



# Application for Conditional Use Permit

## Town of Irvington

P.O. Box 174, Irvington, VA 22480  
804-438-6044 (Zoning & Land Use)  
Application Fee \$200

Internal Use Only	
RECEIVED _____	
APP FEE PD _____	
APPLICATION # _____	
PC Public Hearing _____	
TC Public Hearing _____	

**IMPORTANT NOTE:** The application must be filled out completely. The application may not be signed by an agent or attorney but must be signed by the owner, agent of owner or owners before a Notary Public in the space provided on page 4.

Applicant Name (s): GORDON T. STETTINIUS, CARRIE Y. STETTINIUS

Tax Map Parcel(s): TAX MAP 33D, PARCEL 7A + PARCEL 5

Address/Location: 114 FLEET LANE / STEAMBOAT RD, IRVINGTON, VA 22480

Deed Restrictions: Yes \_\_\_ No X (If yes, attach copy of deed) Current Zoning \_\_\_\_\_

Proposed Use: MOVE EXISTING HOUSE, INSTALL NEW POOL w/ RPA, NEW POOL HOUSE

Acreage of Parcel: .63 + .51 Overlay District(s): Chesapeake Bay \_\_\_ Yes \_\_\_ No

Is this an amendment to an existing conditional use permit? If so, provide CUP number: _____	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
A scale drawing (see p.3) is required to be attached to any CUP application. Is a scale drawing attached to this application?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Is this an application for a private pier or dock? If so, please attach your VMRC and ACOE applications and permits.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Owner or Agent Contact: SCOTT M. STEPHENS, ARCHITECT

Address: 5409 PATTERSON AVE. SUITE 201

City: RICHMOND State: VA Zip: 23226

Phone Number: 804-212-9907 Email address: SCOTT@SMSARCHITECT.COM

Official Owner(s) of Record (If different than applicant): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email address: \_\_\_\_\_

Does the property owner also own or have any ownership interest in any abutting property? If yes, please list those tax map numbers:

TM 330 LOT 3 TM 330 LOT 4 TM 330 LOT 6

Section 154.017 of the Town of Irvington Zoning Ordinance provides guidelines for conditional use permit applications. Please address the following standards which will be reviewed by the staff in analysis of your request. If you need assistance filling out these items, staff is available.

Provide a written statement demonstrating that:

1. The establishment, maintenance or operation of the CUP will not adversely affect the public health, safety, morals and general welfare and is in compliance with the Chesapeake Bay Act;
2. The establishment of the CUP will not substantially diminish or impair property values within the neighborhood nor will it be detrimental to the environment and surrounding properties;
3. The purpose of the CUP is to provide for certain uses which may not be compatible with certain surrounding uses or which may be compatible with surrounding uses only if the use in question is established in conformance with certain limiting conditions;
4. That proper landscape designs detailing plantings, screening for sight and sound and proper buffers be provided, that only certain appropriate activities shall occur;
5. Adequate utilities, and off street parking are provided;
6. That soil erosion and sedimentation be avoided;
7. The height, area, yard and sign limitations shall be the same as for other uses in the district;
8. That businesses and other operations be carried out only at appropriate times;
9. The establishment of the CUP is not in conflict with the Comprehensive Plan;
10. The CUP shall, in all other respects, conform to the applicable regulations of the zoning district in which it is located, except as such regulations may, in each instance, be modified by the Governing Body.

(Governing Body may impose reasonable conditions to make use compatible, to protect environment, surrounding properties, persons, neighborhood values.)

Please attach your written statement with this document upon submission.

Describe your request in detail and include any relevant information such as the number of persons involved in the use, operating hours, or any unique features of the proposed use.

THE EXISTING HOME IS WITHIN THE RPA. THE OWNERS WANT TO BUILD A SWIMMING POOL AND DETACHED POOL HOUSE IN THE APPROXIMATE LOCATION OF THE EXISTING STRUCTURE. THE HOUSE WILL BE MOVED ON SITE TO ALLOW FOR THIS "EXCHANGE."

