



**BOTETOURT COUNTY, VIRGINIA**  
**Community Development**

**Botetourt County Erosion and Sediment Control  
Land Disturbing Permit Policy and Procedures**

**For Commercial Sites**

Below are the steps of the project submittal, inspection, and enforcement procedure for all land disturbing permits. No submittal will be accepted if not completed in accordance with these steps. This will allow for quicker replies to the submittal because all needed documents will be in hand to complete a review. All submittal packages are to be given to a community development technician, on the First floor (suite 100) of the Old District Courthouse building at 5 West Main Street, Fincastle.

**First Submittal**

- 1 Full-size set of drawings (24" x 36")
- 1 copy of narrative (must be 8.5 x 11-bound with disturbed area listed on cover.)  
*\* Narratives included on plan sheets will not meet this requirement.*
- 1 copy of calculations (must be 8.5 x 11 Bound)
- 1 electronic copy containing all drawings/narrative/calculations  
(Must be in either DWG/DXF/DOC/PDF/TIFF format)
- Completed application with Responsible Land Disturber. *\*If a blank does not apply please write N/A in that space*
- A copy of the Signature Page stating that the landowner has read and understands the document titled *Botetourt County Erosion and Sediment Control Land Disturbing Permit Policy and Procedures*.
- Completed Storm Water Maintenance Agreement signed by land owner and notarized if site contains a water quality structure.
- Check for review fee based on disturbed acreage listed on front cover of the narrative *\*\$100 base fee then add \$50 per acre for every disturbed acre in the plan*. Example if the site is a one acre site the fee is \$150.00 if the site is a ten acre site the fee will be \$600.00.

**Re-Submittal**

- 1 full-size set of drawings (24" x 36")
- 1 copy of narrative (must be 8.5 x 11-bound with disturbed area listed on cover)
- 1 copy of calculations (must be 8.5 x 11-bound)
- 1 compact disc containing all drawings/narrative/calculations  
(Must be in either DWG/DXF/DOC/PDF/TIFF format)



**BOTETOURT COUNTY, VIRGINIA**  
*Community Development*

**Botetourt County Erosion and Sediment Control Land  
Disturbing Permit Policy and Procedures**

**For Commercial Sites**

**Review Process**

- Comment letter is to be completed and mailed to the plan preparer within 45 days of submittal/re-submittal.
- Approval letter will be sent to plan preparer within 45 days of submittal/re-submittal of approvable plans.
- Approvals are good for 180 days. *\*If construction has not begun within this time frame a new complete submittal is required.*
- The applicant must send bond/letter of credit/escrow to the Erosion and Sediment Control Administrator at 5 West Main Street, Suite 100, Fincastle, Virginia, 24090 before scheduling a preconstruction meeting. (Note: all escrow payment must be accompanied with a completed escrow payment form)

**Preconstruction Meeting**

- It is the applicant's responsibility to call the Botetourt County E&S Administrator at (540-473-8248) to arrange for the preconstruction meeting.
- The applicant, responsible land disturber, project manager and landowner are all encouraged to attend this meeting.
- The meeting will consist of an onsite review of the plans and delivery of (1) set of approved plans to the applicant.
- A signed copy of the land-disturbing permit will be delivered to the applicant and must be posted on site so that it is visible from the road and protected from weather before any construction activity can begin.