

Minor Site Plan Approval Packet

Revised February 2015



Department of Planning and Community Development
233 West Broaddus Avenue
Bowling Green, VA 22427
www.visitcaroline.com/planning.html
Phone: 804-633-4303 Fax: 804-633-1766



Site Plan Procedures and Requirements

The land development application is for use by all applicants requiring site plan approval, including commercial, industrial, residential subdivisions and Planned Unit Developments (PUD). Site plans must be prepared by a licensed surveyor or engineer.

Procedures for Site Plan Review and Approval

Pre-application Meeting

- Applicants need to meet with the Planning Department staff prior to plan development.

Site Plan Application Submittal

- Application deadlines for site plan submittals are typically the second Wednesday of each month (Contact the Planning Department for exact date).
- Application shall include twelve (12) copies of the minor site plans (prepared in accordance with the Caroline County Zoning Ordinance and the attached worksheets) for review and all required fees.
- All plan sheets shall be on standard 24 x 36 sheets.

Agency Review of Complete Plans

- Once a land development application is officially filed, the application and plans will be reviewed for minimum requirements. If the application is determined incomplete, the applicant will be notified in writing of the deficiencies. If the application is determined to be complete, it will be forwarded to each review agency for written comments.

Technical Review Committee

- Agency representatives will provide written comments to the Planning Department.
- All comments will be included in a written response to the applicant from the Planning Department within ten (10) business days from the date of the Technical Review Committee Meeting.
- Revisions to the site plan shall be made in accordance with Technical Review Committee comments.

Site Plan Revisions and Agency Review

- Submittal shall include a minimum of three (3) sets of revised plans and written responses to each comment provided from the previously submitted site plan. **An additional set of revised plans with written responses to comments shall be submitted for each agency requiring revisions. Revisions for the Department of Utilities require two (2) sets of plans,**

VDOT requires two (2) sets of plans, the Planning and Building Department requires four (4) sets of plans. All plans shall be returned to the Planning Department for distribution.

Revisions Still Required

- Repeat Site Plan Revision process as previously outlined if needed.

Site Plan Approval

- Applicant must keep one copy of the **fully approved plans on site at all times during construction**. Once fully approved plans have been distributed, all other plans (early land disturbance, grading, etc) must be replaced with the signed copies.

Permits

- Site plan approval does not constitute a permit to begin construction and/or installation of improvements. A separate Building/Zoning/Land Disturbance permit application is required. Prior to issuance of a permit, the applicant is required to submit an application, pay appropriate fees, post bond (or other financial assurances) and schedule an on-site pre-construction meeting with staff. Permits will be issued at this meeting.

Minor Site Plan vs. Major Site Plan

- Minor site plan may be utilized when the project is:
 - An expansion of less than 10% of the existing use, which requires
 - No modifications to existing entrances or additional entrances,
 - No expansion of the existing parking,
 - No significant increase in the existing daily traffic,
 - No expansion of utilities, and
 - No additional uses being added to the existing use.

If you have further questions please feel free to call the Department of Planning and Community Development at (804) 633-4303.



Minor Site Plan Checklist

- Ten (10) sets of 24x36 plans, **folded (unless over 35 pages)**
 - Completed Land Development Application
 - Completed Project Information Sheet
 - Completed Site Plan Submittal Checklist
 - Completed Site Plan Checklist
 - Completed Landscaping and Lighting Plan Checklist
 - Completed Chesapeake Bay Preservation Area WQIA, if needed
 - Investigation worksheets for Graves, Memorials and Historic Significance
 - Required Fee - \$400
-

Prepared By: _____ Title: _____

Signature: _____

Project Information Sheet

Project Name: _____

Site Plan #: _____

Tax Map #s: _____

Total Area (acres): _____

Total Disturbed Area (acres): _____

Total Existing Impervious Area (ft²): _____

Total Proposed Impervious Area (ft²): _____

Total Impervious Area on Site (ft²): _____

% Imperviousness of Site: _____

Hydrologic Unit Code: _____

Is the area within a Chesapeake Bay Preservation Area (RMA)? Yes No

Does the project contain a Resource Protection Area (RPA)? Yes No

• If Yes, is there any encroachment in the buffer? Yes No

• If Yes, what is the total area of encroachment (ft²)? _____

Does the project contain wetlands? Yes No

• If Yes, will there be any wetlands impact? Yes No

• If Yes, what is the total impact area (ft²)? _____

Does the project currently contain stormwater basins/BMPs? Yes No

• If Yes, provide the Deed Book and Page Number of the Maintenance Agreement:

