.
- 4. Site sketch or plan showing the exact proposed location for such sign(s) with all distances shown on the plan from the sign to all property line.
- 5. In the case of suspended or wall signs, the method of fastening such sign to its supporting structure.
- 6. Payment of fee. As fees may change annually, please check with the Northampton County Planning and Zoning Department for the current fee schedule.

More than one (1) sign for the same business establishment may be included in one (1) application.

Any freestanding sign(s) ten (10) square feet or greater and any wall mounted sign four (4) square feet or greater must also obtain a separate building permit for the sign(s) with an additional fee.

Zoning Ordinance: The current Northampton County Zoning Ordinance can be found at:
<http://www.co.northampton.va.us/departments/pdf/2009%20Comprehensive%20ZOAs%20Eff%2010-21-09.pdf>



PLAT CHECKLIST

Northampton County Department of Planning and Zoning

7247 Young Street P. O. Box 538
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(757) 678-0443 Phone (757) 678-0483 Fax
www.co.northampton.va.us

When a zoning application for a plat is submitted, five (5) copies each of the plat and supporting information must be submitted for review. Fewer copies may be needed for a re-subdivision submittal. These required plans and studies may be coordinated or combined, as deemed appropriate by the Zoning Administrator. The number of copies can be verified by the Zoning Administrator. **The Zoning Administrator may determine that some of the information otherwise required is unnecessary due to the scope and nature of the proposed development. You are strongly encouraged to meet with the Zoning Administrator before making a submittal.** At the time of recordation, a minimum of six (6) copies will be required at the time of plat recordation. The Zoning Administrator shall serve as the Subdivision Agent. The submittal must contain the following information:

- A. Information and format for all plats** – Unless otherwise provided in the Northampton County (NHCO) Subdivision Ordinance, all plats submitted shall meet the following specifications and contain the following information:
- 1. Completed zoning application Sections A through D and Section M.
 - 2. Payment of fee. As fees may change annually, please check with the NHCO Planning and Zoning Department for the current fee schedule.
 - 3. Maintenance agreements.
 - 4. Approved engineered site plan, see zoning application Section G.
 - 5. Approved plan of development when required, see Sections H through I.
 - 6. All plats which are to be recorded shall be prepared by a professional engineer or a land surveyor to the limits of his or her license. However, nothing herein shall be deemed to prohibit the preparation of preliminary studies, plans or plats of a proposed subdivision by the owner of the land, city planners, land planners, architects, landscape architects or others having training or experience in subdivision planning or design.
 - 7. Each record plat shall meet the standard for plats set forth in any regulations of the Library of Virginia, pursuant to VA Code Section 42.1-82 and shall: (1) Be drawn to a scale that adequately and clearly depicts the contents required by Section 156.071 of the NHCO Subdivision Ordinance (2) Comply with the sheet size and inscription standards of Library of Virginia Standards for Plats, a current copy of which shall be on file in the Department of Planning and Zoning; and (3) Shall be in a form acceptable for recordation by the Clerk of the Circuit Court of NHCO.
- B. Contents for all plats** – Five (5) copies of plat containing the following information or if the plat involves a re-subdivision, only two (2) copies are required:
- 1. Title. The title must indicate whether the plat is one of subdivision, vacation of subdivision, vacation of property line, relocation of property line, boundary survey and/or physical survey. If the plat is of a proposed new subdivision and it is to have a name, it shall include the proposed name of the subdivision. The title block must be in the lower right hand corner.
 - 2. The date of drawing and any revisions.
 - 3. The number of sheets and match lines.
 - 4. The north arrow and all control points for the survey shall be referenced to the State Plane Coordinate System, South Zone, North American Datum 83/North American Vertical Datum 88 or the most recent available FEMA datum reference.
 - 5. The scale (no larger than one inch to 100 feet, unless previously approved by the agent.)
 - 6. A notation on the plat attesting that the error of closure of the boundary survey is not in excess of one foot in 10,000.
 - 7. The names and addresses of each owner of record of the property which is the subject of the plat.
 - 8. Name and address of plat preparer.
 - 9. A location map showing the property, at a scale of one inch to 2,000 feet, showing adjoining roads, their names and numbers, towns, subdivisions, other landmarks and their relationship with adjoining land.
 - 10. The location, width and names of all existing or platted roads, easements, and natural streams, and all other rights-of-way and easements on the land which is the subject of the application.

