



# SITE DEVELOPMENT PLAN REVIEW APPLICATION

CITY OF WAYNESBORO, BUILDING & ZONING DEPARTMENT

Reference City Code Chapter 98  
Section 7.1

**A.) PLAN SUBMITTAL TYPE:** *(Check Appropriate Box)*

- |  |   |
|--|---|
| <input type="checkbox"/> <b>Major Site Development Review</b> (Less than 3 acres)<br>\$250<br><br><input type="checkbox"/> <b>Minor Site Development Review</b><br>\$100<br><br><input type="checkbox"/> <b>Amendment To An Approved Plan</b><br>\$100 | <input type="checkbox"/> <b>Major Site Development Review</b> (Over 3 acres)<br>\$250 for first 3 acres+\$20 for each additional acre<br><br><input type="checkbox"/> <b>Plan Resubmittal</b> (1 <sup>st</sup> resubmittal –no charge)<br>\$250 for each additional resubmittal |
|--|---|

*(See qualifying questions below to determine if your site development plan is **major** or **minor**.)*

**IS YOUR SITE A MAJOR SITE DEVELOPMENT PLAN?**

Is this a change of use, expansion or modification of an existing development that will require any of the following?

- |  |  |                                |  |
|--|--|--------------------------------|--|
| Erosion and Sediment control plan?           | <input type="checkbox"/> YES <input type="checkbox"/> NO | Stormwater Management Permits? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| Relocation or extension of public utilities? | <input type="checkbox"/> YES <input type="checkbox"/> NO | A Traffic Impact Analysis?     | <input type="checkbox"/> YES <input type="checkbox"/> NO |

*If you answered YES to any of these questions, then you **must** apply for a MAJOR Site Development Review.*

**B.) SITE INFORMATION:**

Project Description: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Present Zoning: \_\_\_\_\_ Present Use: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

Is the property located in any of the following overlay districts?

- |   |  |                          |  |
|---|--|--------------------------|--|
| Special Flood Hazard Area according to local FEMA Map | <input type="checkbox"/> YES <input type="checkbox"/> NO | Planned Unit Development | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| Entrance Corridor                                     | <input type="checkbox"/> YES <input type="checkbox"/> NO | Historic District        | <input type="checkbox"/> YES <input type="checkbox"/> NO |
|   |  | Enterprise Zone          | <input type="checkbox"/> YES <input type="checkbox"/> NO |

RESIDENTIAL	NON-RESIDENTIAL
Type of Unit(s): _____	Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Public/Civic <input type="checkbox"/>
Number of Building(s): _____	Number of Building(s): _____
Square Footage of Building(s): _____	Square Footage of Building(s): _____
Size of Site(acres or square footage): _____	Size of Site (acres or square footage): _____
Amount of disturbed area: _____	Amount of disturbed area: _____

**C.) OWNER INFORMATION:**

Property Owner of Record: \_\_\_\_\_  
 (Printed)

Address: \_\_\_\_\_  
 (Street Address) (City, State, Zip)

Email Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

**D.) APPLICANT INFORMATION:**

\*Applicant Name: \_\_\_\_\_  
 (Printed)

Address: \_\_\_\_\_  
 (Street Address) (City, State, Zip)

Email Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

*\* If applicant is not property owner of record, the Power of Attorney Form is required.*

**E.) LICENSED PROFESSIONAL: (Professional Engineer or Land Surveyor)**

Firm Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
 (Printed) (Printed)

Address: \_\_\_\_\_  
 (Street Address) (City, State, Zip)

Phone #: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_ Professional License # \_\_\_\_\_

**F.) SELECT PRIMARY CONTACT PERSON FOR STAFF:**  Owner  Applicant  Licensed Professional

**G.) SIGNATURES:**

**AFFIDAVIT:** The undersigned  property owner, or  \*duly authorized agent/representative thereof [check one] certifies that the foregoing information is true and correct to the best of my knowledge and belief; with the understanding that any incorrect information submitted may result in the delay of processing. I hereby authorize the City of Waynesboro to review this request, visit the site, and contact any appropriate design professional in relation to questions generated as a result of the review.

