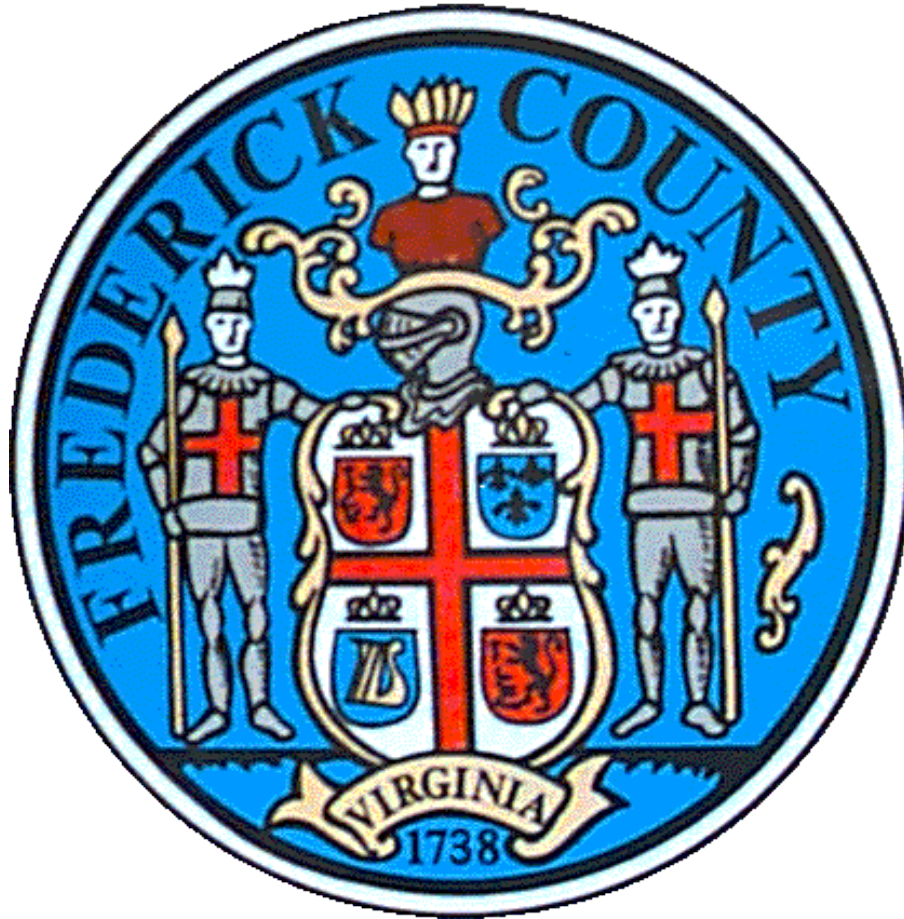


SITE PLAN APPLICATION PACKAGE



Frederick County, Virginia

Department of Planning and Development
107 North Kent Street
North Building, 2nd Floor
Winchester, Virginia 22601
Telephone: (540) 665-5651 - FAX: (540) 665-6395

Website: www.co.frederick.va.us/PlanningAndDevelopment/PlanningandDev.htm

(Revised 3/1/11)

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Please read all instructions carefully. Application forms and comment sheets necessary for a site plan review are included in this package.

If you have any questions regarding this application or your site plan, please feel free to contact us at (540) 665-5651. A County planner will be happy to help you.

SITE PLAN INSTRUCTIONS

When is a site plan required?