- 11. If easements are shown for alleys and shared driveways, they shall be labeled as "alley easement" or "shared driveway easement." The easement holder(s) shall be identified on the plat. If shared driveways are shown, a note shall be added to the plat stating that maintenance shall be by the owners of the lots affected by the shared driveway easement.
- 12. The location of sewage disposal systems and wells when required by the Health Department.
- 13. The location of all land intended to be dedicated, or reserved for public use, or to be reserved for the common use of lot owners in the subdivision.
- 14. The location of any open space required by the NHCO Zoning Ordinance, Section 154.104 et seq. The location of any part of the property within the flood hazard overlay district, as set forth the NHCO Zoning Ordinance Section 154.162.
- 15. Locations of any known or suspected historic resources on the subject parcel and within 100 feet of the boundary lines between the subject parcel and adjacent parcels, including cemeteries, trenches, and archeological features including those reflected in available county records.
- 16. If the property consists of more than one existing lot, then the identification of the existing lots and their outlines, which shall be indicated by dashed lines; and, the location of departing lot lines of abutting lots, and the current identification as found on NHCO Tax Maps shall be placed on the plat.
- 17. Any property lines to be adjusted or vacated should be shown and clearly labeled.
- 18. The number of lots, and the dimensions and area of each proposed lot.
- 19. The lot numbers of all proposed lots.
- 20. The location and dimensions of a lawful building site including all setbacks for each proposed lot, including tower and airstrip setbacks, on which a structure may be built, with a notation that the setback lines are those applicable as of the date of approval of the plat.
- 21. The total acreage of the property proposed to be subdivided and of each proposed lot; the total area of wetlands and the total area of uplands shall be shown.
- 22. For any parcel for which this information is used to determine density or other zoning requirements, a subdivision history of the base parcel, as that term is defined in the Zoning Ordinance, shall be established on the plat showing the boundaries on December 28, 2000, and relating the history of any changes to the base parcel from that date forward to the present.
- 23. If the property is zoned A-1, the number of lots into which each proposed lot may be further divided by right pursuant to the Zoning Ordinance.
- 24. A certificate of the licensed land surveyor or engineer who prepared the plat setting forth the source of the title of the land subdivided and the place of record of the last instrument in the chain of title. When the plat is of land acquired from more than one source of title, the outlines of the several tracts shall be indicated upon such plats, within the inset block, or by means of a dotted line upon the plat.
- 25. The names of all abutting property owners. Resource Protection Area (RPA) and Resource Management Area (RMA) boundaries, including differentiation between wetlands and buffer areas as defined in the Chesapeake Bay Preservation Area Designation and Management Regulations, 9 VAC 10-20-10 et seq., as amended.
- 26. Depiction of all easements to which the property is subject and identification of the dominant estate by name or parcel.
- 27. The name of each existing and proposed public and private road on the property which is proposed to be divided, which names shall be reviewed and approved by the County 911 Agent.
- 28. When a residential subdivision is proposed in or adjacent to any agricultural zoning district or use, the following statement shall be clearly visible on the preliminary plat, and on any record plat subsequently approved and recorded: "These residential building lots are located in an agricultural area. Agriculture is the primary economic activity of this zoning district. Owners, residents, and other users of property may be subjected to inconvenience or discomfort arising from agricultural operations even though conducted in accordance with best management practices and/or in accordance with existing laws and regulations of the Commonwealth and the County. Such agricultural operations may generate noise, odors, and dust; may involve the operation of machinery, including aircraft; and may involve the storage and disposal of manure, and the application of fertilizer, soil amendments, and pesticides. Owners, occupants, and users of land should be prepared to accept such inconveniences or discomfort as a normal and necessary aspect of living in an agricultural zoning district in a county with a strong rural character and an active agricultural sector." Such statement shall likewise be included on any individual plats of lots or parcels within such subdivisions subsequently and separately surveyed and recorded.

