

APPROVAL PROCESS
PROJECT BUDGET WORKSHEET

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This worksheet is provided by the County for general guidance to applicants. It is intended as a tool to help applicants be aware of processes and costs that they may encounter in property development. The applicant, not the County, is responsible for determining the costs and time estimates that will be entered into the worksheet. In some cases, not all items, permits, fees, and bonds listed below will apply. In other cases, the list will not encompass all issues pertaining to your project. This worksheet should be completed with the assistance of professionals such as a surveyor, civil engineer, attorney, or other consultant. Please refer to the Project Planning Checklist when completing this form.

		Cost Estimate	Time Estimate / Deadline
<i>REZONING, CUP or SE PROCESS</i>	<input type="checkbox"/> Application and conceptual plan preparation:	_____	_____
	<input type="checkbox"/> Application Fee(s):	_____	_____
	<input type="checkbox"/> Traffic Study:	_____	_____
	<input type="checkbox"/> Locating Septic Drainfield:	_____	_____
	<input type="checkbox"/> Preliminary Wetlands Investigation:	_____	_____
	<input type="checkbox"/> Consultant/ Representation Fee(s)	_____	_____
<i>SITE PLAN PROCESS</i>	<input type="checkbox"/> Site Plan Preparation, Initial Plan and Revisions:	_____	_____
	<input type="checkbox"/> Site Plan Application Fee:	_____	_____
	<input type="checkbox"/> Landscape Plan Preparation, Initial Plan and Revisions:	_____	_____
	<input type="checkbox"/> Soils Work/Report (Private Utilities):	_____	_____
	<input type="checkbox"/> Regional Storm Water Management Fee / DPW:	_____	_____
	<input type="checkbox"/> Erosion Inspection Fee / DPW:	_____	_____
	<input type="checkbox"/> Wetlands Study/Report:	_____	_____
	<input type="checkbox"/> Utility Plan Review Fee:	_____	_____
<input type="checkbox"/> Virginia Stormwater Management Program Permit:	_____	_____	

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		Cost Estimate	Time Estimate / Deadline
MISCELLANEOUS PERMITS/FEES:	<input type="checkbox"/> Sign Permit:	_____	_____
	<input type="checkbox"/> Utility Construction Permit:	_____	_____
	<input type="checkbox"/> Land Disturbance Permit:	_____	_____
	<input type="checkbox"/> Building Permit / Plan Review:	_____	_____
	<input type="checkbox"/> VDOT Entrance Permit:	_____	_____
	<input type="checkbox"/> Utility Connection Fees	_____	_____
	<input type="checkbox"/> _____	_____	_____
SURETY / BONDS	<input type="checkbox"/> Erosion & Sediment Control Bond:	_____	_____
	<input type="checkbox"/> Utility Performance and Defect Bonds:	_____	_____
	<input type="checkbox"/> VDOT – Entrance Permit Bond:	_____	_____
	<input type="checkbox"/> Landscape Bond:	_____	<i>Prior to Occupancy</i>
	<input type="checkbox"/> _____	_____	_____
PROFFERS	<input type="checkbox"/> Residential Cash Proffer Payment: (if applicable)	_____	<i>Prior to Certificate of Occupancy</i>
	<input type="checkbox"/> Road (Cash) Proffer Payment: (if applicable)	_____	<i>Prior to Certificate of Occupancy</i>
MISCELLANEOUS	<input type="checkbox"/> Construction Staking by Engineer/Contractor:	_____	_____
	<input type="checkbox"/> Easement Acquisition Costs	_____	_____
	<input type="checkbox"/> _____	_____	_____
	<input type="checkbox"/> _____	_____	_____
TOTAL Estimated Approval Process Related Cost:		=====	