



COUNTY of ROCKINGHAM

Department of Community Development

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Director

Site Plan Submittal Procedure and Review Process

September 2021

Site Plans

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

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

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

Site Plan Submittal Procedure and Review Process

Step 1:

Schedule a pre-application meeting to discuss the proposed development. At this meeting the applicant (or designee) will explain their project to the staff members and regulatory agencies listed below.

County Departments

Planning
Zoning
Building
Engineering
Environmental
Public Works
Fire/Rescue
Economic Development

Regulatory Agencies

Virginia Department of Transportation
Virginia Department of Health
Virginia Department of Environmental Quality

Local Government

Incorporated Towns
City of Harrisonburg

Staff will ask questions and offer guidance on project requirements. Additional points discussed will be:

1. Reviewing County plans, policies, and ordinances that may affect the proposed development.
2. Confirming the property's zoning to determine if the proposed use is permitted as a matter of right under the current zoning classification. If not, a special use permit or rezoning of the property may be required.
3. Performing an early technical review of the proposed development to identify potential issues and explain any revisions to the site plan that may be needed. Please bring any information, photographs, sketches, plats, or preliminary plans that will aid in the review and better illustrate the proposal.
4. Establishing a submittal timeline and review submission criteria (i.e. application forms, checklist, plan review fees, etc.)

Meetings may be conducted in person at the Community Development Department located at the County Administration Building, 20 East Gay Street, Harrisonburg or via video teleconference (Zoom). To schedule an appointment time, please contact planning staff at **(540) 564-5074**.

STEP 2

Have site plans prepared by Virginia licensed engineer, architect, landscape architect, or land surveyor.

STEP 3

Submit all completed application forms, checklists, required number of site plan copies (see below), and plan review fees to the attention of the County Engineer at the Community Development Department.

- General Construction: five (5) hard copies and one (1) digital copy
- Erosion and Sediment Control/Stormwater Management ONLY: one (1) hard copy and one (1) digital copy
- Poultry Houses: one (1) hard copy and one (1) digital copy

Incomplete submissions will not be accepted. Staff will determine if the submission is complete and, if so, will begin the plan review process. It is the goal for County and regulatory agencies to have site plans reviewed and revision comments returned within two (2) weeks of submission. Please note that larger or more complex designs may take longer to review, in which case, the applicant will be notified of any additional time required and may be provided partial comments in advance. Once all comments have been made by the review staff, a single response letter will be drafted and sent to the applicant (or their designee) outlining revisions for consideration.

STEP 4

Revise the site plans per the comment letter and provide any further design information as requested. Resubmit one (1) hard copy and one (1) digital copy along with a letter describing how each comment was or was not addressed and why.

STEP 5

Once the site plans meet all County and regulatory agency requirements, the County will issue a letter approving the site plan. The plan is valid for five (5) years. Pay any remaining applicable fees and obtain all required permits. To ensure that all improvements shown on the site plan are properly completed, the County may require a security agreement in the form of a letter of credit or a performance bond.