

**PLEASE NOTE THE ATTACHMENT DESCRIBES  
CHANGES TO INFORMATION REQUIRED FOR  
BUILDING PERMIT AND SITE PLAN  
SUBMITTAL THAT WILL BE EFFECTIVE  
MAY 4, 2015. THIS INFORMATION AND THE  
REQUIRED FORMS/FORMAT ARE ALSO  
AVAILABLE ON THE CITY WEBSITE AT  
WWW.HARRISONBURGVA.GOV ON THE  
LINKS RELATING TO BUILDING PERMITS  
AND THE DESIGN AND CONSTRUCTION  
STANDARDS MANUAL**





## City of Harrisonburg, Virginia

OFFICE OF THE PUBLIC WORKS DEPARTMENT  
320 EAST MOSBY ROAD  
HARRISONBURG, VIRGINIA 22801  
PHONE: 540-434-5928 • FAX 540-434-2695  
EMAIL: PUBLICWORKS@CI.HARRISONBURG.VA.US

Street Division  
Traffic Engineering  
Central Stores  
Recycling  
Resource Recovery  
Sanitation

## Memorandum

**To:** Engineers, Architects, Developers, and Contractors  
**From:** City of Harrisonburg – Public Works Department  
**Date:** April 2, 2015  
**Subject:** Changes with Stormwater Utility Program

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Dear Engineers, Architects, Developers, and Contractors:

As of March 10, 2015 the City of Harrisonburg City Council adopted a stormwater utility fee. The management of the stormwater utility fee program requires that impervious area additions and subtractions to new and developed property be tracked in the City of Harrisonburg.

In order to track these changes, additional information is required for projects going through the Comprehensive Site Plan and Building Permit processes. This document has been developed to assist engineers and contractors in understanding those changes.

For additional information about the stormwater utility fee and credit programs, please visit <http://www.harrisonburgva.gov/stormwater-utility>.

### **Summary of Changes:**

For a Comprehensive Site Plan, a table needs to be added to the Site Plan to address changes to impervious surface square footage on the parcel(s). For Building Permits, a *Building Permit Impervious Square Footage Form* is now required which involves more detailed drawings to show driveways, walkways, decks, and patios.

### **Definitions:**

***Common Plan of Development (CPD):*** A site where multiple separate and distinct construction activities may be taking place at different times on different schedules, but still under a single Comprehensive Site Plan, and that considers stormwater run-off quality for the entire plan of development as a whole. Some *Common Plan of Development* projects are built in distinct phases and referenced as phases on the Comprehensive Site Plan, but not all CPD are phased projects.

***Common Area:*** Land within or related to a development, not individually owned or dedicated to the city, which is designed and intended for the common use or enjoyment of the residents of the

development and may include such complementary structures and improvements as are necessary and appropriate.

***Impervious surface:*** Any surface area that is composed of material that significantly impedes or prevents natural infiltration of water into soils. For the City of Harrisonburg Stormwater Utility program this includes the following:

- Buildings
- Miscellaneous structures (sheds, gazebos, covered decks)
- Pavement (asphalt, concrete, gravel, or other hard surface) for the following uses:
  - Private roads
  - Driveways
  - Parking lots/spaces
  - Sidewalk/ walkways
  - Concrete pads
- Patios and decks, including elevated wood/composite decks

***Public Easements:*** For the purpose of stormwater utility fee assessment, surfaces that are dedicated in a public easement are not included in a property owner's square footage (SF) of impervious surface.

- *Example:* A sidewalk adjacent to the roadway that is on private property, but is dedicated in a recorded deed for public use.

***Public Right of Way:*** For the purpose of Stormwater Utility Fee assessment, the impervious surfaces that are on *public right of way* are not included in a property owner's square footage (SF) of impervious surface.

***Structure:*** Anything constructed or erected, the use of which requires location on the premises or which is attached to something having location on the premises.

# Comprehensive Site Plan Changes

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## Primary Changes:

A table needs to be added to the Site Plan to address the impervious surface square footage on the parcel(s). The table should be clearly labeled so as to not be confused with any impervious square footage information used to calculate stormwater runoff and water quality as required by the Construction General Permit.

## Scenarios:

The following Comprehensive Site Plan scenarios below would be required to go through the Comprehensive Site Plan Approval process and therefore need a table added to the Site Plan to address changes to impervious square footage on the parcel(s). Please note that all scenarios would require more detailed drawings at the building permit application stage to show driveways, walkways, decks and patios.

### **A.**

<b>Impervious Square Footage for Stormwater Utility Fee</b>			
Single-Family Dwellings, part of a Common Plan of Development <u>WITHOUT</u> Common Areas			
	<b>Current Impervious SF</b>	<b>Total Change in Impervious SF</b>	<b>Total Impervious SF After Development</b>
<b>Estimated SF per Building</b> _____ X _____ # of Buildings (Include detached garages)			
<b>Estimated Private Amenities</b> (driveways, walkways, patios) SF per Lot _____ X _____ # of Lots: _____			