A site plan must be submitted to and approved by the county if new construction or additions to existing sites are proposed in the following zoning districts:

B-1	Business Neighborhood District	RP	Residential Performance District
B-2	Business General District	R4	Residential Planned Community District
B-3	Industrial Transition District	R5	Residential Recreational Community District
OM	Office-Manufacturing Park District	MH-1	Mobile Home Community District
M-1	Light Industrial District	HE	Higher Education District
M-2	Industrial General District	MS	Medical Support District
EM	Extractive Manufacturing		

A site plan is also required for the following types of development:

- (1) Any nonresidential use in which automobile parking space is to be used by more than one establishment.
- (2) Any of the following residential uses not required to submit a subdivision design plan for approval: Duplexes, Multiplexes, Atrium houses, Weak-link Townhouses, Townhouses, Garden apartments, & other allowed multifamily residential uses.
- (3) Convalescent and nursing homes and allowed nonresidential uses in the RP, R4 & R5 Zoning Districts.
- (4) Public and semipublic uses and buildings.
- (5) Required landscaped buffers and landscaped screens.
- (6) Required recreational facilities.
- (7) Any parcel of land proposed to contain more than one dwelling unit, except those allowed as agricultural accessory uses.
- (8) Mobile home parks.
- (9) The use, change of use or construction of any improvement or facility that is to be reviewed by the Planning Commission to determine conformance with the Comprehensive Policy Plan under Section 15.2-2232 of the Code of Virginia.

Will a proposed addition be considered as a “minor” or “major” site plan?

If the proposed addition(s) or modification(s) do not alter the intensity of the primary use, does not exceed 5,000 square feet of building or disturbed area, and does not increase the existing structure area by 20%, then the site plan will be considered “minor”.

STEPS FOR APPROVAL OF A SITE PLAN

1. Site Plan Preparation

The site plan must be prepared by a certified engineer, architect, or surveyor licensed in the Commonwealth of Virginia, and shall meet all the requirements of the Frederick County Code. Site plans must show **all** the information specified on the site plan checklists.

2. Technical Review Committee

The Technical Review Committee (TRC) allows applicants to discuss site plan concepts and design issues with all relevant review agencies prior to a formal submission of a site plan application. Applicants are not required to meet with the TRC; however, the TRC serves as a mechanism that helps streamline the site plan review process by providing instant feedback on potential design issues. The TRC is open to anyone who wishes to present a concept or site plan design; however, meeting with the TRC does not substitute for individual agency reviews that are necessary for a site plan approval.

The Technical Review Committee meets every first and third Thursday of each month. The cut-off date for all agenda items occurs at 12:00 p.m. on the Monday prior to the subsequent meeting date. Applicants must contact the Public Works Department at (540) 665- 5643 to be placed on the first available agenda.

3. Agency Comments Review and Application Submission

A. Agency Comment Period: The applicant must circulate copies of the site plan to applicable review agencies for comments. The attached comment sheets for each review agency must be completed and submitted with the required number of copies of the site plan. The required number of site plans needed is specified on each comment sheet. It is suggested that applicants contact the Department of Planning and Development to determine which agency review comments are required.

Each applicable review agency will *review* the site plan to determine if it has all the necessary information within *two working* days. The site plan checklist included in this package specifies the information required to be shown on or attached to a site plan. If all the information is complete, the appropriate agency will review and provide comments *within 15 working* days from the time the site plan is submitted to them.* **If** information is missing or incomplete, the site plan will not be accepted for review and returned to the applicant. Approvals must be achieved from the applicable review agencies prior to the site plan being approved by the Planning Department.

*Note: Reviews conducted by the Virginia Department of Transportation may take up to 60 days.

- B. Application Submission and Review Fee:** The submission of a site plan application begins when the Department of Planning and Development receives a site plan for comment review. **At the time the Department of Planning and Development accepts a site plan for comment, the applicant must also submit a completed application form (pages 9 and 10) and the review fee.** Review fees are specified on the attached Development Review Fee Schedule.

4. **Final Site Plan Approval**

A site plan will receive final approval once all required information and approved review agency comments are submitted to the Department of Planning and Development. All final site plans are approved administratively by the Zoning Administrator.