If any improvements are being proposed, briefly state whether new structures are to be constructed, existing structures are to be used or modifications, expansion, reconstruction, or additions are to be made to existing structures. If available, provide dimensions of any structures that will be used for this CUP.

NEW POOL APPROX. 40' X 18' W/ STONE TERRACE  
NEW POOL HOUSE 900 SF: 527 FIRST LEVEL, 379 SECOND LEVEL

**Attachments Required** – provide three copies of each

1. *A scale drawing showing the size and shape of the parcel of land on which the proposed use is located. Scale drawing shall show the size and shape of the parcel of land on which the proposed building is to be constructed, the nature of the proposed use of the building or land and the location of such building or use with respect to the property lines of said parcel of land to the right-of-way of any street or highway adjoining said parcel of land.*
2. *Ownership information* – If ownership of the property is in the name of any type of legal entity or organization including, but not limited to, the name of a corporation, partnership or association, or in the name of a trust, or in a fictitious name, an acceptable document must be submitted certifying that the person signing below has the authority to do so.

**Certification**

State of Virginia, Town of Irvington, To Wit

I (We) SCOTT M. STEPHENS, being duly sworn, depose and say that I am the Owner/Or Agent of Owner of the property involved in the application. If I am not the Owner, I have attached written certification from the owner granting me the right to submit this application. I further declare that I have familiarized myself with the rules and regulations pertaining to preparing and filing this application and that the foregoing statements and answers provided herein are in all respects true and correct.

I have read this application, understand its intent, and freely consent to its filing. Furthermore, I have the power to authorize and hereby grant permission to Town of Irvington officials and other authorized government agents on official business to enter the property as necessary to process this application and to monitor compliance with any permit issued hereunder. I hereby have posted a notice on my property, near the boundary, in a place visible to the public notifying the public of my application.

Scott M. Stephens 8/8/23  
Signature of Owner or Agent Date

SMC ARCHITECTS, 5409 PATTERSON AVE, SUITE 201, RICHMOND, VA  
Mailing Address Phone No. 23226  
804-212-9907

Subscribed and sworn to before me this \_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

My Commission Expires

Notary Public

Signature of Property Owner Date

Mailing Address Phone No.

Subscribed and sworn to before me this \_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

My Commission Expires

Notary Public



## TOWN OF IRVINGTON

4203 Irvington Rd  
PO Box 174  
Irvington, VA 22480  
Zoning (804)-438-6044

### Water Quality Impact Assessment / Landscape Plan Agreement

This form is designed to aid in the assessment of impacts for proposed activities within a Resource Protection Areas (RPA) and to ensure proper replacement and installation of vegetation. The applicant shall complete and remit to the above address. For inquiries or appointments, contact Lara Brown, Zoning Administrator at (804) 438-6044.

Property Owner GORDON STETTINIUS Address 114 FURST LANE  
CARIE STETTINIUS IRVINGTON, VA 22480  
Tax Map# 330 7A+5 Phone# \_\_\_\_\_ E-mail ELBORNO@CANDELABOOKS.COM

Site 911 Address or driving directions: OFF STEAMBOAT RD

Single-family residence <input checked="" type="checkbox"/>	Accessory structure <input checked="" type="checkbox"/>
Commercial/community development _____	Silvicultural conversion _____
Agricultural conversion _____	Water access _____
Shoreline erosion project _____	Roadway _____
Grading _____ Fill _____	Bay Act violation _____
Redevelopment _____ Other: _____	

Description of project: MOVE EXISTING HOME  
BUILD NEW POOL & POOL HOUSE

ft<sup>2</sup> of impervious area within RPA 1,629 (BMP: yes , type: \_\_\_\_\_)

ft<sup>2</sup> of land disturbance within RPA 1,900

Land Disturbance Permit obtained: yes

Number of 10'x10' units: (ft<sup>2</sup> of land disturbance in RPA/100 = units) \_\_\_\_\_

Existing vegetation to be removed:

Trees (quantity, type, size) 1 EA PINE VERY LARGE  
2 EA DOGWOOD LARGE - OUTSIDE RPA

Shrubs (quantity, type, size) MISC. BOXWOOD, AZALEAS @  
HOUSE PERIMETER

Groundcovers NA

Lawn grass (ft<sup>2</sup>) NA

LANDSCAPE AGREEMENT

In order to pursue the aforesaid activity on this property, (Tax Map# 330 7A), I agree to properly install and maintain the vegetation as required and in accordance with the attached guidelines. Any vegetation required shall be native to this area and planted within the 100' Resource Protection Area. Use page 3 to help compose a landscape plan and complete the list below.