Deed Book: _____ Page Number: _____

• If Yes, what type of basin/BMP does the project contain? Regional Private

Project Information Sheet Continued

- Owner's Name and Address:

Phone Number: _____ Fax Number: _____

Email Address: _____

- Engineer/Surveyor's Name and Address:

Phone Number: _____ Fax Number: _____

Email Address: _____

- Developer's Name and Address:

Phone Number: _____ Fax Number: _____

Email Address: _____

Worksheet for Graves, Memorials, Places of Burial and Historical Significance

I certify that I have investigated the property located at: _____

and described as tax map # (s): _____

Which is undergoing either a site plan or subdivision review by Caroline County and find that:

- Graves, objects or structures marking places of burial or historical significance **DO EXIST** on the property.
- Graves, objects or structures marking places of burial or historical significance **DO NOT EXIST** on the property.

This information was verified by:

- Deed description
- Visual verification
- Soil borings
- Other, specify: _____

The location of such features that have been identified on the property will be shown on the proposed Site Plan and/or Subdivision Plan along with notes that describe the methods to be used in the preservation of these features. This shall be certified by the person responsible for the development of the Site Plan or Subdivision Plan.

Signature: _____

Date: _____

Engineer/Surveyor Seal

Site Plan Checklist

Yes No

1) The following information shall be provided on the **site plan cover sheet**:

- a) Project Name
 - b) Magisterial District, County and State
 - c) Name(s), address(es) and phone number(s) of owner(s), developer and engineer who prepared the site plan.
 - d) Sheet index with number and title of sheets
 - e) Date of completion of the plan and any subsequent revisions
 - f) A vicinity map, at a scale no greater than 1"=2000'
-

2) The following shall be included in an information block on the **site plan cover sheet**:

- a) Zoning of the property
 - b) Case numbers for any associated rezoning, SPEX, Variance, etc.
 - c) Use of the property
 - d) Tax Map and Parcel Number(s)
 - e) Total site acreage
 - f) Existing/proposed building square footage
 - g) Parking required and provided
 - h) Loading spaces required and provided
 - i) List any applicable overlay districts for the property
 - j) Chesapeake Bay Preservation Area Designation
 - k) Maximum building height is < 35'
 - l) Revision Block
 - m) Applicable permit # (s) for Army Corps of Engineers and Department of Environmental Quality
 - n) Note stating that any and all asphalt, concrete or other driving surfaces, where new or replaced must be able to support a total imposed load of fire apparatus weighing at least 75,000 pounds. An engineer's certification shall be submitted to Caroline County prior to issuance of a Certificate of Occupancy.
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3) The following shall be included in a site tabulation chart on the site plan:

- a) Area of the building and the percent of the site occupied by the building
- b) Area of other impervious surfaces and the percent of the site occupied by them

Site Plan Checklist Continued

Yes No

- | | | | |
|--------------------------|--------------------------|-----|---|
| <input type="checkbox"/> | <input type="checkbox"/> | | c) Area of open space and the total percent of the site in open space |
| <input type="checkbox"/> | <input type="checkbox"/> | | d) Total impervious area and total percent of imperviousness |
| <hr/> | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | 4) | Accepted proffered conditions, special use permit conditions, if any, and any waiver or variances granted must be reproduced on a plan sheet. |
| <hr/> | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | 5) | North arrow on each applicable plan sheet |
| <hr/> | | | |
| | | 6) | The scale of the site plan shall be as follows: |
| <input type="checkbox"/> | <input type="checkbox"/> | a) | For projects containing more than 200 acres – not more than 200':1" |
| <input type="checkbox"/> | <input type="checkbox"/> | b) | For projects containing 50-199 acres – not more than 100':1" |
| <input type="checkbox"/> | <input type="checkbox"/> | c) | For projects containing 10-49 acres – not more than 50':1" |
| <input type="checkbox"/> | <input type="checkbox"/> | d) | For projects containing less than 10 acres – not more than 30':1" |
| <hr/> | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | 7) | A legend showing all symbols used on the plan |
| <hr/> | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | 8) | The boundaries of the property involved by courses and distances with a linear precision of closure of one (1) foot in ten-thousand (10,000) feet; County and/or town boundaries; property lines; existing easements; streets; buildings; waterways; burial sites or cemeteries; and major tree masses. |
| <hr/> | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | 9) | Provide the owner names, tax map and parcel number and zoning for all adjacent properties |
| <hr/> | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | 10) | Topography at intervals of two (2) feet, unless waived or requested at a greater interval by the director. Reference source and date of all topography. |
| <hr/> | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | 11) | The general location and character of construction of proposed streets, alleys,

