



MINOR SITE PLAN CHECKLIST Version 3/25/2019

(Proposals to construct a new building or site improvements or the expansion of an existing building or site improvements, and the total land disturbance equals or exceeds 10,000 but less than 43,560 SF (one acre), or involves six (6) but less than 30 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 Completeness Date: _____

This checklist must be completed, signed and submitted with the application including a \$200 processing fee. A pre-application meeting with staff is highly recommended prior to plan submittal.

II. Applications.

___ 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 seven (7) clearly legible and scalable, blue or black line, folded copies and one PDF copy of the site plan drawings. If there is a previously approved, valid, preliminary site plan for the site, submit a fee and an application along with seven (7) clearly legible and saleable, folded blue or black line copies and one PDF copy. The site plan shall comply with the requirements of these regulations as to format and submission and be accompanied by such other written and graphic material as may be necessary to clarify the proposed development and aid in the decision process.

III. Drawings. Preparation and the sealing of minor site plans are the responsibility of either an architect, professional engineer, land surveyor or landscape architect, licensed to practice in the State of Virginia. Exceptions are allowable per Code of Virginia §§ 54.1-401 or 54.1-402. The required site plan drawings shall include the following elements unless waived as not applicable to the project:

___ Submit all waiver requests with the plan drawings clearly stating each request and justification.

___ The scale of site plan drawing necessary for projects shall be as follows:

___ a. Not more than 200 feet to one inch for projects containing more than 100 acres.

___ b. Not more than 100 feet to one inch for projects containing more than 5 to 100 acres.

___ c. Not more than 50 feet to one inch for projects containing 5 or fewer acres.

___ The drawing may be prepared on one or more sheets. If prepared on more than one sheet, include match lines to indicate where the sheets join.

The plan drawing shall contain the following information:

- ___ The name of the development
- ___ Name of the owner, developer and individual who prepared the plan
- ___ Tax map and parcel number
- ___ Zoning
- ___ Magisterial district
- ___ Voting district
- ___ County and State
- ___ North point
- ___ Scale
- ___ Topography
- ___ Survey sources
- ___ Sheet number and total number of sheets
- ___ Date of drawing
- ___ Date and description of latest revision
- ___ Minimum setback lines
- ___ Boundary dimensions
- ___ Proposed uses and maximum heights and number of dwelling units by type.

- ___ Existing topography, maximum five foot contours for the area under construction unless a waiver is approved by the zoning administrator or designee.
- ___ Location of all proposed easements, streets, buildings or waterways
- ___ Location and dimensions of proposed streets, right-of-way lines and widths, center line radii and pavement width, alleys, driveways, curb cuts, entrances and exits, and loading areas.
- ___ If applicable, an erosion and sediment control plan as required by chapter 38, article II of this code.
- ___ Location of proposed water and sanitary sewer facilities, including: all pipe sizes, types and grades; proposed connections to existing or proposed central systems.
- ___ Location and dimensions of all proposed improvements
- ___ Buildings (maximum footprint and height) and other structures; walkways; fences; walls; outdoor lighting;
- ___ Area landscape plan (as provided for in section 86-442(f))
- ___ Area of open space

Parking [sec. 86-413(4)(r)]

Parking and loading areas indicate and show:

- ___ Size
- ___ Angle of stalls
- ___ Width of aisles
- ___ A parking table showing the number of spaces required and provided
- ___ Method of computation
- ___ Type of surfacing material for all walks, parking lots, and driveways
- ___ ADA parking and accessible routes
- ___ Show all proposed public use dedication or reserve areas.
- ___ A legend showing all symbols and abbreviations used on the plan.

IV. Tentative approvals obtained if applicable (copies attached)

- ___ Thomas Jefferson Soil and Water Conservation District (if applicable)
- ___ Louisa County Water Authority (if applicable)
- ___ Virginia Department of Health (if applicable)
- ___ Virginia Department of Transportation
- ___ Louisa County Building Official
- ___ Louisa County Department of Emergency Services
- ___ Signature panels for Louisa County Community Development Department, Louisa County Water Authority, Louisa County Building Official, Louisa County Department of Emergency Services, Virginia Department of Health and Virginia Department of Transportation *ref. [86-413(4)(y)]*

V. Procedures for processing

- (1) Within ten (10) working days the zoning administrator or designee shall make a determination if the submittal is a complete application for conducting a minor site plan review. If complete the plan, as appropriate, shall be forward for review and comment to the Thomas Jefferson Soil and Water Conservation District, the Virginia Health Department, the Virginia Department of Transportation, the Louisa County Water Authority, and county building and emergency services officials.
- (2) The zoning administrator or designee shall review and either accept or reject site plan applications within 30 working days of the complete site plan application date, or within 35 days after receipt of approvals from applicable state agencies, whichever is later. Rejected and subsequently revised site plans shall undergo an additional review and accepted or rejected within 45 days, or within 35 days after receipt of state agency approvals, whichever is later.
- (3) The zoning administrator or designee shall examine minor site plans and review such plans for traffic patterns both internal and external, and their relation to roads, utilities, parking, landscaping, drainage, and existing and proposed community facilities.
- (4) Surety shall be filed with the county in a sum sufficient to ensure completion of required infrastructure and improvements as imposed by the zoning administrator or designee. Such surety may be in the form of a surety bond, letter of credit or cash escrow.
- (5) Nothing in this section shall grant of a variance or exception to the regulations of this article, or abridge the procedures or requirements of the laws and ordinances governing the subdivision of land.
- (6) The zoning administrator or designee may require additional information on the plan as deemed necessary in order to provide sufficient information for the staff and/or commission to adequately review a plan.

VI. 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