- A.** All pending site plans submitted for approval will be placed on the Planning Department's Applications Action Summary.
- B.** During the review by the Department of Planning and Development, the Zoning Administrator may determine that a site plan shall be reviewed by the Planning Commission due to the scale, intensity, or potential impacts of the proposed development. In this case, the site plan will be included on the agenda of the next regular meeting of the Planning Commission. It will be the responsibility of the applicant to ensure that all required materials are complete and filed with the Planning Department at least 12 working days prior to the regular meeting of the Planning Commission in order for the site plan to be placed on this agenda.

5. **Construction Activity**

Limited construction activity is permitted prior to final site plan approval. This allows applicants to move ahead and prepare the site while approval is pending. Applicants may apply for the following permits:

- A. Land Disturbance Permit:** This permit is issued by the Frederick County Department of Public Works once a grading plan has been submitted and reviewed by the Frederick County Engineer. The cost of this permit is indicated on the attached Development Review Fee Schedule. The County Engineer may be contacted Monday through Friday from 8:00 a.m. to 5:00 p.m. at (540) 665-5643.
- B. Footing Foundation Permit:** Applicants may apply for a footing foundation permit prior to final site plan approval. This permit may be obtained at the applicant's risk. Any revisions specified by the final site plan may affect footing foundations already set in place.

Two copies of an engineered footing foundation drawing shall be submitted to the Department of Building and Inspections. The Plans Review Specialist will review and approve a Footing Foundation Permit once adequate footing details, basement details (if necessary), and groundwork details are provided. The Plans Review Specialist can be contacted Monday through Friday from 8:00 a.m. to 4:00 p.m. at (540) 665-5650.

6. **Final Certificate of Occupancy**

Once all site development is complete, the applicant must contact the County Planner in charge of the site plan review to schedule an inspection of the site. The inspection is necessary to ensure that all requirements shown on the approved site are complete. A final or temporary certificate of occupancy permit will be issued once the required improvements are complete or adequately bonded with Frederick County.

7. **Bonding**

If all improvements depicted on an approved site plan have not been completed the property owner can bond the incomplete items if deemed appropriate by the Zoning Administrator. When the improvements are permitted to be bonded the applicant must complete the Monetary Guaranty Estimate Worksheet. This worksheet needs to be completed and affixed with an engineer's seal, and provided to the Planning Department for review. Once the review of the worksheet has been completed and the amount approved by the Planning Department, the developer/owner will need to establish an Irrevocable Letter of Credit, a Performance Bond or cash for the monetary guarantee.

SITE PLAN APPLICATION

<i>- Office Use Only -</i>		
Date Application Received: _____	Application #:	_____
Fees Received: _____	Receipt #:	_____
	Initials:	_____

1. Project Title: _____

2. Location of Property _____
(Street address) _____

3. Applicant/Designer: _____

Name: _____ Telephone: _____

Address: _____

4. Property Owner (if different than above):

Name: _____ Telephone: _____

Address: _____

5. Property Information:
 - a. Property Identification Number: _____
 - b. Total acreage of the parcel to be developed: _____
 - c. Total disturbed area of the parcel: _____
 - d. Present Use: _____
 - e. Proposed Use: _____
 - f. Magisterial District(s) _____

6. Site Plan Type:

a. Is this an original or new site plan? Yes ____ No ____

b. Is this a revised site plan? Yes ____ No ____

If yes provide all previous site plan numbers:

c. Is this a minor site plan? Yes ____ No ____

If yes provide all previous site plan numbers: _____

7. Zoning Information:

a. Current Zoning: _____

b. Was this property Rezoned? Yes ____ No ____

c. If yes provide the rezoning number for this property: _____

d. Are there any proffers for this property? Yes ____ No ____

e. Has a MDP been approved for this property? Yes ____ No ____

f. If yes provide the MDP number for this property: _____

8. Adjoining property zoning and use:

	<u>USE</u>	<u>ZONING</u>
North	_____	_____
East	_____	_____
South	_____	_____
West	_____	_____

I have read the material included in this package and understand what is required by the Frederick County Planning Department. I also understand that all required material will be complete prior to the submission of my site plan.

