

APPLICANTS CHECKLIST – SITE PLAN

A site plan application must be submitted to the Zoning Administrator and all relevant review agencies. The following items constitute a complete application for a Site Plan:

- _____ Completed and signed application.
- _____ Completed comment sheets from the appropriate agencies. Only the agencies that are checked need to receive a comment sheet. A copy of the application and the site plan must be attached to each agency sheet in order for them to comment on the application.
- _____ 16 copies of the site plan showing the proposed use.
- _____ Application fee paid in full, make checks payable to the Town of New Market.

The application packet must be completed and submitted prior to the submission deadline; this date will be communicated to the applicant by the Zoning Administrator.

Application Fee:

Residential

\$150 plus \$20 per dwelling unit

Commercial, Industrial, Public, Semi-Public, Institutions, etc. (excluding accessory buildings)

\$250 new construction

\$100 additions

\$75 review of revisions to approved site plan

*The figure listed above does not include review costs should a consultant for the Town review the proposal. The applicant is responsible for these costs as well.

Application Review and Action:

Once the applicant submits the completed application, the site plan is placed on the next regularly scheduled Planning Commission meeting agenda. This meeting is normally held on the first Monday of the month at 7:30 p.m. in the Council Chambers of the Arthur L. Hildreth, Jr., Municipal Building. The Zoning Administrator will mail a copy of the agenda to the applicant prior to the meeting indicating the date, time and location in case any changes are made to the normal schedule. The applicant needs to appear at this meeting to present the application and answer any questions. Upon the site plan conforming to the standards of the various review agencies (including the Town of New Market), and after being reviewed by the Planning Commission, the site plan will be approved by the Zoning Administrator.

Agency Comments:

The Zoning Administrator determines for each application the appropriate agencies that must comment on the application. Those required for your application are checked on the attached list after meeting with the Zoning Administrator on the issue. The applicant must provide each reviewing agency with a blank comment form, a copy of the site plan, and a copy of the application form. The applicant is also responsible for collecting completed comment forms and turning them in with the application by the established deadline.

MUST HAVE ONE COPY FOR EACH AGENCY

**TOWN OF NEW MARKET
ATTN: ZONING ADMINISTRATOR
P.O. BOX 58
9418 JOHN SEVIER ROAD
NEW MARKET, VIRGINIA 22844**

Comments For:

Conditional Use Permit **Site Plan**
 Subdivision **Rezoning**

THIS PAGE TO BE COMPLETED BY APPLICANT:

Agency Name & Address:

Applicant's Name, Address and Phone Number:

Name of Development and Description of the Request:

Location:

Tax Map #: _____

MUST HAVE ONE COPY FOR EACH AGENCY

THIS PAGE TO BE COMPLETED BY AGENCY

Agency Comments:

Agency Signature _____ Date: _____

Title: _____

(NOTICE TO AGENCY – PLEASE RETURN THIS FORM TO THE APPLICANT)

Notice to Applicant

It is your responsibility to complete this form as accurately as possible in order to assist the agency with their review. Please attach a copy of the site plan and application form. The Virginia Department of Transportation needs 3 copies of the site plan and 1 copy of the application form.

AGENCY REVIEW LIST

Agencies requiring a comment will be identified by the Zoning Administrator during preliminary review conference:

- _____ Town of New Market
9418 John Sevier Road, P.O. Box 58
New Market, Virginia 22844
Attn: Mr. Chad Neese

- _____ Erosion & Sediment Control
600 North Main Street, Suite 107
Woodstock, Virginia 22664
Attn: Mr. Jason Smith

- _____ Shenandoah County Planning & Zoning
600 North Main Street, Suite 107
Woodstock, Virginia 22664

- _____ Shenandoah County Department of Building Inspections
600 North Main Street, Suite 107
Woodstock, Virginia 22664
Attn: Mr. Geary Showman

- _____ Virginia Department of Transportation
14031 Old Valley Pike
Edinburg, Virginia 22824
Attn: Mr. Matthew Smith, P.E.

- _____ Shenandoah County Health Department
600 North Main Street, Suite 106
Woodstock, Virginia 22664

- _____ Shenandoah County Fire Prevention Officer
600 North Main Street, Suite 109
Woodstock, Virginia 22664
Attn: Mr. David Ferguson

- _____ Shenandoah County Schools
600 North Main Street, Suite 200
Woodstock, Virginia 22664
Attn: Dr. Keith Rowland

- _____ Other:

**TOWN OF NEW MARKET
SITE PLAN REQUIREMENTS**

Applicant: _____

Date: _____ Project: _____

Where required by the Zoning Ordinance of the Town of New Market, a Site Plan shall be submitted for review and approval by the Zoning Administrator and other appropriate agencies. Unless waived by the Zoning Administrator, pursuant to Section 70-172 of the Zoning Ordinance, such Site Plans shall meet all of the requirements set forth below:

1. Specifications

Waived

- _____ (a.) The scale shall not be less than fifty (50) feet to one (1) inch.
- _____ (b.) All Site Plans shall be submitted on 24” by 36” sheets.
- _____ (c.) If the Site Plan is prepared on more than one sheet, match lines shall indicate where the several sheets join.
- _____ (d.) Horizontal dimensions shall be in feet and decimals of feet to the closest one one-hundredth (1/100) of a foot.