\_\_\_\_\_  
 Print Name Daytime phone number of contact

\_\_\_\_\_  
 Signature of Owner, Contract Purchaser, Agent Date

*\*If applicant is not property owner of record, the Power of Attorney Form is required.*

**FOR OFFICE USE ONLY:**

Permit # _____	Date Rec'd: _____
Fee Paid \$ _____	Invoice #: _____
Approval Date: _____	Comments: _____
_____	_____
_____	_____

# PROCEDURE FOR FILING MINOR OR MAJOR SITE DEVELOPMENT APPLICATION

## 1. PRE-APPLICATION MEETING

Prior to submitting the application, each applicant may hold a pre-application meeting with the Site Review Team to discuss the procedures, standards and regulations required for development approval. This meeting will provide basic information on the City's Site Development process and will help to identify any problems that could adversely affect review and approval of the development plan. Contact the Building and Zoning Department at 540-942-6628 to schedule a pre-application meeting.

## 2. APPLICATION SUBMITTAL REQUIREMENTS

- Six (6) copies of the completed Site Development Application
- Site Development Fee
- Site Plan Checklist
- Six (6) copies of the site plan and two (2) copies of the storm water management calculations. Site plans shall be prepared and certified by a qualified licensed professional. Qualified professionals include Registered Architect, Professional Engineers, Certified Land Surveyors and Certified Landscape Architects. Please contact the Engineering Department at 540-942-6624 regarding fees associated with storm water management, land disturbance, public utilities and erosion and sediment control permits.

Electronic version of plan

## 3. REVIEW PROCESS

- Applications may be submitted for review at any time during normal business hours to the Building & Zoning Department.
- The application and site plan will be logged by staff and reviewed for completeness at the time of submittal. Applicants will be notified within 10 days if the application is incomplete.
- If plans are determined to be incomplete, the City will take no further steps to process the application.
- Once plans are determined to be complete, they are distributed to the Site Review Team members for their individual review.
- Site review comments will be submitted by each member of the Site Review Team.
- All comments from each of the Site Review Team members will be compiled into a consolidated letter by the Site Plan Coordinator and sent to the applicant within four to six weeks of the submission date.
- The applicant may make the necessary revisions and resubmit the revised plans (8 copies of the site plan and 2 copies of storm water management calculations) to the Building & Zoning Department.
- The plans will be redistributed to the Site Review Team members for their individual review.
- If all required corrections have been made, the site plan is approved and the Site Plan Coordinator will send an approval letter and an approved set of plans to the applicant.
- If all corrections have not been remedied, the applicant will be notified. The revision and resubmittal process will be repeated until all comments have been addressed appropriately.

## MINOR OR MAJOR SITE DEVELOPMENT PLAN CHECKLIST:

<input type="checkbox"/>	Title of the project.
<input type="checkbox"/>	Name(s) of design professional.
<input type="checkbox"/>	Property owner information.
<input type="checkbox"/>	Signature panel for the agent's approval.
<input type="checkbox"/>	Zoning Classification
<input type="checkbox"/>	The northpoint, scale, date and vicinity map.
<input type="checkbox"/>	The boundaries of the property involved, all existing property lines.
<input type="checkbox"/>	All setback lines.
<input type="checkbox"/>	All existing and proposed contours with 4 foot intervals.
<input type="checkbox"/>	All existing and proposed buildings or structures to include square footage, number of stories and type of construction.
<input type="checkbox"/>	Any proposed demolition plans and details.
<input type="checkbox"/>	All watercourses, adjacent property lines, waterways or lakes and other existing physical features in or adjoining the project, including flood hazard areas as identified by official city flood insurance maps.
<input type="checkbox"/>	The location, dimensions and character of construction of existing and proposed streets, alleys, sidewalks, right-of-ways, easements, construction entrance, curbs and gutters and all curb cuts.
<input type="checkbox"/>	The location and size of existing and proposed sanitary sewers; water, gas, telephone, electric and other utility lines; culverts and other underground or overhead structures in or affecting the project, including existing and proposed facilities and easements for these facilities.
<input type="checkbox"/>	All existing and proposed parking, travel lanes, driveways, entrances, exits, loading spaces, walkways and bicycle parking requirements, indicating type of surfacing, size, angle of stalls, width of aisles and a specific schedule showing the number of parking spaces provided and the number required. §5.1
<input type="checkbox"/>	Existing and proposed stormwater management facilities and erosion and sediment control measures, indicating location, size, type and grade of ditches, catch basins, and pipes, including on-site water retention and related requirements. Chapter 30, Erosion & Sediment Control
<input type="checkbox"/>	All existing and proposed landscaping. §5.4
<input type="checkbox"/>	Outdoor lighting plan (photometric analysis) to include all outdoor lighting systems, including luminary size, height and fixture detail. §5.5
<input type="checkbox"/>	Any information necessary to demonstrate that all construction or development will fully comply with applicable federal, state and local requirements for accessibility to the handicapped including signage placement and signage detail. §5.1.5.d