Signature: _____

Date: _____

SITE PLAN APPLICATION CHECKLIST

The checklist shown below specifies the information which is required to be submitted as part of the site plan application. The Department of Planning & Development will review the application to ensure that it is complete prior to accepting it. If any portion of the application is not complete, it will be returned to the applicant(s).

- _____ (1) One (1) set of approved comment sheets are required from each relevant review agency **prior to final approval of a site plan**. It is recommended that applicants contact the Department of Planning & Development to determine which review agencies are relevant to their site plan application. A list of potentially relevant review agencies is shown below:
 - _____ Frederick County Department of Planning & Development
 - _____ Virginia Department of Transportation (VDOT)
 - _____ Department of GIS (Geographic Information Services)
 - _____ Frederick County Sanitation Authority
 - _____ Frederick County Building Inspections Department
 - _____ Frederick County Department of Public Works
 - _____ Frederick County Fire Marshal
 - _____ Virginia Department of Health
 - _____ Frederick County Department of Parks & Recreation
 - _____ City of Winchester
 - _____ Town of Stephens City
 - _____ Town of Middletown
 - _____ Winchester Regional Airport Authority
 - _____ Frederick County Public Schools (for residential plans)
- _____ (2) One (1) copy of the Site Plan application form.
- _____ (3) Payment of the site plan review fee.
- _____ (4) Two (2) copies of the site plan for review.
- _____ (5) Completed Special Limited Power of Attorney (original).
- _____ (6) Traffic Impact Analysis (if applicable).

SITE PLAN CHECKLIST

The Site Plan Checklist, shown below, lists the information which is required to be on each site plan. Site plans which are incomplete or missing information will be returned to the applicant (s) for revision.

Project Information Section

- _____ (1) A title that includes the name of the proposed or existing business and a subtitle which describes the proposed development.
- _____ (2) The name, address, and phone number of the land owner, developer, and designer.
- _____ (3) The Frederick County Property Identification Number (PIN) of all lots included on the site plan.
- _____ (4) The number and type of dwelling units included on the site plan for residential uses.
- _____ (5) The total land area and total developed land area of all lots included on the site plan.
- _____ (6) A detailed description of the proposed use or uses of the development, as well as a description of the existing use or uses.
- _____ (7) A reference to any other site plan, master development plan approved by the county for the site.
- _____ (8) The date the site plan was prepared and a list of all revisions made, including the date and a description of why the site plan was revised.
- _____ (9) A table of contents including all pages of the site plan.
- _____ (10) A list of all proposed utility providers, with their address, name and phone number.
- _____ (11) A location map showing the location of the site, along with the location of streets, roads and land uses within five hundred (500) feet of the property.
- _____ (12) A statement listing all requirements and conditions placed on the land included in the site plan resulting from approval of conditional zoning or a conditional use permit.
- _____ (13) A description of setbacks or conditions placed on the site as a result of an approved variance.
- _____ (14) The name of the Magisterial District the property is located within.

Calculations Section

- _____ (15) Calculations showing the Floor Area Ratio (FAR) of the site, including the maximum allowed FAR, total ground floor area, total floor area, and total lot area.
- _____ (16) Calculations showing the total number of required and proposed parking spaces,

including the total number of existing and proposed spaces.

- _____ (17) Calculations showing the total number of required handicap spaces, including the total number of existing and proposed spaces.
- _____ (18) Calculations showing the total number of required loading spaces, including the total number of existing and proposed spaces.
- _____ (19) Calculations showing the total number of required perimeter and interior trees required, including the number of provided trees.
- _____ (20) Calculations showing the percentage of the property that will be landscaped and the percentage of woodlands disturbed.
- _____ (19) Calculations showing the total number of required perimeter and interior trees required, including the number of provided trees.