	SPECIES	SIZE	QUANTITY
TREES	LOBLOLLY PINE		3 EA
	PAW PAW		2 EA
SHRUBS			
GROUND COVERS			

Scott M. Stephens      8/8/23      \_\_\_\_\_  
 Property Owner or Agent (sign)      Date      Property Owner or Agent (print)

Representing agent: SCOTT M. STEPHENS      Planting Deadline: \_\_\_\_\_

*Office Use, Regulations Review:*  
*Disturbance and encroachment minimized*      *-Wetlands Permit obtained*      *-Land Disturbance Permit obtained*  
*Existing vegetation maximized*      *-Replacement strategy sufficient*  
 Requirements to suffice Bay Act Regulations: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_      \_\_\_\_\_  
 Town of Irvington Official      Date

This agreement must include a site plan showing:

Lot size	RPA lines	Erosion control methods
Existing structures	Limit of wetlands	Limits of land disturbance
Proposed structures	Construction access	Replacement vegetation
Wooded areas	Shoreline	BMP's
Property lines	Existing vegetation to be removed within the RPA	

The following is a general guideline used in determining the minimum amount of replacement vegetation for most projects. Replacement strategies may be site specific. Some vegetative BMP's may have separate guidelines.

**Determining the required amount of replacement vegetation:**

**Option A:** For small areas where the number and type of plants removed are known, replacement ratio is 2:1 for every canopy tree, 2:1 for every understory tree and 1:1 for every shrub removed. Replacement trees must be 2.5" caliper and shrubs must be 2' tall.

**Option B:** For large areas when units must be used instead of counting individual trees and shrubs: Calculate the number of units within the RPA that are to be disturbed, cleared, graded, become impervious, etc. Each 10'x10' area (100ft<sup>2</sup>) is a unit. Multiply .5 by the number of units to calculate the amount of trees required for planting. Multiply .5 by the number of units to calculate the amount of understory trees required for planting. Then multiply .75 by the number of units to calculate the amount of shrubs required. Trees shall be 1.5"-2" caliper and shrubs shall be 2' tall. Steep slopes (2:1 or greater) shall be planted with low woody shrubs, groundcovers, and warm season deep-rooted grasses.

*Example: A riprap project requires 5,150ft<sup>2</sup> of bank grading and removal of vegetation within the 100'RPA.  $5,150/100 = 51.5$  rounded to 52 units.*

*26 canopy trees, 26 understory trees, and 39 shrubs would be required for the example.*

**OR**

Your own landscape plan if approved by the Town of Irvington

**- Site lines, Access Paths, Woodlot Management:**

The following may be removed if determined necessary, but only after a site inspection by Town of Irvington staff: Trees that are dead, diseased, dying, uprooted, or leaning. Staff will discuss appropriate removal of vegetation to insure the health of all trophic layers and give instruction for replacement vegetation when required. The construction of access paths shall be done so to effectively control erosion and surfaced with only permeable material.

**- Agriculture & Silviculture Conversion:**

Where these land uses within the 100' RPA cease and are converted to other uses, the full 100' wide vegetative buffer shall be reestablished with woody vegetation.

**- Chesapeake Bay Preservation Act Violation:**

Unauthorized removal of vegetation within the Resource Protection Areas of the Town of Irvington is deemed a violation of the Chesapeake Bay Preservation Act, a class 1 misdemeanor. Replacement vegetation will be prescribed in addition to any other fines or penalties that may be levied.

