

MEMORANDUM

DATE: October 26, 2004

TO: The Board of Supervisors

FROM: Larry M. Foster, General Manager, James City Service Authority
Leo P. Rogers, County Attorney

SUBJECT: Case No. SO-002-04 - Subdivision Ordinance Amendment: Utility Inspection Fees

Attached is a proposed ordinance amendment to change the time when utility inspection fees are due.

The current ordinance requires that a Certificate to Construct be issued from the James City Service Authority (JCSA) before a Land Disturbance Permit can be issued by the Environmental Division to begin a project. A Certificate to Construct cannot be issued until a utility infrastructure plan has been approved by the JCSA. The proposed amendment would streamline the process by eliminating the need for the County's Environmental Division to coordinate the Certificate to Construct from the JCSA, thereby changing when the certificate is issued and when the fees are collected. With the proposed amendment, land disturbance for a project can commence in advance of the JCSA approving the utility plan or issuing the Certificate to Construct.

In addition to the proposed ordinance, amendments are being proposed to the JCSA's Utility Regulations to separate the Land Disturbance Permit process from the Certificate to Construct process. These changes will allow the JCSA to change when the fee is assessed to later in the construction process. There is no change to the amount of the inspection fee.

Staff recommends approval of the proposed ordinance.

Larry M. Foster

Leo P. Rogers

LPR/gb
SO-002-04.mem

Attachment