Site Plan & Details Section

- _____ (21) The location of all adjoining lots with the owner's name, specific use, zoning, and zoning boundaries shown.
- _____ (22) The location of all existing or planned right-of-ways and easements that are located on or adjoin the property, with street names, widths, and speed limits shown.
- _____ (23) All nearby entrances that are within two hundred (200) feet of any existing or proposed entrances to the site.
- _____ (24) All existing and proposed driveways, parking and loading spaces, parking lots and a description of surfacing material and construction details to be used. The size and angle of parking spaces, aisles, maneuvering areas, and loading spaces shall be shown.
- _____ (25) A North arrow.
- _____ (26) A graphic scale and statement of scale.
- _____ (27) A legend describing all symbols and other features that need description.
- _____ (28) A boundary survey of the entire parcel and all lots included with distances described at least to the nearest hundredth of a foot.
- _____ (29) The present zoning of all portions of the site, with the location of zoning boundaries.
- _____ (30) The location of all existing and proposed structures, with the height, specific use, ground floor area, and total floor area labeled.
- _____ (31) The location of all existing and proposed outdoor uses, with the height, specific use, and land area labeled.
- _____ (32) Existing topographic contour lines at intervals acceptable to the Zoning Administrator. Proposed finished grades shall be shown by contour.

- _____ (33) The location of the front, side, and rear yard setback lines required by the applicable zoning district.
- _____ (34) The location and boundaries of existing environmental features, including streams, floodplains, lakes and ponds, wetlands, natural stormwater retention areas, steep slopes, and woodlands.
- _____ (35) The location of outdoor trash receptacles.
- _____ (36) A Photometric Plan per §165-201.07.
- _____ (37) The location, dimensions, and height of all signs.
- _____ (38) The location of required buffers, landscaping buffers, and landscaped screens, including examples, typical cross sections or diagrams of screening to be used. The location and dimensions of required fencing, berms, and similar features shall be specified.
- _____ (39) The location of recreational areas and common open space.
- _____ (40) The location of all proposed landscaping with a legend. The caliper, scientific name, and common name of all deciduous trees. The height at planting, scientific name, and common name of all evergreen trees and shrubs.
- _____ (41) The height at planting, caliper, scientific name, and common name shall be provided for all proposed trees. The height at planting, scientific name and common name shall be provided for all shrubs.
- _____ (42) The location of sidewalks and walkways, including all sidewalks or bicycle paths required along any road right of way.
- _____ (43) The location and width of proposed easements and dedications.
- _____ (44) A stormwater management plan describing the location of all stormwater management facilities with design calculations and details.
- _____ (45) A soil erosion and sedimentation plan describing methods to be used.
- _____ (46) The location and size of sewer and water mains and laterals serving the site.

- _____ (47) Facilities necessary to meet the requirements of the Fire Code.

- _____ (48) A signed seal of the certified Virginia land surveyor, architect, or engineer who prepared the plan. The seal and signature of the engineer, surveyor or architect shall be on each sheet of the site plan.

- _____ (49) A space labeled “Approved by the Frederick County Zoning Administrator” for the signature of the Zoning Administrator, approval date, and a statement that reads “site plan valid for five (5) years from approval date.”

- _____ (50) All requirements specified elsewhere in the County Code, including but not limited to the Subdivision Ordinance.

REQUEST FOR SITE PLAN COMMENTS



Virginia Department of Transportation

Mail to:

Virginia Department of Transportation
Attn: Resident Engineer
14031 Old Valley Pike
Edinburg, Virginia 22824
Phone: (540) 984-5600

Hand deliver to:

Virginia Department of Transportation
Attn: Resident Engineer
2275 Northwestern Pike
Winchester, Virginia 22603

Applicant: Please fill out the information as accurately as possible in order to assist the Virginia Department of Transportation with their review. **Please attach five (5) copies of the site plan with traffic generation data and drainage calculations with this sheet.**

