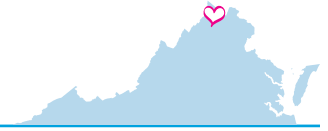


# Frederick County, Virginia

## — Fast Track Permit Process



Frederick County, Virginia, requires an approved site plan prior to the development of any proposal in the industrial and commercial zoning districts. Frederick County has created a parallel tracking system to expedite the timetable between plan review and the commencement of construction. This process allows for all plan review agencies to ensure compliance with all applicable codes and allows the developer to begin site improvements.

Frederick County's experience with other industrial and commercial development projects indicates that the parallel tracking system can work, provided that all parties maintain open communication channels throughout the process. In order for this process to be successful, it is imperative that engineering and design maintain pace with the construction schedule.

Frederick County Public Works Department is the lead agency in this process. Please contact Joe Wilder for additional information (540-665-5643).

The following information describes the procedures and players that are essential in streamlining this process.

### Site Plan

Industrial and commercial development proposals require an engineered site plan, as well as related design computation, that are reviewed and approved by Frederick County. These drawings must be sealed by an engineer who is licensed to do work in the state of Virginia.

Once this is accomplished, the site plans may be forwarded to all required review agencies. These agencies are:

- Virginia Department of Transportation
- Frederick County Sanitation Authority
- Frederick County Building Official
- Frederick County Fire Marshal
- Frederick County Engineer
- Frederick County Department of Planning and Development

The Frederick County Zoning Administrator can approve the site plan for this proposal administratively after agency's review and comments have been incorporated. All site plans appear on the Frederick County Planning Commission's Bimonthly Report for information, but do not require public hearings and approvals.

### Fees

A site plan application and review fee is a \$2,500 base fee, plus \$200 per acre of disturbed area for the first five acres and \$100 per acre for each additional acre that is disturbed.

### Structural Plans

Structural plans shall be submitted to the Frederick County Department of Public Works when an application is made for a building permit. The building permit may be applied for at the same time that the site plans are sent out for review agency comment. This enables Frederick County to begin structural review immediately.

### Land Disturbance Permit

Frederick County will issue a Land Disturbance Permit prior to final approval of the site plan with the approval of a grading plan. This allows the developer to accomplish all work necessary to achieve final site grade. This permit is issued by the Frederick County Department of Public Works once a grading plan has been submitted and approved by Frederick County Engineering Department. The grading plan shall include all erosion and sediment control measures, storm water design and all related computations.

The Engineering Department prefers to meet with the engineer that will develop this plan. This will allow the grading plan to be developed appropriately and expedite the review process. This preliminary meeting allows the Engineering Department to be familiar with the development proposal and enables them to review this promptly, provided that they are informed that the plan is being sent to them.

The Engineering Department is also willing to meet with the designer in the event that there are revisions required to the grading plan subsequent to this review. This will allow the designer to address all concerns and will also permit Frederick County to issue the Land Disturbance Permit promptly.

### Land Disturbance Permit Fees

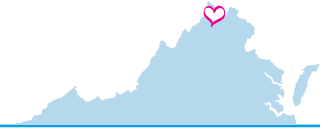
The cost of this permit is a \$500 base fee, plus \$100 per acre of disturbed area.

### Footing Foundation Permit Fees

In conjunction with the zoning approval, Frederick County will also issue a Footing Foundation Permit prior to the final approval of the site plan; this permit is issued at the applicant's own risk and allows the developer to complete all work associated with the footings and slab. This also includes

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sub-grade work such as basement floors, basement walls, plumbing and electrical underground systems. The Footing Foundation Permit is part of the overall building permit, and the details are reviewed as part of the structural drawings. These plans are reviewed by a Frederick County Plans Review Specialist.

The Plans Review Specialist is able to review the detailed footing foundation drawings within seven (7) to ten (10) working days, provided that he is informed that the developer is ready to submit the structural drawings and apply for the building permit. The Plans Review Specialist requires two sets of the structural drawings for review. Any corrections that are required for the structural drawings will be forwarded to the engineer. The Plans Review Specialist is willing to approve a Footing Foundation Permit once adequate footing details, basement details (if necessary), and groundwork details are provided.

### **Footing Foundation Permits**

There is no fee required for a Footing Foundation Permit, as this is part of the overall building permit.

### **Blasting**

Frederick County requires the issuance of a Blasting Permit in the event that blasting is necessary. A Blasting Permit may be applied for at the Frederick County Fire and Rescue Department. A separate Blasting Permit is required for each contractor that will be conducting work on this site.

