



# ADMINISTRATIVE SITE PLAN

## CHECKLIST Version 3/6/2019

(Projects involving initial or buildings or site improvements, excluding expansions in accordance with sec. 86-626, when less than 10,000 SF of land is disturbed or involves the construction of less than 5 new improved parking spaces)

### I. Project and Review Information

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Current Zoning: \_\_\_\_\_ Tax Map Number: \_\_\_\_\_

Name and Address of Owner: \_\_\_\_\_

Name and Address of Developer (if different): \_\_\_\_\_ Reviewed by: \_\_\_\_\_

Plan Date: \_\_\_\_\_

*This checklist must be completed, signed, and submitted with the application and a \$50 processing fee.*

**II. Applications and procedures.** An application and a submittal checklist is available from the department of community development or on the county's website. A suitable submittal includes a fee, an application, and three (3) clearly legible, scalable plan drawing sets using blue or black line ink and a PDF copy. Such information shall go to the zoning administrator or designee for review and approval or disapproval within 10 working days. Resubmits are required of all disapproved submittals until approved. Administrative site plans conforming to these required criteria are exempt from external agency review or approval processes.

**III. Drawings.** A specified engineer's scale either using a previous property survey or drawn on the most-current plat/survey available of the property filed in the Louisa County Circuit Court or using the county's GIS mapping tool may be used. If modifying or drawing on a plat previously prepared by a Virginia licensed or certified professional then redact the preparer's licensure information. A Virginia licensed or certified professional may also prepare such drawings. Administrative site plans shall include the following elements unless they are not applicable to the project:

- \_\_\_ (1) All property lines and their courses and measurements, unless fewer property lines are necessary to establish required building setbacks or separation distances or to determine new site improvement locations.
- \_\_\_ (2) The tax map parcel number, acreage of the lot, scale, and north arrow;
- \_\_\_ (3) All public and private rights-of-way (including easements), their name(s), and the width of said rights-of-way.
- \_\_\_ (4) The proposed setbacks from property lines for all proposed buildings and structures on the lot;
- \_\_\_ (5) Existing and proposed driveways, travel ways, parking areas and other areas with existing or proposed landscaping, and ADA parking and accessible routes;
- \_\_\_ (6) VDOT approved ingress and egress; and,
- \_\_\_ (7) Compliance with any proffers, variances, and/or county imposed conditions.

**IV. Plan Review and Approval Process**

Determination of completeness date. The zoning administrator or designee shall review the administrative site plan application and accompanying drawing and either accept or reject them within 5 working calendar days of the submittal date. Rejected site plan applications and drawings shall go back to the preparer with a list of specific deficiencies for correction.

Administrative site plans shall not undergo any external agency review or approval process other than VDOT.

**V. Read and Sign**

I hereby state that, to the best of my knowledge, the attached plat contains all information required by this checklist.

**Signature of person completing checklist**

**Date**

\_\_\_\_\_

\_\_\_\_\_

**Printed Name**

**Daytime Phone number**

\_\_\_\_\_

\_\_\_\_\_

**EMAIL**

\_\_\_\_\_

**Owner Printed name**

\_\_\_\_\_

**Signature of Owner**

**Date**

\_\_\_\_\_

\_\_\_\_\_

**Amount of Land disturbance** \_\_\_\_\_

**DESCRIPTION OF REQUEST:**