driveways, sidewalks, curb cuts, entrances and exits, existing and proposed. |
| <hr/> | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | 12) | Location and dimensions of all off-street parking and loading areas and the location of on street parking if used to meet off-street parking requirements. |
| <hr/> | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | 13) | Location and method of screening for all outdoor waste receptacles on site. Provide a detail of the fence enclosure and gate on the plans. |
| <hr/> | | | |

Site Plan Checklist Continued

Yes No

- | | | | |
|--------------------------|--------------------------|-----|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 14) | All existing easements must reference recordation information. |
| <input type="checkbox"/> | <input type="checkbox"/> | 15) | Location of all internal landscaped areas |
| <input type="checkbox"/> | <input type="checkbox"/> | 16) | Proposed work to be associated with the minor site plan application |
| <input type="checkbox"/> | <input type="checkbox"/> | 17) | General location, height and material for all fences, walls, screen plantings, berms and peripheral landscaping. The dimensions of required perimeter and front buffer(s), if any, shall be shown. |
| <input type="checkbox"/> | <input type="checkbox"/> | 18) | General location and orientation of proposed signs. Please note that a permit may be required for signs. Contact the Planning Department prior to installing any signs. |
| <input type="checkbox"/> | <input type="checkbox"/> | 19) | The location of any identified wetlands, as determined based on field delineation or other methods as approved by the Director. Where any wetlands disturbance is proposed, two (2) copies of all required State and Federal permits shall be submitted or a letter from the appropriate agencies stating that no permits are required. |
| <input type="checkbox"/> | <input type="checkbox"/> | 20) | The location of any Chesapeake Bay Preservation Areas shall be shown on all applicable site plan sheets as determined by field delineation. |
| <input type="checkbox"/> | <input type="checkbox"/> | 21) | Show the location, width, and recordation information for all existing drainage easements. All proposed easements need to be a minimum of twenty (20) feet. |
| <input type="checkbox"/> | <input type="checkbox"/> | 22) | Delineate the 100-year floodplain and provide the FIRM Community Panel Number. |
| <input type="checkbox"/> | <input type="checkbox"/> | 23) | Provide an erosion and sediment control plan in accordance with the Virginia Erosion and Sediment Control Law, Title 10.1, Chapter 5, Article 4 of the Code of Virginia; 4VAC50-30, Virginia's Erosion and Sediment Control Regulations; and the Erosion and Sediment Control regulations of the Code of Caroline, Section 45 (see Erosion and Sediment Control checklist), if land disturbance is greater than 2,500 square feet. |
| <input type="checkbox"/> | <input type="checkbox"/> | 24) | Show the limits of all land disturbance associated with the proposed project. |



Tax Map Number: _____

PLANNING & DEVELOPMENT APPLICATION

DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT

233 WEST BROADDUS AVENUE

BOWLING GREEN, VA 22427

(804) 633-4303

(804) 633-1766

WWW.VISITCAROLINE.COM

DATE SUBMITTED: _____

CASE NUMBER: _____

1. TYPE OF REQUEST

- REZONING: FROM _____ TO _____ PROFFER AMENDMENT _____
(REZONING CASE #)
- SPECIAL EXCEPTION: _____ SITE PLAN: _____ MAJOR _____ MINOR
(ORDINANCE SECTION)
- VARIANCE: _____ ADMINISTRATIVE APPEAL _____
- COMP. PLAN AMENDMENT _____ OTHER _____
- SUBDIVISION (MAJOR)
_____ PRELIMINARY _____ FINAL _____ CONCEPT
- SUBDIVISION (OTHER)
_____ MINOR _____ BLA/VACATION _____ FAMILY

