



County of Albemarle
COMMUNITY DEVELOPMENT DEPARTMENT

401 McIntire Road, North Wing
Charlottesville, VA 22902-4579
Telephone: 434-296-5832
WWW.ALBEMARLE.ORG

Request for Pre-construction Meeting and Land Disturbance Permit
Albemarle County – VESMP

Approved Plan Number: WPO-_____

Approved Plan Name: _____

(Plans must be approved prior to a pre-construction meeting.)

Bond approval date: _____

(Bonds must be approved and posted prior to a pre-construction meeting or permit.)

Responsible Land Disturber:

Print Name: _____

State RLD Number: _____

Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone: (____) _____ E-mail: _____

Primary Contractor:

Print Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone: (____) _____ E-mail: _____

Annual maintenance fees are assessed in arrears on April 1 each year or a portion of a year that this permit is active [§1-503].



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Person(s) attending the Pre-construction Meeting:

Names (type or print)	Firm	Contact Number or email

FOR OFFICE USE ONLY	Permit Issued Date _____
By who? _____	



Information for Permit Applicants

9-Month Permanent Stabilization Deadline:

Code Sec. 17-808 Duty to stabilize denuded areas with permanent vegetation within nine months after commencing land disturbing activity.

When permanent vegetation required. The owner must install on all denuded areas on the site within nine (9) months after the date the land disturbing activity commenced, except for areas that the administrator determines are necessary parts of the construction that are subject to an active building permit and areas where erosion is prevented by a non-erosive surface, including (but not limited to) the following surfaces: (i) roadways and sidewalks covered by gravel, asphalt pavement, or concrete; (ii) trails or paths covered by gravel, stone dust, or mulch; (iii) buildings and other permanent structures; and (iv) such other surfaces that the administrator determines would adequately provide a permanent barrier to erosion. (*See Code 17-808 for information about possible extensions.*)

Notice to Comply and Permit Revoked for Overdue Fees

Late fees will incur interest, and enforcement actions per Chapter 1, Article 5 of the County Code.

- (1) Owners with outstanding fees required by Code §1-105 will be issued a Notice to Comply (NTC) and given 7 days to make payment.
- (2) At the end of the NTC time period, a Stop Work Order may be issued. If payment is not received, the permit may also be terminated.

Disturbed Area Reductions

Acreage for the purpose of fee computations will be the entire permitted acreage as shown on the approved plans. Once a permit is issued, the land disturbance area cannot be reduced unless an amendment is submitted and approved, and the disturbed areas are phased. Such amendments must be approved prior to the fee due date. Amendments to remove disturbed areas can only be approved when such areas are completely stabilized, all erosion control measures (including traps and basins) are removed, and stormwater facilities serving the areas are functional. Fees paid for previously disturbed areas will not be refunded.

Re-inspection Fees

Re-inspection Fees will be charged for inspections following a Notice to Comply or a Stop Work Order. Fees are \$285 and \$385 for the first re-inspection and each subsequent re-inspection, respectively (plus a 4% technology fee) [Code §1-105].

Maintenance Fees

Annual Maintenance Fees will be assessed in arrears on April 1 each year or portion of a year this permit is active [Code §1-105].