



Sussex County Land Disturbing Activity Permitting Steps

1. Hold a pre-construction meeting and allow an on-site visit by the Sussex County Code Compliance Specialist.
2. Contact a Certified Design Professional familiar with Virginia Erosion & Sediment Control Laws and Regulations to design an Erosion & Sediment Control Plan, also known as a Site Plan. Locations of borrow and waste areas **must** be included in the overall Plan if the borrow and waste areas are not already permitted by the State. Any questions regarding this issue should be discussed promptly to avoid noncompliance at a later date.
3. Submit a Site Plan (7 copies) and Land Disturbance Application to the Planning Office.
4. Pick up the fee ticket for the Site Plan review from the Planning Department Office* and submit fees to the Treasurer's Office. Please return your fee receipt to the Planning Department Office. Site Plan review fees are \$500.00 plus \$10/acre.
5. Allow for review time of Site Plan by applicable agencies (up to 45 days unless stormwater management is being reviewed by DCR, allow 60 days).
6. If changes need to be made to the Site Plan, resubmittal of the Plan will be necessary and the review time starts over. However, once the Plan is approved by all reviewing agencies, a notice will be submitted to applicant/design professional stating that the Site Plan is approved and preliminary perimeter erosion and sediment control measures must be installed and inspected prior to obtaining the Land Disturbance Permit.
7. Allow for inspection of the preliminary erosion and sediment control measures. Once acceptable installation of the preliminary erosion and sediment control measures has been achieved, the Land Disturbance Permit may be obtained from the Building Department Office*.
8. Submit a letter of credit, surety bond, or cash escrow in the amount of 125% of the estimated cost of the erosion and sediment control measures to the Building Department. Obtaining the Land Disturbance Permit is contingent on Sussex County receiving a letter of credit, surety bond, or cash escrow.

9. When obtaining the Land Disturbance Permit, first pick up the fee ticket at the Building Department Office and submit fees to the Treasurer's office. Please return your fee receipt to the Building Department Office. Land Disturbance Permit fees are \$300 plus \$10/acre.

10. Land disturbance may begin on the property and routine inspections by the Sussex County Code Compliance Specialist will occur. If violations of the Sussex County Erosion & Sediment Control Ordinance occur at the property, Inspection Reports detailing violations will be submitted to the owner for correction. All correspondence regarding Erosion & Sediment Control is sent via certified, return receipt as required by State law.

11. Passing the final Erosion & Sediment Control inspection is necessary to gain a Certificate of Occupancy if the land disturbing activity is occurring in conjunction with the construction of a building or residence.

All other applicable local, state, and federal laws for land disturbing activity must be met.

If the total estimated disturbed acreage exceeds one (1) acre, contact Mr. Arthur Kirkby at the Suffolk Office of the Department of Conservation and Recreation at (757) 925-1524 for obtaining a VSMP permit.

Obtaining a Land Disturbing Permit does not allow for automatic approval of other applications that are submitted in association with the project.

These guidelines are for your information and intended to provide an outline of steps necessary to maintain compliance with applicable Erosion and Sediment Control Laws and Regulations for your project. At times, you may have questions that cannot be answered by these guidelines. Please contact the Sussex County Code Compliance Specialist at (434) 246-1037 for further assistance.

*The Planning and Building Department Offices are both located in the Sussex County Administration Building located at 20135 Princeton Road Sussex, VA 23884 and (434) 246-1000.

Owner/Developer Signature

Date