2. PROPERTY INFORMATION

TAX MAP NUMBER _____ CURRENT ZONING _____
ACREAGE OF REQUEST _____ TOTAL ACREAGE _____
PHYSICAL ADDRESS/LOCATION _____
VOTING DISTRICT _____
UTILITIES: _____ PUBLIC _____ PRIVATE _____ EXISTING _____ NEW

3. CONTACT INFORMATION

APPLICANT NAME DAYTIME PHONE NUMBER

MAILING ADDRESS, CITY, STATE, ZIP CODE

OWNER(S) NAME (ATTACH SEPARATE SHEET(S) IF NECESSARY) DAYTIME PHONE NUMBER

MAILING ADDRESS, CITY, STATE, ZIP CODE

MAIN POINT OF CONTACT DAYTIME PHONE NUMBER

Tax Map Number: _____

4. FEE SCHEDULE

REZONING	_____	+	(_____ X _____)	=	_____
	BASE FEE		ACREAGE \$/ACRE		TOTAL
PROFFER AMENDMENT	_____	+	(_____ X _____)	=	_____
	BASE FEE		NO. OF REQUESTS \$/REQUEST		TOTAL
SPECIAL EXCEPTION	_____	+	(_____ X _____)	=	_____
	BASE FEE		ACREAGE \$/ACRE		TOTAL
SITE PLAN: MAJOR	_____	+	(_____ X _____)	=	_____
	BASE FEE		ACREAGE \$/ACRE		TOTAL
SITE PLAN: MINOR	_____	X	_____	=	_____
	BASE FEE		NUMBER OF REQUESTS		TOTAL
COMP PLAN AMENDMENT	_____	X	_____	=	_____
	BASE FEE		NUMBER OF REQUESTS		TOTAL
VARIANCE/ADM. APPEAL	_____	X	_____	=	_____
	BASE FEE		NUMBER OF REQUESTS		TOTAL
SUBDIVISION: MINOR			\$250 - MINOR \$200 - BLA \$100 - VACATION	=	_____
TYPE: _____			\$200 + \$50 PER NEW LOT - FAMILY		TOTAL
SUBDIVISION: MAJOR	_____	+	(_____ X _____)	=	_____
	BASE FEE		NUMBER OF LOTS \$/LOT		TOTAL
CONCEPT PLAN	\$250	X	_____	=	_____
	BASE FEE		NUMBER OF REQUESTS		TOTAL
OTHER	_____	X	_____	=	_____
	BASE FEE		NUMBER OF REQUESTS		TOTAL
TOTAL					

CHECK # _____ CASH CHARGE RECEIPT # _____

REVIEW BY / COMMENTS: _____

5. I/WE READ THIS COMPLETED APPLICATION, UNDERSTAND ITS INTENT AND FREELY CONSENT TO ITS FILING. THE INFORMATION PROVIDED IS ACCURATE TO THE BEST OF MY/OUR KNOWLEDGE. I UNDERSTAND THAT THE COUNTY MAY APPROVE, CONDITIONALLY APPROVE, OR DENY THE REQUEST FOR WHICH I AM APPLYING. FURTHERMORE, I GRANT PERMISSION TO THE DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT AND OTHER AUTHORIZED GOVERNMENT AGENTS TO ENTER THE PROPERTY AND MAKE SUCH INVESTIGATIONS AS THEY DEEM NECESSARY TO EVALUATE THE REQUEST.

OWNER SIGNATURE OR _____
AGENT/APPLICANT SIGNATURE

OWNER'S NAME _____
AGENT/APPLICANT NAME

DATE _____
DATE

***NOTE: AN APPLICATION SHALL NOT BE DEEMED OFFICIALLY FILED UNTIL ALL REQUIRED PLANS, PLATS, FEES AND SUPPORTING DOCUMENTATION ARE SUBMITTED TO THIS DEPARTMENT.**