

## Article XVII. Site Plan Requirements

### Sec. 70- 170 Purpose and Intent of Article

The purposes of this Article are:

- (a.) The promote the orderly development of certain activities in the town and to ensure that such activities are developed in a manner harmonious with surrounding properties and in the interest of the general public welfare. More specifically, the site plan shall be used to review:
  - 1. The project's compatibility with its environment and with other land uses and buildings existing in the surrounding areas.
  - 2. The quantity, quality, size and type of the project's required community facilities and open space, impact upon existing natural environment, and proposed landscaping improvements.
  - 3. The ability of the project's traffic circulation system to provide for the convenient and safe internal and external movement of vehicles and pedestrians.
  - 4. The protection of public safety and the location and adequacy of the project's provision for necessary utilities, drainage, and erosion and sedimentation controls.
- (b.) To specify the districts and types of development or land use for which submission of site plans shall be required.
- (c.) To prescribe the requirements for the preparation and submission of a site plan, and for the review and approval of such site plan.

### Sec. 70- 171 When Required

- (a.) The provisions of this Article, unless by the zoning administrator pursuant to Sec. 70-172 of this Article, shall apply to all new, renovated or enlarged dwellings, structures or uses in the B-1 Business District, and shall apply to all new, renovated or enlarged dwellings, structures or uses in all other zoning districts, with the following exceptions:
  - 1. Single-family detached dwellings and their permitted accessory structures.
  - 2. Two-family dwellings and their permitted accessory structures.
  - 3. Two-family attached (duplex) dwellings and their permitted accessory structures.
- (b.) Where a change of use of an existing structure requires additional parking or other requirements applicable to a new use, a site plan, unless waived in accordance with the provisions of Sec. 70- 172 of this Article, shall be submitted for review to ensure that the change of use can be accomplished within the purpose and intent of this chapter.

Sec. 70- 172 Waiver of Requirements

- (a.) Any requirement of this Article may be waived, in writing, by the zoning administrator when the requirement is clearly not applicable to the project, or when, in his opinion, such waiver is clearly not adverse to, nor does it circumvent, the purpose and intent of this Article, and the inclusion of the requirement is not essential to a proper decision on the project. Such waiver may also be granted when the applicant can demonstrate to the satisfaction of the zoning administrator that in his specific case an undue hardship would result from a strict enforcement of this Article, or that the requirement is unreasonable.
- (b.) The zoning administrator may waive all requirements for site plan review for additions to buildings, structures or uses if, in his opinion, such addition does not substantially affect the purpose and intent of this Article.

Sec. 70- 173 Site Plan Prerequisite to Issuance of Permits

No zoning permit shall be issued to construct, erect or alter any building, structure or use or any permit or authorization granted to improve or develop land subject to the provisions of this Article, unless a site development plan has been submitted and approved, or waived by the zoning administrator, pursuant to Sec. 70- 172 of this Article.

Sec. 70- 174 Site Plan Specifications

Every site plan shall be prepared in accordance with the following specifications:

- (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 clearly 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.

Sec. 70- 175 Site Plan Contents

The site plan, or any portion thereof, involving engineering, architecture, landscaping architecture or land surveying shall be prepared by qualified persons, and final site plans shall be certified by an engineer, architect, landscape architect, or land surveyor licensed to practice by the Commonwealth of Virginia within the limits of their respective licenses. The site plan shall provide the following:

- (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 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 district.
- (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 waterways, watercourses 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) foot 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 no more than fifty (50) feet apart in both direction.
- (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 surface of curb and gutter must be indicated for a minimum of fifty (50) feet of the length of the connections, whichever is the greatest distance.
- (m.) The location of all off-street parking and loading spaces and walkways, indicating the types of surfacing, size and angle of stalls, width of aisles, and a specific schedule showing the number of parking spaces and stacking 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 screen planting; 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 addresses 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 principal 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 purposes of specific items on the plan.
- (z.) Any additional information as may be deemed necessary by the zoning administrator for the proper consideration of the project.