## Scott Stephens

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**From:** Gordon Stettinius <elgordo@candelabooks.com>  
**Sent:** Monday, August 07, 2023 5:03 PM  
**To:** Scott Stephens  
**Subject:** Re: Owner Agent Agreement

Hi Scott,

We are writing to request that you submit the CUP application to the Town of Irvington for our proposed pool and guest house on 114 Fleet Lane.

We appreciate your help in this matter.  
All best,

Gordon & Carrie Stettinius

On Mon, Aug 7, 2023 at 4:40 PM Scott Stephens <[scott@smsarchitect.com](mailto:scott@smsarchitect.com)> wrote:

Gordon-

Would you write an email to me that is a "written certification" granting me the right to submit the CUP application to Irvington. Just something simple and clean I can print off and submit when I send this in.

Also, is there a house number for you and if so is it Fleet Lane or Steamboat?

Scott Stephens



Richmond, VA 23226

804.212.9907 | [smsarchitect.com](http://smsarchitect.com)



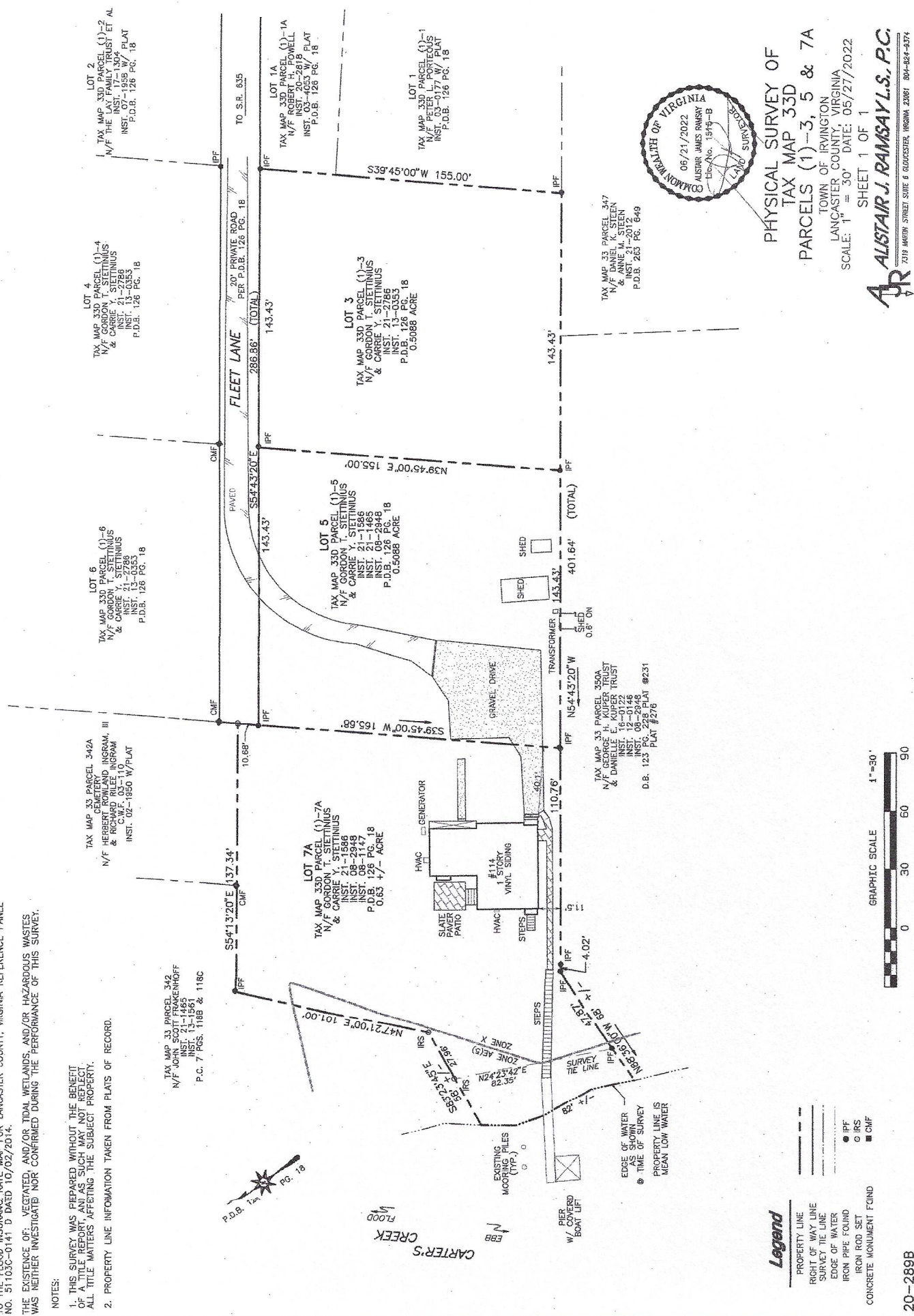
THIS TO DECLARE THAT, ON MAY 27 & 31, 2022 SURVEYED THE PROPERTY SHOWN HEREON, INCLUDING ANY PHYSICAL IMPROVEMENTS AS SHOWN ON THIS PLAN, AND IMPROVEMENTS, UTILITIES, STRUCTURES AND THERE ARE NO ENCROACHMENTS OR VISIBLE EASEMENTS EXCEPT AS SHOWN.