- 29. All linear, angular, and curvilinear dimensions of lots, roads, alleys, public easements and private easements shall conform to the requirements set forth in the Virginia Administrative Code regarding standards and procedures for land surveyors. Curvilinear data shall include radius, central angle, arc length, tangent distances, chord distance and chord bearing and may be shown either directly on the corresponding boundary or surveyed line or in table form.
- 30. Monuments. The location and material of all permanent reference monuments installed in connection with the plat. Monuments found or installed prior to plat recordation may be referred to if permanent and undisturbed. If any monument required by this chapter will be installed after recordation of the record plat, the certification of the professional engineer or land surveyor shall o note.
- 31. Bearing and distance ties. A definite bearing and distance tie between not less than two permanent monuments on the exterior boundary of the property and further tie to an existing road intersection where possible and reasonably convenient.
- 32. Public utility and drainage easements. Show the location of all proposed public utility and drainage easements outside the right-of-way of public roads and private roads.
- 33. Means of lawful access from each lot to a public road.
- 34. Restrictions imposed in conjunction with the approval of the plat and their period of existence. If the length of a restriction makes its inclusion on the record plat impractical, and does not necessitate the preparation of a separate instrument, reference shall be made to the restriction on the record plat.
- 35. If the subdivision will contain one or more private roads, one of the following statements, as applicable: (1) The streets in this subdivision do not meet the standards for inclusion in the system of state highways and will not be maintained by the Virginia Department of Transportation or NHCO and are not eligible for rural addition funds or any other funds appropriated by the General Assembly and allocated by the Commonwealth Transportation Board. The maintenance and improvement of the roads in this subdivision shall be in accordance with a Maintenance Agreement, which is recorded [of even date with the subdivision plat] as Instrument Number _____ in the Clerk's Office of the Circuit Court of NHCO with the subdivision plat; or (2) The streets in this subdivision are not intended for inclusion in the system of state highways and will not be maintained by the Virginia Department of Transportation or NHCO and are not eligible for rural addition funds or any other funds appropriated by the General Assembly and allocated by the Commonwealth Transportation Board. The maintenance and improvement of the roads in this subdivision shall be in accordance with a Maintenance Agreement, which is recorded [of even date with the subdivision plat] as Instrument Number _____ in the Clerk's Office of the Circuit Court of NHCO with the subdivision plat.
- 36. If the subdivision will contain one or more alleys, ditches, gutters, sidewalks, bicycle trails, or any water system, sewerage system, storm water management facility, open space, common area, street or road sign, or other improvement, individually and collectively referred to herein as the "improvement," which are not to be maintained by NHCO or any authority or other public agency, the plat shall state that a condition of the approval of the plat is that all lots therein are conveyed subject to an instrument meeting the standards of Section 156.111 (B) of the NHCO Subdivision Ordinance, which instrument shall contemporaneously be recorded with the record plat.
- 37. Temporary cul-de-sacs. The location of temporary cul-de-sacs, if needed, with the following accompanying note: "The area on this plat designated as a temporary cul-de-sac will be constructed and used as other roads in the subdivision until (road name) is/are extended to (road name), at which time the land in the temporary cul-de-sac area will be abandoned for road purposes and will revert to adjoining property owners in accordance with specific provisions in their respective deeds."
- 38. Statement of consent to subdivision by all persons or entities having a material interest in the property as follows: "The subdivision of the land described herein is with the free consent and in accordance with the desire of the undersigned owners. All statements affixed to this plat are true and correct to the best of my knowledge."
- 39. For record plats, signature panels for the subdivision agent shall appear on each page of the plat, and shall bear the date of the signature, and a statement to this effect: "This plat, consisting of __ pages, has been approved by the Subdivision Agent of NHCO, and may be admitted to the land records of the aforesaid County."
- 40. All subdivisions proposed to be located within the established Flood Hazard District shall have indicated on the subdivision plat base flood elevation data to the following extent: (1) The established 100-year flood line shall be indicated on the subdivision plat; and (2) The lowest and highest elevation for each lot within the proposed subdivision above mean sea level shall be located on said lot as a spot elevation.

