



Application and Checklist for

# CONSTRUCTION PLANS

**King George County  
Department of Community  
Development**

10459 Courthouse Drive, Suite 104  
King George, VA 22485

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[www.kinggeorgecountyva.gov](http://www.kinggeorgecountyva.gov)

### CONSTRUCTION PLAN CHECKLIST

In accordance with Article 10, Division 8 of the Zoning and Subdivision Ordinance, Construction Plans are required for all subdivisions. A decision of approval or disapproval shall be made within 90 days of submission of the Construction Plan. Approval of the Construction Plan shall expire one (1) year from the date of approval, unless:

- A Final Plat is recorded; or
- Construction, in accordance with the approved Construction Plans, has actually begun on the site.
- As otherwise provided by a mandatory provision of the Virginia Uniform Statewide Building Code.

**Please be advised that applicants are required to schedule a meeting with the Development Committee prior to submitting a complete application. During this meeting the applicant may submit Concept Plans for preliminary review, comment, and recommendation by the Zoning Administrator or Agent, and other Development Committee members. Meetings can be scheduled by calling the Community Development Director at (540) 775-8550.**

**CONSTRUCTION PLAN CHECKLIST**

<u>Applicant</u>	<u>KGZO Section</u>	Checklist Key: <input checked="" type="checkbox"/> =Yes <input checked="" type="checkbox"/> =No    N/A= Not applicable	<u>Staff</u>
		1. Cover Page, containing the following:	
<input type="checkbox"/>	Section 10-8-2 (A)	a. Title block with application type, tax map number, lot number, total number of sheets, and signature line for approving authority;	<input type="checkbox"/>
<input type="checkbox"/>	Section 10-8-2 (A)	b. North arrows and graphic scales on each sheet;	<input type="checkbox"/>
<input type="checkbox"/>	Section 10-8-2 (A)	c. Names and email address of the developer;	<input type="checkbox"/>
<input type="checkbox"/>	Section 10-8-2 (A)	d. Name and email address of person preparing Construction Plan with professional seal, if applicable;	<input type="checkbox"/>
<input type="checkbox"/>	Section 10-8-2 (A)	e. Date of drawing (including any revision dates) and a list of revisions (if applicable);	<input type="checkbox"/>
<input type="checkbox"/>	Section 10-8-2 (A)	f. Match-line key plan (if applicable);	<input type="checkbox"/>
<input type="checkbox"/>	Section 10-8-2 (A)	g. Consecutively numbered sheets;	<input type="checkbox"/>
<input type="checkbox"/>	Section 10-8-2 (A)	h. Overall plan of the proposed subdivision in its entirety on one sheet; and	<input type="checkbox"/>
<input type="checkbox"/>	Section 10-8-2 (A)	i. Total acres of site	<input type="checkbox"/>
<input type="checkbox"/>	Section 10-8-2 (B)	2. Plan must comply with the Final Plat, except for technical changes allowed by Section 10-6-6 of the Zoning and Subdivision Ordinance;	<input type="checkbox"/>
<input type="checkbox"/>	Section 10-8-2 (C)	3. Must be prepared and certified by a professional engineer or land surveyor licensed to practice in the Commonwealth of Virginia and shall be stamped with the preparer's seal;	<input type="checkbox"/>
<input type="checkbox"/>	Section 10-8-2 (D)	4. If development will be phased, the construction plans for any improvements located outside the boundary of, but necessary for the development of, a single section shall be submitted with the Construction Plans for that section;	<input type="checkbox"/>
<input type="checkbox"/>	Section 10-8-2 (E)	5. Construction of improvements within the area proposed shall only be commenced upon the approval of the Construction Plans and issuance of a land disturbing (grading) permit by the County.	<input type="checkbox"/>
<input type="checkbox"/>		6. Checklist and submitted Stormwater Management Plans	<input type="checkbox"/>
<input type="checkbox"/>		7. Checklist and submitted Erosion and Sediment Control Plans	<input type="checkbox"/>

**ATTACHMENTS – FOR CONSTRUCTION PLANS, the following must be submitted:**

1. Completed Application
2. Number of copies, as requested
3. Application Deposit Fee (as determined by the Planning and Zoning Fee Schedule)

**CONSTRUCTION PLAN APPLICATION**

**APPLICANT INFORMATION:**

Name:		
Company:		
Mailing Address:		
City:	State:	Zip Code:
Phone:	Fax:	
Email:		

**PROPERTY OWNER INFORMATION: (Provide attachments if multiple owners)**

Name:		
Company:		
Mailing Address:		
City:	State:	Zip Code:
Phone:	Fax:	
Email:		

**PROJECT INFORMATION:**

Name of Subdivision:	
Zoning:	Total # of Lots:
Parcel(s):	
Tax Map:	Total Acres:
Roads: <input type="checkbox"/> Public <input type="checkbox"/> Private	Utilities - New or Existing? <input type="checkbox"/> New <input type="checkbox"/> Existing
Water: <input type="checkbox"/> Public <input type="checkbox"/> Private (Well)	Sewer: <input type="checkbox"/> Public <input type="checkbox"/> Private (Septic)

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**PROFESSIONAL INFORMATION (SURVEYOR, ENGINEER):**

Name:	
Company:	
Address:	
Phone:	Email:

As owner/developer/surveyor/engineer of this property, I hereby certify that this application is complete and accurate to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Application #: \_\_\_\_\_ Date Received: \_\_\_\_\_

Submittal Number: ☐ 1<sup>st</sup> ☐ 2<sup>nd</sup> ☐ 3<sup>rd</sup> ☐ Other: \_\_\_\_\_

Plan Review Deposit Fee (due at 1<sup>st</sup> submittal) \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_

Application Fee \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_

Submission to other Agencies and Departments Date: \_\_\_\_\_

Notes/Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

☐ Approved

☐ Denied

King George County Community Development Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**CERTIFICATION OF REAL ESTATE TAX PAYMENT**

In accordance with Section 2-6-1 of the King George County Zoning and Subdivision Ordinance:

Pursuant to the Code of Virginia § 15.2-2286 (B), as amended, prior to the initiation of an application by the owner of the subject property, the owner's agent, or any entity in which the owner holds an ownership interest greater than 50%, for a Special Exception, Variance, Rezoning, or other land disturbing permit, including Building Permits and Erosion and Sediment Control Permits, or prior to the issuance of final approval, the authorizing body may require the applicant to produce satisfactory evidence that any delinquent real estate taxes, nuisance charges, stormwater management utility fees, and any other charges that constitute a lien on the subject property, that are owned to the locality and have been properly assessed against the subject property, have been paid, unless otherwise authorized by the treasurer. Upon receipt of an application, together with supplementary materials and payment of the application fee and provision of proof that all outstanding payments set forth in this section have been paid and satisfied. The Zoning Administrator may waive this requirement for reasons of health, safety, or public welfare, provided that the applicant or owner has entered into a plan with the County Treasurer to pay all delinquent taxes, fees and charges as set for the in this Ordinance.

Tax Map # \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

I certify that Real Estate Taxes have been paid in full for the above referenced property, as required by Section 2-6-1 of the King George County Zoning and Subdivision Ordinance.

Property Owner/Applicant Signature: \_\_\_\_\_

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King George County Treasurer Staff Name: \_\_\_\_\_

King George County Treasurer Verified Date: \_\_\_\_\_