### **B.**

<b>Impervious Square Footage for Stormwater Utility Fee</b>			
Single-Family Dwellings, part of a Common Plan of Development <u>WITH</u> Common Areas			
	<b>Current Impervious SF</b>	<b>Total Change in Impervious SF</b>	<b>Total Impervious SF After Development</b>
<b>Estimated SF per Building</b> _____ X _____ # of Buildings (Include detached garages)			
<b>Estimated Private Amenities:</b> (driveways, walkways, patios) SF per Lot _____ X _____ # of Lots: _____			

<b>Common Area and Common Amenities:</b> Travel way if not Public Right-of-Way, Walkways, Parking if shared, recreational amenities (shelters, courts), etc. This includes Lots that won't be sold separately that are part of the Common Area.			
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**C.**

<b>Impervious Square Footage for Stormwater Utility Fee Calculations</b>			
Commercial Structure(s) that <b>do NOT</b> share Common Area			
	<b>Current Impervious SF</b>	<b>Total Change in Impervious SF</b>	<b>Total Impervious SF After Development</b>
Commercial Structure(s) that <b>do NOT</b> share Common Area			
<b>Estimated Private Amenities:</b> Parking Lot, Walkways, Patios, Outdoor Seating, etc.			

**D.**

<b>Impervious Square Footage for Stormwater Utility Fee Calculations</b>			
Apartments on one or multiple parcels under <u>one owner</u>			
	<b>Current Impervious SF</b>	<b>Total Change in Impervious SF</b>	<b>Total Impervious SF After Development</b>
<b>Apartment Structure(s) Estimated SF per Building</b> _____ X _____ <b># of Buildings</b>			
<b>Estimated Private Amenities:</b> Parking Lot, Walkways, Patios, Outdoor Seating, etc.			

**E.**

<b>Impervious Square Footage for Stormwater Utility Fee Calculations</b> Condo Dwellings or Commercial Structures part of a Common Plan of Development <b>WITH</b> Common Areas			
	Current Impervious SF	Total Change in Impervious SF	Total Impervious SF After Development
Estimated SF per Building _____ X _____ # of Buildings.			
Estimated Private Amenities per Building: _____ X _____ # Buildings.			
<b>Common Area and Common Amenities:</b> Travel way if not Public Right-of-Way, Walkways, Parking, recreational amenities (shelters, courts), etc.			

**F.**

<b>Impervious Square Footage for Stormwater Utility Fee Calculations</b> Townhome Dwellings, part of a Common Plan of Development <b>WITH</b> Common Areas			
	Current Impervious SF	Total Change in Impervious SF	Total Impervious SF After this Development
Estimated SF per Dwelling _____ X _____ # of Dwellings:			
Estimated Private Amenities SF per Lot _____ X _____ # of Lots:			
<b>Common Area and Common Amenities:</b> Travel way if not Public Right-of-Way, Walkways, Parking if shared, recreational amenities (shelters, courts), etc.			

# Building Permit Changes

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## Primary Changes:

More detailed drawings at the building permit application stage are required in order to show planned driveways, walkways, decks, and patios.

## **For New Construction, Additions, Renovations, and Demolitions:**

- The *Building Permit Impervious Square Footage (SF) Form* shall be attached to the building permits.
- The form will show the change in impervious and is still required if the change is zero.
- One form is needed for each parcel.





# City of Harrisonburg, Virginia

Department of Planning & Community Development  
409 South Main Street  
Harrisonburg, Virginia 22801  
www.harrisonburgva.gov/community-development

Building Inspections: (540) 432-7700  
Engineering: (540) 432-7700

Planning and Zoning: (540) 432-7700  
Department Fax: (540) 432-7777

## **THE FOLLOWING IS APPLICABLE FOR ALL BUILDING & DEMOLITION PERMITS** **(Building Permit Impervious Square Footage (SF) Form)**

The assessment date for the city's Stormwater Utility Fee is July 1 of each year. The city will assume that the project will be completed by July 1 after the estimated completion date. It will be the responsibility of the property owner to inform the Harrisonburg Department of Public Works by emailing [stormwater@HarrisonburgVA.gov](mailto:stormwater@HarrisonburgVA.gov) between June 1 and July 1, if the project will be completed after July 1 and to provide an estimate of how much impervious surface currently exists on site. If Public Works is not contacted, the property may be subject to an incorrect Stormwater Utility Fee. Please indicate the following:

1. Is this property an apartment or a condominium? Yes / No

2. Is this property part of a comprehensive site plan review? Yes / No

3. If yes, which one? \_\_\_\_\_

4. Change in impervious area in square feet (+/-). (Only include surfaces within the parcel. Impervious surface area is composed of material that significantly impedes or prevents natural infiltration of water into soils such as roofs(include overhangs), driveways, gravel surfaces, decks, patios, walkways, etc). Please sketch on the reverse side with dimensions and/or areas of the above noted items.

Choose One:  Add  Subtract \_\_\_\_\_ SF

5. Estimated completion date. \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_

6. Address \_\_\_\_\_ Tax Map ID# \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Sheet / Block / Lot(s)

7. Contact Phone # \_\_\_\_\_ Email \_\_\_\_\_

8. Authorized representative. (Circle one). Agent / Owner

9. Name \_\_\_\_\_ and \_\_\_\_\_  
Print Signature

10. Date \_\_\_\_\_

For City Use Only:

Permit Issue Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Received by Public Works: \_\_\_\_ / \_\_\_\_ / \_\_\_\_