- 41. Signature panels for other agencies when required.
- 42. For record plats, the signature panels for the owner(s) shall be located immediately below the statement required by division (NN) of Section 156.071 of the NHCO Subdivision Ordinance. The owner(s) signature shall be notarized. The plat shall include a signature panel for the notary in substantially this form:

State of _____

County/City of _____

The foregoing statement of consent was acknowledged before me this ___ day of _____, _____.

Notary Public

My Commission Expires: _____

C. **Optional pre-application review** – One (1) copy of a conceptual sketch should be drawn on white paper, on a print of a topographic map or aerial photo of the property, be drawn to a scale of not more than 100-feet to the inch and should contain the following information:

- 1. Property lines.
- 2. Proposed non-residential building locations and orientation.
- 3. Building locations within 100 feet on adjacent properties.
- 4. Location of parking area(s).
- 5. Landscape areas/buffers.
- 6. Access to the site.
- 7. Proposed use of site.
- 8. Building setbacks per Zoning Ordinance.
- 9. Zoning of surrounding properties.
- 10. Graphic scale.
- 11. Easements.
- 12. Unique natural/visual features to be preserved (wetlands, RPA buffer, known archaeological sites, mature trees etc.).
- 13. Features which could impact the site design such as historic sites, graveyards, towers, airstrips, underground storage tanks, etc.
- 14. Topography of site (data from 7.5 minute quadrangle sheets are acceptable).
- 15. Soil types (general soils type information from the NHCO Soil Survey is acceptable).
- 16. When a part of the tract is proposed for subdivision and it is intended to subdivide additional parts in the future the sketch shall include the entire tract and phase lines required.

D. **Additional requirements for phased subdivision** - In addition to the information required in Section 156.061 of the NHCO Subdivision Ordinance, phased subdivisions shall also be accompanied by a five (5) copies of a master phasing plan which shall include the following information:

- 1. The boundary lines of the property.
- 2. Existing land conditions, existing topography, and soils information.
- 3. The general lay-out design of what is proposed for the subdivision, on a scale of not smaller than one inch equals 100 feet.
- 4. Phasing lines for each section, which shall include the delineation of lots, open space, public road or private road rights-of-way, and other areas, to be platted by each phase and a written schedule of acreage and percentage of each such land area for each section, stated on individual and cumulative bases.
- 5. The location of temporary cul-de-sacs, means of emergency access and other temporary road improvements as may be necessitated by the phased development and a written time schedule for the removal or discontinuance of such improvement.
- 6. A complete description of the extent to which improvements required by this chapter and other improvements proposed by the subdivider will be installed with each phase of the subdivision.

- E. **Requirements for recordation of plat** - When a record plat is deemed approvable by the Subdivision Agent, the subdivider must provide the agent with the following information within six months of the date of the written notice of approval for the recordation:
- 1. A certificate of completion of all required improvements, or surety in lieu of such a certificate, as provided in Sections 156.095 through 156.111 of the NHCO Subdivision Ordinance.
 - 2. A minimum of six (6) copies of the plat which has been signed by the owners, parties with an interest in the plat that are required to sign, duly acknowledged by a notary officer authorized to take such acknowledgments. Each copy shall bear the original seal and signature of the surveyor or engineer preparing the plat. The subdivider may provide any additional copies he or she desires.
 - 3. A minimum of six (6) copies of any recorded or to be recorded agreement that is a requirement of deeming the plat approvable.
 - 4. A digital AutoCAD file of the survey must accompany the hard copy of the record plat. Any application for a subdivision must include as part of its AutoCAD file a minimum of two Global Positioning System survey points verified to the State Plane Coordinate System. The Global Positioning Points must be subfoot accuracy.
 - 5. The required recordation fee for the plat and any agreements to be recorded.