2. Contents

Waived

- _____ (a.) The proposed title of the project and the name of the engineer, architect, landscape architect, surveyor and/ or developer, and a signature panel for the Zoning Administrator’s approval.
- _____ (b.) The north point, scale, and date.
- _____ (c.) Vicinity map of a scale of between one (1) inch equals one thousand (1,000) feet to one (1) inch equals four thousand (4,000) feet. Such map shall show the location of the project in relation to corporate limits and streets in Town.
- _____ (d.) A certificate, signed by the owner or engineer, setting forth the source of title of the owner of the tract of land and the place of record of the last instrument in the chain of title.

- _____ (e.) The existing zoning and zoning district boundaries on the property in question and on immediately surrounding properties, including the identification of any overlay districts.
- _____ (f.) The present ownership and use of all contiguously abutting property.
- _____ (g.) The boundaries of the property involved by bearings and distances certified by a land surveyor licensed to practice in the Commonwealth of Virginia.
- _____ (h.) All existing property lines, streets, buildings, watercourses, waterways, or lakes, and other existing physical features in or adjoining the property. Those physical features such as watercourses, waterways, or lakes on adjoining properties need only be shown in approximate scale and proportion.
- _____ (i.) Existing topography of the project area with a minimum of two (2) feet contour intervals. Where existing ground is on a slope of less than two (2) percent, either one (1) foot contours or spot elevations where necessary, but not more than fifty (50) feet apart in both directions.
- _____ (j.) The location and sizes of all existing and proposed sanitary and storm sewers, gas lines, water mains, culverts, utilities, and other above ground or underground structures in or affecting the project, including existing and proposed facilities and easements for those facilities, and indicating all types, pipe sizes, grades, where connections are to be made, and authorization to connect to public water and sewer systems.
- _____ (k.) The location, dimensions, character of construction, and names of proposed streets, alleys, and driveways and the location, type, and size of ingress and egress to the site.
- _____ (l.) When proposed streets intersect with or adjoin existing streets, both edges of existing pavement surfaces of curb and gutter must be indicated for a minimum of fifty (50) feet or the length of the connections, whichever is greater.
- _____ (m.) The location of all off-street parking and loading spaces and walkways, indicating the type of surfacing, size, and angle of stalls, width of aisles, and a specific schedule showing the number of parking spaces and staking spaces, where applicable.
- _____ (n.) The location, size and type of all trees in public rights-of-way and immediately adjacent to the project boundaries which may be affected by the proposed project; the location

of all trees on the site with a caliper of eight (8) inches or greater and all ornamental trees of any size; and an indication of which trees are to be retained, which are to be removed, and which are to be replaced.

- _____ (o.) The location, height, type, and material of all fences, walls, and landscaping details of all buildings and grounds; and the location, height, and character of all outdoor lighting systems.
- _____ (p.) The location, design, and hookup specifications of all fire hydrants.
- _____ (q.) The location and street address of all proposed buildings and structures, accessory and main; the number of stories, height, and proposed general use for each building; and the number, size, and type of dwelling units, where applicable.
- _____ (r.) The location, design, size, construction, screening, and landscaping of solid waste receptacles, when such receptacles are required by this chapter.
- _____ (s.) Provisions for the adequate disposition of natural and storm water in accordance with applicable erosion and sedimentation control ordinances and regulations, indicating location, size, types, and grades of ditches, catch basins, and pipes, and connection to existing drainage systems.
- _____ (t.) Proposed finished grading by contour, supplemented where necessary by spot elevation.
- _____ (u.) Flood plain limit studies, as required by the Zoning Administrator.
- _____ (v.) The location, character, size, height, and orientation of proposed signs.
- _____ (w.) The location and dimensions of proposed recreation, open space, and required amenities and improvements, including details of disposition.
- _____ (x.) Where the development is to be constructed in stages or units, a sequence of development schedule showing the order of construction of each principle functional element of such stages or units, and the approximate completion date for each stage or unit.
- _____ (y.) Any necessary notes required by the Zoning Administrator to explain the purpose of specific items on the plan; any additional information as may be deemed necessary by the Zoning Administrator for the proper consideration of the

project. Such notes and/or additional requirements are:

Those requirements listed above that are marked “W” are hereby waived, in accordance with the authority granted to be by Section 70-172 of the New Market Zoning Ordinance. All other requirements must be met by the applicant.

Signature

Date

Title