

SITE PLAN PROCEDURE

A site plan is required for all proposed land uses **except**:

- Single-family detached and individual duplex dwellings
- Agricultural operations
- Filling and grading where no impervious structures or improvements will be installed and no clearing undertaken

An approved site plan is required before issuance of building permits.

PROCEDURE

STEP 1

It is required that a pre-submission meeting be scheduled with a staff member of the **Community Development Department**. The office is located at 20 East Gay Street, Harrisonburg. **Phone: Development Review Services (540) 564-1529**

Points to cover at the meeting:

1. Check zoning of property to determine if the proposed use is permitted as a matter of right under current zoning classification. If not - see "Rezoning/Special Use Permit" for procedure.
2. Review your proposed development for the site. You should bring with you any information, plats, or plans you have that will aid in the review and illustrate your proposal.
3. Learn about County plans, policies, and ordinances that may affect your proposed development. Ask about the preliminary site plan review process if you are interested in expediting your project.
4. Obtain: Applications, checklist, and ordinances.

STEP 2

Have plan prepared by engineer, architect, landscape architect or land surveyor who is registered by the State of Virginia.

STEP 3

Submit application, nine (9) **folded** copies of the Site Plan (an electronic submission .pdf also), and the review fee. Incomplete submissions will not be accepted. The staff will determine if the submission is complete and, if so, will begin the review process.

In general, site plans are reviewed by County agencies and comments are returned to the **Community Development Department** within three (3) weeks unless the plan is extremely complex or there is an extraordinary workload. State agencies are asked to observe the same review period and to notify the **Community Development Department** of any major areas of conflict or inconsistency and resolve them, if possible, before forwarding comments to the engineer and developer.

STEP 4

Make changes to site plan as per comments and resubmit the required number of **folded** copies along with a copy of initialed comments and/or letter which describes how each comment was addressed or why comment was not addressed.

STEP 5

Once the plans have been approved, proceed by paying applicable fees and obtaining permits.

(See: **EROSION AND SEDIMENT CONTROL PROCEDURE and BUILDING PERMIT PROCEDURE**)

TIME: An average of 21 days for each submission or resubmission is the goal for completing the review process for projects. Some projects may take up to 60 days to complete, depending on the workload.

Date Received: _____	Fee: _____	Tracking #: SP - _____ - _____
Time Received: _____	Receipt #: _____	Application Type: <i>(check one)</i>
Accepted By (initials): _____	Prelim. Meeting Date: _____	New π Revision of Plan in Process π

Business Name: _____

Business Address: _____

Contact Person: _____ Daytime Phone: _____

Contact Person's Address: _____

Property Owner: _____

Tax Map Number: _____ Acres: _____ Zoning: _____

Type of Business: _____ Hours of Operation: _____

Proposed Use(s) of Building(s) and/or Site: _____

Size of Building: *Existing:* _____ *Proposed:* _____

Amount of Space Being Used: _____
(if not entire building or site)

Number of Employees: *Currently:* _____ *New Employees:* _____

Number of Parking Spaces: *Currently:* _____ *New Spaces:* _____
(shall comply with Rockingham County Zoning Ordinance)

Size of Sign Associated with this Business: _____ Projected Water Usage _____ gallons/day
(shall comply with Rockingham County Zoning Ordinance) *(if public water or sewer)*

INDICATE METHOD OF:

- Water Supply: Community System Public Water Well Cistern
Sewage Disposal: Community System Public Sewer Septic System Alternative

SUBMISSION REQUIREMENTS:

In accordance with the Rockingham County Code, the information outlined on the attached checklist shall be included and submitted on the site plan sheet, unless otherwise noted. If the required information is shown on the site plan sheet, respond with "yes" in the column labeled "Included (Yes/No)". If the required information is located on a different sheet, please identify the appropriate sheet name and number for that line item.

Due to the number of persons or agencies required to view site plans, nine (9) copies are required (additionally an electronic .pdf submission is required). If the site plan is larger than 8 1/2" x 14", it must be folded to that size for forwarding to all review persons and agencies. The site plan shall be drawn to scale with the scale shown.

In addition, the applicant is required to provide two (2) copies of the full construction plans to the County.

Applicant's Signature _____
Property Owner's Signature (if different)

If site plan submission is more than one sheet, please give sheet name and number for each item.

Indicate Sheet		Included Yes/No (if no, explain)	Item
Name	and Number		
Site plan	_____	_____	1 Development/ Site Plan Name
Site plan	_____	_____	2 Vicinity map, showing:
		_____	a) location of tract, lot, or development
		_____	b) roads (road names or route numbers)
		_____	c) bodies of water
		_____	d) town or city corporate boundary
		_____	f) other landmarks sufficient to clearly identify location of property
		_____	3 Tax map number, zoning, scale of drawing and north arrow
Site plan	_____	_____	4 Boundary survey of the tract, lot or development
Site plan	_____	_____	5 FEMA Flood Zone designation, with location of flood plain/ floodway
Site plan	_____	_____	6 Existing and proposed buildings on subject property, showing
		_____	a) location, with distances to property lines, roads & rights-of-way
		_____	b) dimensions, including building height
		_____	c) Statewide Uniform Building Code Use Group
Site plan	_____	_____	7 Existing land use and zoning for adjoining properties
Site plan	_____	_____	8 Location and dimensions of easements: utility, drainage, rights-of-way
Site plan	_____	_____	9 Utilities, showing:
		_____	a) types and location
		_____	b) grades (may be on separate sheet)
		_____	c) existing/proposed fire hydrants, manholes, cleanouts, water meters
		_____	d) pipe sizes (may be on separate sheet)
		_____	10 Fire protection requirements, showing:
		_____	a) location of hydrants, both on-site and within 1,000 feet of site
		_____	b) location of fire lanes
		_____	c) I.S.O. Needed Fire Flow Calculations (may be on separate sheet)
Site plan	_____	_____	11 Existing and proposed streets, showing names, numbers and widths
Site plan	_____	_____	12 Existing and proposed off-street parking, including:
		_____	a) show individual parking spaces, with dimensions of each space
		_____	b) lot layout, showing traffic flow and aisle widths
		_____	c) dimensions of the parking area and distance to property lines
		_____	d) loading spaces, with dimensions
		_____	e) spaces as required by A.D.A., with dimensions
		_____	f) type of surfacing
		_____	g) calculation method for number of spaces required
		_____	h) location, height and type of existing/proposed lighting structures
Site plan	_____	_____	13 Vehicular entrances/exits to the tract, lot or development, showing:
		_____	a) location and dimensions
		_____	b) design
		_____	14 Provisions for adequate disposition of natural and storm water (may be on separate sheet)
		_____	15 Proposed erosion and sediment control measures (may be on separate sheet)
		_____	16 Provision for adequate screening for uses not conducted within a completely enclosed structure or for areas of storage of any materials