Zoning Ordinance: The current Northampton County Zoning Ordinance can be found at:
<http://www.co.northampton.va.us/departments/pdf/2009%20Comprehensive%20ZOAs%20Eff%2010-21-09.pdf>



ZONING MAP AMENDMENT CHECKLIST

Northampton County Department of Planning and Zoning

7247 Young Street P. O. Box 538
Machipongo, VA 23405
(757) 678-0443 Phone (757) 678-0483 Fax
www.co.northampton.va.us

When a zoning application for a zoning map amendment is submitted, one (1) copy each of the following items must be submitted in conjunction with the application before it can be accepted unless items are over 11" X 17" in size. In this case, twenty-seven (27) copies each of the following are required of each oversized item. These required plans and studies may be coordinated or combined, as deemed appropriate by the Zoning Administrator. **The Zoning Administrator may determine that some of the information otherwise required is unnecessary due to the scope and nature of the proposed development. You are strongly encouraged to meet with the Zoning Administrator before making a submittal. Incomplete submittals will not be accepted.** The submittal must contain the following information:

- 1. Completed zoning application Sections A through D and Section N.
- 2. Legal description of the property for which the change of zoning is requested, including a metes and bounds description of the application property and one (1) copy of a legal description for each zoning district proposed within the boundaries of the application property.
- 3. Certified plat showing the property drawn at a scale with sufficient references to existing streets and subdivisions to enable the property to be located on County maps. The plat must include:
 - a. A scale and north arrow (if feasible, oriented to the top);
 - b. Show the proposed streets/roads/rights-of-way, utility lines, trails, bike and/or bridle paths, water bodies and Chesapeake Bay Preservation features, soil types and their locations, and open space areas;
 - c. Show the locations and distances to existing and proposed buildings, structures and uses, the names and numbers of all boundary roads/streets; and the widths of all existing and proposed rights-of-way and parking areas;
 - d. Include a tabulation chart showing the existing and proposed zoning, the existing and proposed use(s), the number of dwelling units and supporting buildings or structures and their sizes in square feet (for proposed residential structures), the number of buildings or structures and their sizes in square feet and floor area ratio (for proposed non-residential uses), the amount and type of open space, the area used to calculate density/intensity of the proposed use, and the vehicle trips per day and by peak hour anticipated to be generated by the proposed use (ITE trip generation figures should be provided at a minimum); and
 - e. The seal and signature of the professional that prepared it.
- 4. The names and addresses, of the property owners abutting the application property and across the street from it and the County tax parcel numbers of their properties.
- 5. A written Statement of Justification for the application addressing:
 - a. Whether and how the proposed application and its use(s) are consistent with the adopted Comprehensive Plan.
 - b. Whether and how the proposed application and its use(s) are in compliance with all applicable Zoning Ordinance regulations.
 - c. Whether and how the proposed application and its use(s) are consistent with the individual zoning criteria in VA Code Sections 15.2-2283 and -2284. Staff can provide you with this Code section.
 - d. Whether and how the proposed application and its use(s) will protect, and not damage the County's fresh water aquifer and water quality (including groundwater).
 - e. Whether and how the proposed application and use(s) are compatible with existing or proposed uses in the neighborhood and with adjacent parcels.
 - f. Whether and why there is sufficient existing or proposed landscaping, screening and buffering on the application property and/or in the neighborhood to adequately screen surrounding uses.
 - g. Whether and how the proposed application and use(s) will result in the preservation of topographic, physical, natural, scenic, archaeological and/or historic features of significance.
 - h. Whether and why the traffic expected to be generated by the proposed use(s) will be adequately and safely served by roads, pedestrian connections, and other transportation services.
 - i. Whether and why the proposed use(s) will not affect the structural capacity or the sewage disposal functionality of the soils.
- 6. When required, a traffic impact study based on the Virginia Department of Transportation regulations as set forth in 24VAC30-155-40 Rezoning. Staff can provide a copy of these regulations.
- 7. Payment of fee. As fees may change annually, please check with the Northampton County Planning and Zoning Department for the current fee schedule.

