



Westmoreland County, Virginia

Land Use Administration

P. O. Box 1000
Montross, VA 22520
Phone 804-493-0120 FAX 804-493-0604

Building Official
Zoning Official
Planning Commission
Board of Zoning Appeals
Board of Building Appeals
Wetlands Board

SITE or DEVELOPMENT PLAN APPLICATIONS

(September 2008)

Application No: _____ Date Received: _____
Total of all Fees: _____ Check #: _____ (submit with applications - nonrefundable if Denied)
Tax Map Identification: _____ Acreage: _____ Zoning District: _____
Owner / Applicant: _____ Email: _____
Owner / Applicants' Signature: _____ Date: _____
Address: _____ State: _____ Zip: _____
Phone #: _____ Phone #: _____ FAX #: _____

ALL FEES SHALL BE SUBMITTED WITH THE PLANS AND APPLICATION

Site Plan Approval is NOT required for: 1) Single Family Residential Structures. 2) Residential Structures less than 5,000 square feet. 3) Agriculture structures in agriculture zoning districts. However, should you choose to do so the following items apply. An APPROVED SITE PLAN is required for BMP AGREEMENTS to be recorded and for all other type of development projects.

Project description: _____
Single Family, Residential Structure less than 5000 SF, Agriculture Bldg:..... Fee: ___\$200.00
Other projects shall pay the full cost of our consultants review fee before approval will be granted.
A \$500 deposit is required..... \$500.00
Site or Development Plan Fee: \$200 + \$50 per dwelling or lot whichever is greater.
Fee calculations: _____ Fee \$ _____
Total Fees: \$ _____
Recording Fee of \$21 Payable to the Clerk of Courts for BMP Agreement recording: \$ _____
Ten (10) sets of site and building plans with the appropriate fees and bonds.

Land Disturbance Permit and Bond required at this time? YES NO
Reasoning: _____
Construction and Maintenance Bonding required for this project? YES NO
Reasoning: _____
Applications Accepted on: _____ Applications Denied (10 business days) on: _____
Temporary Approval on: _____ Expires on (one year) _____
(Temporary approval requires revised plan to be approved within 12 months or this approval is null and void)
Final Approval on: _____ Expires on (five years) _____
Application Denied for: _____
By: _____ Title: _____ Date: _____

SITE PLAN MINIMUM SUBMITTAL REQUIREMENTS

- 1. See code for all plan requirements. You may confer with a draft plan for advice prior to formal submittal.
2. Single family residential requires three (3) sets of site and building plans unless VDOT approval required.
a. VDOT approval requires ten (10) sets of site and building plans. Five (5) sets forwarded to VDOT when required.
3. No easement, right-of-way or public dedication shown on any site development plan shall be accepted for dedication for public use unless approved by the governing body and the recording is confirmed
4. Erosion and sediment controls with the limits of land to be disturbed during construction

5. State Stormwater Management:
 - a. State permit shall be submitted with plan.
 - b. Stormwater calculations shall be shown on the plan.
 - c. Responsible Land Disturber shall be shown on the plan.
 - d. Intension of the approval either; Plan Approval or Agreement in Lieu of.
6. Meeting all submittal requirements for a complete application, the site plan shall be reviewed by all agencies of the County, State, and/or Federal Governments as deemed necessary by the Zoning Administrator. Insufficient plans shall result in the return with deficiencies noted within 10 business days.
7. The complete application including paper drawings and digital form acceptable to the administrator.
8. Traffic Impact analysis in compliance with VDOT requirements shall be submitted with plans when required.
9. Site or Development plan to be approved by VDOT when required.
10. Copies of the property last deed of record necessary to determine approval
11. Copies of all the abutting property's last deed of record necessary to determine approval
12. Copies of the property last plat of record necessary to determine approval
13. Copies of all the abutting property's last plat of record necessary to determine approval

SITE PLAN REQUIREMENTS

1. Prepared and sealed by a licensed architect, landscape architect, engineer or surveyor.
2. Title of project, date and contact information for who is responsible for preparing the site plan
3. Vicinity inset map at a scale no less than one inch equals 2,000 feet.
4. A blank space at least four (4) inches by four (4) inches for the administrator approval.
5. Boundary survey of the proposed site or a certified copy of a previously recorded survey.
6. Easement or right-of-way dedications must be provided on a separate plat for recording.
7. Scale of one inch equals fifty (50) feet or larger, north arrow, zoning and present use of the property and adjacent properties, parcel number, magisterial district
8. All existing and proposed structures, their names, numbers, and width of adjacent roads, existing and proposed easements and sizes, streams, and bodies of water, floodplain and wetland designations, railroads and subdivisions, or other landmarks to identify the location of the property.
9. Projected peak water and wastewater flows
10. Location, type and size of all ingress and egress of the site including fire lanes and indication of plans and procedures to comply with VDOT requirements and other applicable regulations
11. Location, type and height of lighting, fencing, retaining walls and screen planting and signage.
12. Proposed utility connections, size and grade of sewer and water lines and plan and profile sheets.
13. Landscape plan showing size, location, diameter of trees or plant, types and sizes to be removed having a diameter six (6) inches or greater at breast height and their replacement schedule per the Bay Act.
14. Provision for disposition of spoils, soil survey and/or engineering methods.
15. Off-street parking space sizes and drive aisles widths, loading areas, handicapped parking, ramps and curbs, calculations for required parking spaces, existing and proposed sidewalks, type of surfaces, pavement profile and typical cross-section, vertical and horizontal curves, curb radii,.
16. Location, type, size, floor area, number of floors and height of all structures; fencing, screening, and retaining walls and proposed use for each building. Multi-family residential building, townhouse or patio house, the number, size and type of dwelling units within each structure and percentage of total acreage of recreation facilities.
17. Utility layout including water, sanitary sewer or septic system plan with profiles identifying the vertical and horizontal alignments, connection details to existing facilities, invert and manhole rim elevations, pump stations and force mains, hydrants, valves, blow offs, etc, electrical transmission lines, gas pipelines, streetlights, fire hydrants and other fire fighting facilities, garbage and trash disposal facilities.
18. Grading and drainage plan which incorporates storm water calculations and management at a minimum of two (2) foot contour intervals, finished floor grade and spot elevations, type and size of facilities.
19. Notations to include the total site area, and the amount and percentage of the site covered by open space and buildings or dwelling units, and impervious surface coverage.
20. All shoreline alteration, including dredging, filling, and bulkheads as approved by the appropriate local, state and federal regulatory agencies and commissions.
21. Provision for the prevention of saltwater intrusion, preservation of the ecology of the area and prevention of damage to the groundwater supply.
22. One (1) datum reference for elevations to U.S. Geological Survey datum, where possible.
23. Summary of the proposed development including uses, acreage, projected traffic impact and circulation and zoning conditions that apply to the development.
24. Separate permits (State or Federal) required for the development.