Sec. 70- 176 Improvements and Standards

- (a.) The following improvements and minimum standards, as applicable, shall be required and provided for in a site development plan. The site plan shall also comply with any and all applicable requirements contained in the town's Subdivision Ordinance:
  1. Landscaping, screening, fences, walls, curbs and gutters, pavement, street lights and sidewalks, as required by this chapter and/or the Subdivision Ordinance.
  2. Easements of rights-of-way for all facilities to be publicly maintained. Such easements shall be clearly defined for the purpose intended, and shall meet the minimum easement widths as specified in the Subdivision Ordinance.
  3. An adequate drainage system for the disposition of storm and natural waters.
  4. All street and highway construction standards shall be in accordance with those specified in this chapter and/or the Subdivision Ordinance.

5. Cul-de-sacs shall be designed and constructed in accordance with the provisions of this chapter and/or the Subdivision Ordinance, and may not be construed or employed as a parking bay.
  6. All required screening shall be sufficiently dense to screen the development effectively from adjacent properties, in accordance with the provisions of Sec. 70- 135 of this chapter.
- (b.) The installation of improvements as required in this Section shall in no case serve to bind the town to accept such improvements for maintenance, repair or operation thereof; but such acceptance shall be subject to the existing regulations concerning the acceptance of each type of improvement.

Sec. 70- 177 General Standards

In addition to other requirements of this chapter and other regulations of the town, the site plan review will evaluate the following:

- (a.) The unnecessary destruction of trees and other natural features.
- (b.) The preservation and treatment of on-site natural watercourses.
- (c.) The project's compatibility with the policies and goals of the town's Comprehensive Plan.

Sec. 70- 178 Procedures for Review and Approval

- (a.) All applicants submitting a site plan may request a preliminary meeting with the zoning administrator to discuss the preliminary features of the proposed development as they relate to this Article and to other applicable ordinances and regulations.
- (b.) Following the pre-application conference, ten (10) copies of the site plan, unless fewer copies are required by the zoning administrator, shall be submitted to the administrator, accompanied by the required fees. The zoning administrator shall forward the plan to all appropriate departments, and/or agencies for written comments. The administrator may also request a review of the site plan by the planning commission in instances where such review is not specifically required by this chapter. Failure of the commission to make any recommendations within sixty (60) days of the referral of the site plan to them shall be considered a recommendation of approval of the site plan. The zoning administrator shall then meet with the applicant to discuss and recommend modifications.
- (c.) All site plans which are approximately submitted and which conform to the standards and requirements set forth in this chapter shall be approved by the zoning administrator, unless such site plan is a requirement for the consideration of a conditional use permit. In such cases, the site plan shall be reviewed by the planning commission, in accordance with the provisions of Article XV of this chapter.
- (d.) In the case of disapproval of the site plan by the zoning administrator, the applicant shall be notified of the corrections or modifications which are necessary to permit approval by the administrator.

Sec. 70- 179 Site Plan Termination or Extension

- (a.) Any approved site plan shall expire and become null and void if no zoning permit has been issued for the proposed development or use is not initiated within five (5) years of the date of approval.
- (b.) Upon written request of the applicant, the zoning administrator may issue a one time, one (1) year extension.
- (c.) Upon expiration of a site plan under the terms of this Section, a new site plan must be resubmitted to the zoning administrator for review, as set forth in this Article.

Sec. 70- 180 Amendments to Approved Site Plan

If it becomes necessary for an approved site plan to be changed, the zoning administrator shall, at the applicant's request and upon the receipt of the required fee, either administratively approve an amendment to the site plan, or require that a new site plan be drawn and submitted for review and action in accordance with this Article.

Sec. 70- 181 Compliance with Approved Site Plan

Inspections may be made by the zoning administrator and other appropriate officials during the installation of off-site and on-site improvements to ensure compliance with the approved site plan.

Sec. 70- 182 Site Improvements to be Completed Prior to Issuance of Zoning Certificate

Prior to submitting a request for a permanent zoning certificate, the owner or developer shall have completed all of the improvements included on the approved site plan. The zoning administrator may issue a temporary zoning certificate before the completion of all said site improvements when he deems that the project meets acceptable health, safety and public welfare standards. Such temporary certificate shall include an inspection and project timing schedule, and may be revoked upon failure of the applicant to comply with the requirements set forth therein. No temporary zoning certificate shall be issued for projects where a suitable base has not been provided for emergency access and vehicular parking.