THE PROPERTY EMBRACED WITHIN THE LIMITS OF THIS SURVEY APPEARS TO LIE WITHIN ZONE X, AREAS OUTSIDE THE 500 YEAR FLOOD PLAN AND FLOOD ZONE A(E). ACCORDING TO THE FLOOD ZONE MAP FOR LANCASTER COUNTY, VIRGINIA REFERENCE PANEL NO. 511030-0141 D DATED 10/02/2014.

THE EXISTENCE OF: VEGETATED, AND/OR TIDAL WETLANDS, AND/OR HAZARDOUS WASTES WAS NEITHER INVESTIGATED NOR CONFIRMED DURING THE PERFORMANCE OF THIS SURVEY.

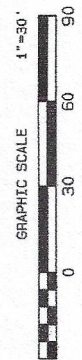
NOTES:

1. THIS SURVEY WAS PREPARED WITHOUT THE BENEFIT OF A TITLE REPORT, AND AS SUCH MAY NOT REFLECT ALL TITLE MATTERS AFFECTING THE SUBJECT PROPERTY.
2. PROPERTY LINE INFORMATION TAKEN FROM PLATS OF RECORD.

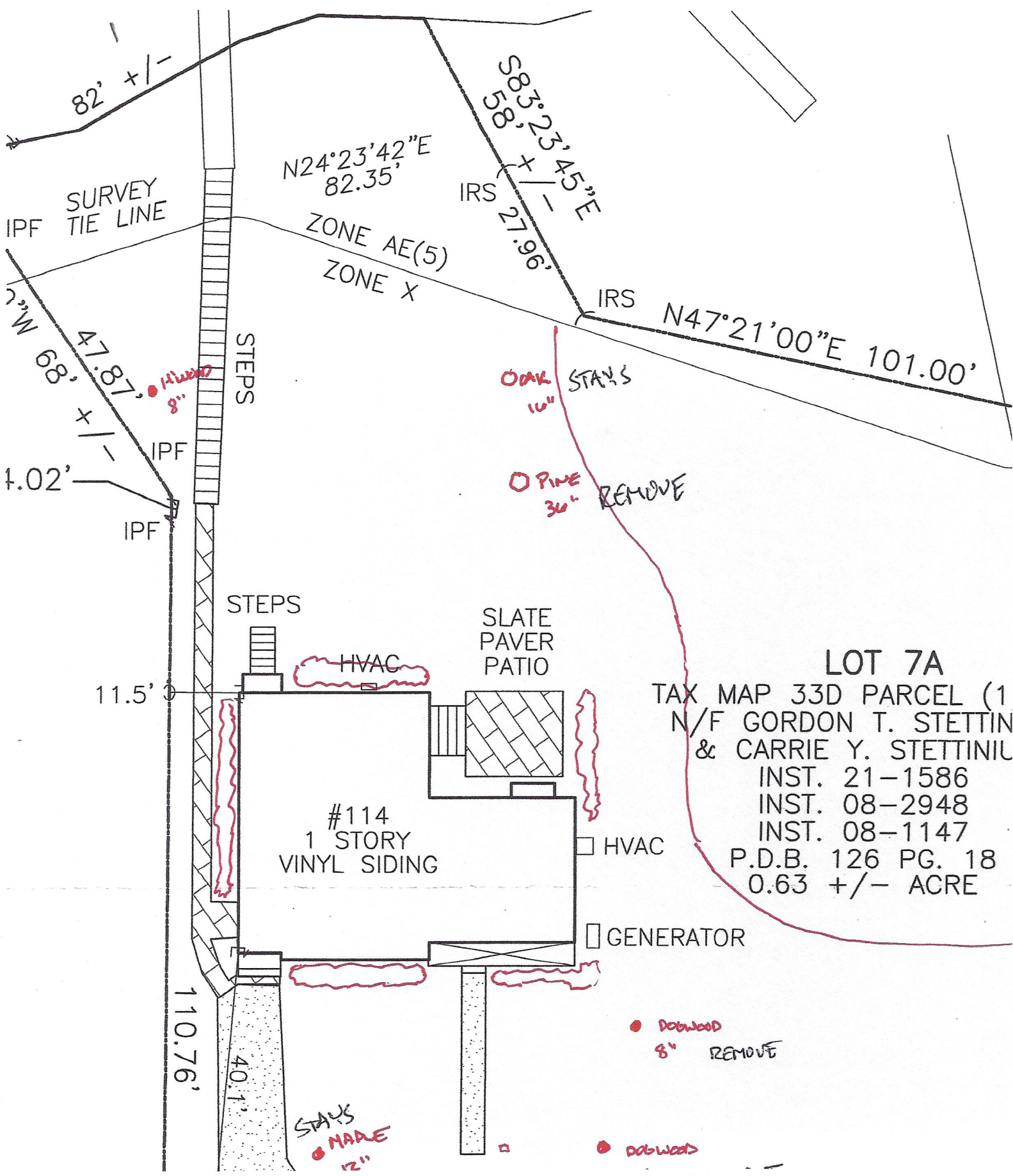


PHYSICAL SURVEY OF  
 TAX MAP 33D  
 PARCELS (1)-3, 5 & 7A  
 TOWN OF IRVINGTON  
 LANCASTER COUNTY, VIRGINIA  
 SCALE: 1" = 30'. DATE: 05/27/2022  
