



WESTMORELAND COUNTY, VIRGINIA

# Land Use Administration

MONTROSS, VIRGINIA 22520



P. O. Box 1000  
Montross, Virginia 22520  
Phone: (804) 493-0121  
Fax: (804) 493-0604

## SITE PLAN APPLICATIONS

(April 12, 2006)

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

Application Fee: \$82 \_\_\_\_\_

Date Received: \_\_\_\_\_

Recording Fee: \$21 \_\_\_\_\_

Deferral fee being 25% of the original fee: \_\_\_\_\_

**Pursuant to Article 9 of the Zoning Ordinance, the undersigned submit the following described property and information for ONLY Site Plan approval. This plan approval is for five years from the date of approval. All changes, modifications or additions require re-approval of the plan.**

Applicant: \_\_\_\_\_ Email: \_\_\_\_\_

Phone #: \_\_\_\_\_ Phone #: \_\_\_\_\_ FAX #: \_\_\_\_\_

Applicants' Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicants' Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Owner: \_\_\_\_\_ Email: \_\_\_\_\_

Phone #: \_\_\_\_\_ Phone #: \_\_\_\_\_ Phone #: \_\_\_\_\_

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Tax Map Identification: \_\_\_\_\_ Acreage: \_\_\_\_\_ Existing District: \_\_\_\_\_

Project Description: \_\_\_\_\_

**A minimum of three (3) copies for Administrative Review of the Site Plan shall be submitted showing the following items:**

1. Title of project, name of engineer, architect, landscape architect, planner and/or licensed surveyor
2. Vicinity map locating the site at a scale no less than one inch equals 2,000 feet and landmarks sufficient to properly identify the location of the property.
3. Indication of the scale, north arrow, zoning, parcel number, magisterial district, date and such information as the names and numbers of adjacent roads, streams, and bodies of water, railroads and subdivisions, or other landmarks sufficient to clearly identify the location of the property;
4. A boundary survey of the proposed site or a certified copy of a previously recorded survey. If a boundary survey is required, a certificate or plat signed by the engineer or surveyor setting forth the source and title of the owner of the tract and the place of record of the last instrument in the chain of title;
5. A blank space at least four (4) inches by four (4) inches in the plan face for use of the administrator;

6. All existing and proposed streets and easements, their names, numbers, and width; existing and proposed utilities with easements and sizes, projected peak water and wastewater flows, watercourses and their names and owners;
  7. Location, type and size of all ingress and egress of the site and indication of plans and procedures to comply with VDOT requirements accompanied with all appropriate permits;
  8. Existing topography and proposed finished contours;
  9. A landscape plan showing woodline before site preparation with species and average diameter of trees indicated with location and diameter of single trees in open areas, areas to be screened, fenced, walled and/or landscaped, with approximate arrangements, plant types and sizes, and size and type of trees to be removed having a minimum diameter breast height of 12 inches;
  10. Provisions for off-street parking, loading spaces and pedestrian walkways including existing and proposed sidewalks, type of parking surface, parking space sizes and drive aisles widths, and calculations indicating the number of parking spaces required and the number provided;
  11. Location, type, size, floor area, number of floors and height of all structures; fencing, screening, and retaining walls where required under the provision of applicable ordinances; and proposed general use for each building - if a multi-family residential building, townhouse or patio house, the number, size and type of dwelling units within each structure shall be indicated. For a multifamily residential development, the number, size and type of dwelling units and the location, type, and percentage of total acreage of recreation facilities;
  12. Utility layout including water, sanitary sewer or septic system plan with profiles; location of electrical transmission lines, gas pipelines, streetlights, fire hydrants and other fire fighting facilities and the locations of garbage and trash disposal facilities;
  13. Existing and proposed water and sanitary sewer facilities indicating all pipe sizes, types, and grades and where connection is to be made to an existing or a proposed central water and sewer system.
  14. Provisions for the adequate control of stormwater drainage and erosion and sedimentation, indicating all proposed temporary and permanent control measures;
  15. The contributing drainage area in acres (statistically) and drainage areas and subareas using standard classification and enumeration established by the state. Show all culvert pipes, curb inlets and other entrances exclusive of driveway pipes;
  16. Flood plain limits established by current FEMA maps, soil survey and/or engineering methods;
  17. Computation notations to include the total site area, and the amount and percentage of the site covered by open space and buildings or dwelling units;
  18. Bylaws of homeowner association where applicable and, when required, copies of notification to adjacent property owner;
  19. All shoreline alteration, including dredging, filling, and bulkheads as approved by the appropriate local, state and federal regulatory agencies and commissions. Provision for disposition of spoils. Provision for the prevention of saltwater intrusion. Provision for preservation of the ecology of the area and prevention of damage to the ground-water supply;
  20. A minimum of one (1) datum reference for elevations used on plans and profiles and correlated to U.S. Geological Survey datum;
  21. Any necessary notes that may be required to explain the intent and purposes of specific items on the plan or profile;
- A. The Zoning Administrator may waive one or more of the above submittal requirements if not applicable to the proposed project with previous approval.
  - B. The submittal of a site plan with insufficient information shall result in the return of the plans to the applicant with deficiencies noted in written form.
  - C. No public easement, right-of-way or public dedication shown on any site development plan shall be accepted for dedication for public use until such proposed dedication shall first be approved by the governing body and evidence of such approval is shown on the instrument to be recorded.
  - D. Upon compliance with the terms of this Ordinance and the satisfactory completion of construction, the administrator shall furnish a certificate or letter of approval. Certifications or letters of approval shall release all of the bonds, surety or letters of credit which may have been furnished.

**Site plan-public notice.**

The applicant for site plan approval of a project greater than 10,000 square feet in area shall notify all adjoining property owners, advising them of the submission of plans to the County and that plans are on file and available for public review. The site plan shall be reviewed but no approval will be granted until the applicant presents evidence to the satisfaction of the Administrator that all property owners contiguous to and sharing a common property line with said applicants or whose property lies directly across roadways, waterways or drainage ways from the proposed development, have been notified in writing prior to the time the site plan is reviewed. Evidence that such notice was sent by mail to the last known address of such owner as shown on the current real estate tax assessment books shall be deemed adequate compliance.

**Criteria for the Planning Commission review.**

Upon application and review, the Administrator may request consideration and approval of a site plan by the Commission, or the Commission's Designee(s). Ten (10) site plans will be required to be submitted when the following conditions are present:

- (1) The site plan proposes two entrances on the same road or involves a disturbance of slopes greater than 15%;
- (2) The site plan proposes an addition to an existing use which would contain a floor area greater than 75% of the total floor area of the existing use; or
- (3) There are unresolved problems between the applicant, adjacent property owners, or any departmental reviewing agency.

**Amendment of approved site plans.**

A. Upon application, an previously approved site plan may be amended with the approval of the Administrator, provided that such proposed amendment does not:

- (1) Alter a recorded plat;
- (2) Conflict with the specific requirements of this Article;
- (3) Change the general character or content of an approved development plan or use;
- (4) Have an appreciable affect on adjoining or surrounding property;
- (5) Result in any substantial change of major external access points;
- (6) Increase the approved number of dwelling units or height of buildings; or
- (7) Decrease the specified yards and open spaces or specified parking and loading spaces.

**Final "as-built" plans required.**

For all projects subject to site plan review in accordance with Article 9-2, a copy of final "as-built" plans and specifications for all water and sewer facilities and fire hydrants shall be submitted to the Administrator prior to the issuance of any permanent Occupancy Permit .

**APPLICATION ACCEPTED**

Accepted: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

**INCOMPLETE APPLICATION**

Denied: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_