

SITE DEVELOPMENT PLAN REVIEW AND APPROVAL PROCESS

What is a site development plan?

A site development plan (also called site plan) is an accurately scaled plan for development that illustrates the existing conditions of a parcel of land as well as depicts the details of a proposed development in accordance with the standards adopted by the Town.

Who can prepare a site plan?

It must be prepared by qualified persons and certified by an architect engineer or land surveyor licensed to practice by the Commonwealth of Virginia within the limits of his respective license.

When is a site plan required?

Submission and approval of a site plan is required for the following types of projects:

1. Any development in which vehicle parking spaces are to be used by more than one (1) establishment
2. Any residential use containing three (3) or more dwelling units in a single structure.
3. Any use or development in a commercial or industrial district where the number of required parking spaces equals or exceeds fifteen (15) spaces or the size of the structure and/or open air use exceeds 5,000 square feet
4. Any nonresidential development in a residential district
5. Any use or development requiring special permit approval under Chapter 175, Zoning.

What information must be included on a site plan?

A checklist is attached that provides a listing of the information required to be included on a site plan. In addition, an erosion and sediment control plan (E & S Plan) is required by State Law to be approved by the Lord Fairfax Soil and Water Conservation District prior to any land disturbing activity for all projects listed here that require a site development plan. An erosion and sediment control plan must be submitted with the site development plan.

What is the review process?

The site plan review process is designed to ensure that the proposed plans are in conformance with the Town's Land Development requirements, that the development will not adversely impact any adjacent properties and that no harmful effects are created for present and future residents of the Town.

Upon receipt of the site development plan by the Department of Planning and Zoning, the following steps are taken in the review process:

1. The plan is reviewed to ensure that all required information has been provided. If found to be complete, it is accepted as an official submission for review. If incomplete, it will be returned to the plan preparer.
2. Copies are forwarded to appropriate Town Departments, including Public Works, Town Engineer, and Electrical Services.
3. If any feature of the site development plan requires approval by a State agency, a copy is forward to the appropriate agency for review.
4. Prior separate submission of the erosion and sediment control plan made to the Warren County Building Department, three (3) copies of the plan for review by the Lord Fairfax Soil and Water Conservation District. (Their approval of the E&S Plan is required prior to placement of the plan on the Planning Commission agenda.)
5. Once all comments have been received from the reviewing departments, the plans are forwarded to the Planning Commission. Effort is made to resolve any concerns prior to submission to the Planning Commission.
6. Unless there are significant concerns, the Planning Commission generally acts on an application the night of the review meeting.

The Planning Commission is required to act on a site development plan within sixty (60) days from the date it is officially received by the Planning and Zoning Department

What are the submission requirements?

- Eight (8) copies of the site development plan, including the E & S Plan
- Three (3) copies of the E&S plan to the Warren County Building Inspection Office

What can I do to make the review process run smoothly?

- A pre-application consultation with the planning staff is encouraged to help minimize development planning costs, to avoid misunderstandings or misinterpretation, and to ensure compliance with development requirements.
- Submit your E&S Plan as quickly as possible so that you are not held up for Planning Commission review because the County has not seen the E&S Plan.
- Include all the required information on the site development plan.

Are there any application fees?

The fee for the review of a site development plan is \$300.00 plus \$25.00 per lot. There is also a fee charged by Warren County for review of the E&S Plan and the issuance of a land disturbing permit.

Are there any performance bond requirements?

Where the site development plan has necessary public improvements, located within the

public right-of-way, a performance bond or letter of credit is required for those improvements to ensure that they are made in a timely manner and are constructed to an appropriate standard. Such public improvements include curb and gutter, sidewalks, storm drainage inlets, etc. No performance bond is required for the private improvements on private property.

Where a performance bond is required, it must be submitted prior to the issuance of any permits for construction of the project. The performance bond will be released upon final completion of the improvement and acceptance of the facility by the Town.

Is there an expiration on an approval of a site development plan?

Yes, after one year. Except where a phased project has been approved by the Town, a site development plan shall be void if a building permit for all aspects of the approved plan is not obtained within one (1) year of the date of approval by the Planning Commission.

Who should I contact if I have questions?

Front Royal Planning and Zoning Department	(540) 635-4236 (540) 635-3732
Building Official Warren County Building and Inspections Department	(540) 636-9973