Zoning Ordinance: The current Northampton County Zoning Ordinance can be found at:
<http://www.co.northampton.va.us/departments/pdf/2009%20Comprehensive%20ZOAs%20Eff%2010-21-09.pdf>



ZONING TEXT AMENDMENT CHECKLIST

Northampton County Department of Planning and Zoning

7247 Young Street P. O. Box 538
Machipongo, VA 23405
(757) 678-0443 Phone (757) 678-0483 Fax
www.co.northampton.va.us

When a zoning application for a zoning text amendment is submitted, one (1) copy each of the following items must be submitted in conjunction with the application before it can be accepted unless items are over 11" X 17" in size. In this case, twenty-seven (27) copies each of the following are required of each oversized item. These required plans and studies may be coordinated or combined, as deemed appropriate by the Zoning Administrator. **The Zoning Administrator may determine that some of the information otherwise required is unnecessary due to the scope and nature of the proposed development. You are strongly encouraged to meet with the Zoning Administrator before making a submittal. Incomplete submittals will not be accepted.** The submittal must contain the following information:

- 1. Completed zoning application Sections A through D and section O.
- 2. A narrative description of the purposes to be served by the proposed amendment and how it would change the regulations of the Northampton County Zoning Ordinance.
- 3. A written Statement of Justification for the application addressing:
 - a. Whether and how the proposed amendment is consistent with the adopted Comprehensive Plan.
 - b. Whether and how the proposed amendment is consistent with the individual zoning criteria in VA Code Sections 15.2-2283 and -2284. Staff can provide you with this Code section.
 - c. Whether, how, and to what extent the proposed amendment and its use(s) are in compliance with all applicable Zoning Ordinance regulations.
 - d. Whether, how, and to what extent the proposed amendment will protect the County's fresh water and water quality (including groundwater).
 - e. Whether and how the proposed amendment and its use(s) are compatible with existing or proposed uses in the neighborhood and with adjacent parcels which may potentially be affected by the amendment.
 - f. How the proposed amendment intends to mitigate any potentially adverse impacts caused by the proposed use(s) or regulatory change(s).
- 4. Payment of fee. As fees may change annually, please check with the Northampton County Planning and Zoning Department for the current fee schedule.

Zoning Ordinance: The current Northampton County Zoning Ordinance can be found at:
<http://www.co.northampton.va.us/departments/pdf/2009%20Comprehensive%20ZOAs%20Eff%2010-21-09.pdf>



APPEAL CHECKLIST

Northampton County Department of Planning and Zoning

7247 Young Street P. O. Box 538
Machipongo, VA 23405
(757) 678-0443 Phone (757) 678-0483 Fax
www.co.northampton.va.us

Appeal to the Board of Zoning Appeals: Any person, officer, board, commission, or agency **aggrieved by a decision, order, requirement or determination of the Zoning Administrator** or any other officers, departments or boards of Northampton County in the administration or enforcement of the Northampton County Zoning Ordinance may appeal such decision to the Board of Zoning Appeals in accordance with the provisions in Section 154.225 *et seq.*, of the NHCO Zoning Ordinance and Virginia state law.

Appeal to the Board of Supervisors: Any landowner, zoning applicant, officer, board, commission, or agency **aggrieved by a decision of the Zoning Administrator made pursuant to the administration and/or enforcement of conditions attached to a rezoning or zoning map amendment may petition** the Board of Supervisors for review of the decision. See sections 154.044 and 154.160 of the Northampton County Zoning Ordinance.

Such appeal shall be filed within 30 days after the decision is issued. In case of an appeal from a notice of violation issued by the Zoning Administrator, or a written order from the Zoning Administrator, the appeal shall be filed within 30 days of receipt of such order or notice.

The following items are required to file an appeal:

- 1. A copy of the written decision, notice or order which is being appealed.
- 2. Documents specifying grounds for appeal.
- 3. Payment of fee. As fees may change annually, please check with the Northampton County Planning and Zoning Department for the current fee schedule.

Zoning Ordinance: The current Northampton County Zoning Ordinance can be found at:
<http://www.co.northampton.va.us/departments/pdf/2009%20Comprehensive%20ZOAs%20Eff%2010-21-09.pdf>

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