 SHEET 1 OF 1

**ALSTAIR J. RAMSAY L.S., P.C.**  
 7019 NORTH STREET SUITE 6 GOODLETTER, VIRGINIA 23067 804-824-4374



- Legend**
- PROPERTY LINE
  - - - RIGHT OF WAY LINE
  - SURVEY TIE LINE
  - - - EDGE OF WATER
  - IRON PIPE FOUND
  - IRON ROD SET
  - CONCRETE MONUMENT FOUND
  - IPF
  - IRS
  - CMF



**LOT 7A**  
 TAX MAP 33D PARCEL (1  
 N/F GORDON T. STETTIN  
 & CARRIE Y. STETTINIL  
 INST. 21-1586  
 INST. 08-2948  
 INST. 08-1147  
 P.D.B. 126 PG. 18  
 0.63 +/- ACRE

#114  
 1 STORY  
 VINYL SIDING

SLATE  
 PAVER  
 PATIO

HVAC

GENERATOR

● DOGWOOD  
 8" REMOVE

● DOGWOOD

STAYS  
 ● MADE  
 12"

OAK  
 16" STAYS

○ PINE  
 36" REMOVE

82' +/-

SURVEY  
 TIE LINE

N24°23'42"E  
 82.35'

S83°23'45"E  
 58.27.96'

ZONE AE(5)  
 ZONE X

IRS N47°21'00"E 101.00'

5" W 68' +/-  
 47.87'

1.02'

11.5'

110.76'

STEPS

STEPS

HVAC

40.1'