### **Blasting Permit Fees**

The cost of this permit is \$15 and is issued once the Frederick County Fire Marshal has had an opportunity to review and sign the permit. This can usually be accomplished the same day; however, it may take an additional day if the applicant does not make arrangements to meet with the Fire Marshal.

### **Demolition Permit**

Frederick County, as dictated by the Virginia Uniform Statewide Building Code, requires the issuance of a Demolition Permit in the event that it is necessary to raze an existing structure. This permit can be issued immediately if, when applying for the permit, the applicant furnishes a letter from all applicable utility companies stating that all utilities have been disconnected.

### **Demolition Permit Fees**

The cost of this permit is \$40.

### **Remaining Permits**

The remaining permits for the industrial or commercial development proposal may be issued once the site plan has received final approval from the Frederick County Zoning Administrator, and the structural drawings have received final approval from the Frederick County Building Official.

These permits include:

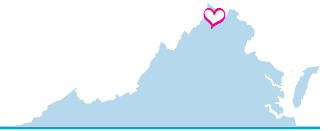
- Final Building Permit
- Electrical Permit
- Mechanical Permit
- Plumbing Permit

These permits need to be applied for individually, and each has an individual permit fee (please refer to the Frederick County Industrial and Commercial Fee Schedules)



# Frederick County, Virginia

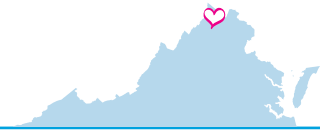
## — Fast Track Permitting



Contact Info/Agency	Permits
<p><b>Virginia Department of Transportation</b> Resident Engineer P. O. Box 278 Edinburg, VA 22824 540.984.5600</p>	
<p><b>Frederick County Sanitation Authority</b> Engineer Director 315 Tasker Road Winchester, VA 22602 540.868.1061</p>	
<p><b>Frederick County Inspections Department</b> Building Official 107 North Kent Street, Annex Bldg., Second Floor Winchester, VA 22601 540.665.5650</p>	<ul style="list-style-type: none"><li>Footing Foundation Permit</li><li>Final Building Permit</li><li>Electrical Permit</li><li>Mechanical Permit</li><li>Plumbing Permit</li><li>Demolition Permit</li><li>Structural Plans</li><li>Certificate of Occupancy</li></ul>
<p><b>Frederick County Fire Marshal</b> Fire Marshal 1080 Coverstone Drive Winchester, VA 22602 540.665.5618</p>	<ul style="list-style-type: none"><li>Blasting Permit</li></ul>
<p><b>Frederick County Engineering/Public Works</b> Director of Engineering 107 North Kent Street, Annex Bldg., Second Floor Winchester, VA 22601 540.665.5643</p>	<ul style="list-style-type: none"><li>Land Disturbance Permit</li><li>Site plans</li><li>Erosion and sediment plans</li><li>Stormwater management</li></ul>
<p><b>Frederick County Department of Planning &amp; Development</b> 107 North Kent Street, Annex Bldg., Second Floor Winchester, VA 22601 540.665.5651</p>	<ul style="list-style-type: none"><li>Final Site Plan Approval</li></ul>

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	WEEK	MONTH
Obtain Demolition Permit (if necessary)	X	
Obtain Blasting Permit	X	
Review Blasting Request	X	
Issuance of Blasting Permit	X	
Submit Grading Plan for Review	X	
Obtain Land Disturbance Permit		X
Commence Grading Work		X
Obtain Footing Foundation Permits & Groundwork		
Review Footing, Basement, & Groundwork Details		X
Issuance of Footing Foundation Permit		X
Commence Construction of Footing & Groundwork		X X
Approval of Final Site Plan		X X
Approval of Final Structural Plans		X X
Obtain Building Permit		X
Obtain Electrical Permit		X
Obtain Plumbing Permit		X
Obtain Mechanical Permit		X
Commence Construction		Inspections throughout Construction
Obtain Temporary Occupancy Permits (if necessary)		X

To ensure that final building, electrical, plumbing, and mechanical permits are issued in accordance with this chart, it is important to submit the site plan and construction drawings in a timely fashion. This can occur either before or after a grading plan and footing details are submitted; however, early submittal is strongly recommended. Cooperation between the design firms and County agencies to meet County and State requirements will expedite this process. The submission of quality plans at all levels will permit optimal timing.