Applicant's Name: _____ Telephone: _____

Mailing Address: _____

Name of development and/or description of the request:

Location of Property:

Virginia Department of Transportation Comments:

-VDOT USE ONLY-

Date Received _____
Date Reviewed _____
Revision Required _____

Review Number 1 2 3 4 5 (circle one)
Date Approved _____

VDOT Signature & Date: _____

**** Please Return Form to Applicant****

REQUEST FOR SITE PLAN COMMENTS



**Frederick County Department of
Planning & Development**

Mail to:

Frederick County
Department of Planning & Development
107 North Kent Street,
Winchester, Virginia 22601
Phone: (540) 665-5651

Hand deliver to:

Frederick County
Department of Planning & Development
107 North Kent Street, 2nd Floor
Winchester, Virginia 22601

Applicant: It is your responsibility to complete this form as accurately as possible in order to assist the agency with their review. Please attach two (2) copies of the Site Plan with this sheet.

Applicant's Name: _____ Telephone: _____

Mailing Address: _____

Name of development and/or description of the request:

Location of Property:

Department of Planning & Development Comments:

-PLANNING DEPARTMENT USE ONLY-

Date Received _____ Review Number 1 2 3 4 5 (circle one)
Date Reviewed _____
Revision Required _____ Date Approved _____

Signature & Date: _____

**** Please Return Form to Applicant****

REQUEST FOR SITE PLAN COMMENTS



Request for Street Name Comment

Mail to:

Frederick County
Information Technologies, GIS Division
Attn: GIS Manager
107 North Kent Street,
Winchester, Virginia 22601

Hand deliver to:

Frederick County
Information Technologies, GIS Division
107 North Kent Street, 1st Floor
Winchester, Virginia 22601
Phone: (540) 665-5614

Applicant: It is your responsibility to complete this form as accurately as possible in order to assist the agency with their review. Please attach two (2) copies of the Site Plan with this sheet.

Applicant's Name: _____ Telephone: _____

Mailing Address: _____

Name of development and/or description of the request:

Location of Property:

GIS Manager Comments:

-GIS MANAGER USE ONLY-

Date Received _____ Review Number 1 2 3 4 5 (circle one)
Date Reviewed _____
Revision Required _____ Date Approved _____

Signature & Date: _____

**** Please Return Form to Applicant****

REQUEST FOR SITE PLAN COMMENTS



**Frederick County Inspections
Department Comment**

Mail to:

Frederick County Inspections Department
Attn: Building Official
107 North Kent Street,
Winchester, Virginia 22601

Hand deliver to:

Frederick County Inspections Dept.
107 North Kent Street, 2nd Floor
Winchester, Virginia 22601
Phone: (540) 665-5650

Applicant: It is your responsibility to complete this form as accurately as possible in order to assist the agency with their review. Please attach two (2) copies of the Site Plan with this sheet.

Applicant's Name: _____ Telephone: _____

Mailing Address: _____

Name of development and/or description of the request:

Location of Property:

Inspections Department Comments:

-FREDERICK COUNTY INSPECTIONS DEPARTMENT USE ONLY-

Date Received _____ Review Number 1 2 3 4 5 (circle one)
Date Reviewed _____
Revision Required _____ Date Approved _____
Signature & Date: _____

**** Please Return Form to Applicant****

REQUEST FOR SITE PLAN COMMENTS



Frederick County Public Works Comment

Mail to:

Frederick County Public Works Department
Attn: County Engineer
107 North Kent Street,
Winchester, Virginia 22601

Hand deliver to:

Public Works Department
107 North Kent Street, 2nd Floor
Winchester, Virginia 22601
Phone: (540) 665-5643

Applicant: It is your responsibility to complete this form as accurately as possible in order to assist the agency with their review. Please attach three (3) copies of the Site Plan with this sheet.

Applicant's Name: _____ Telephone: _____

Mailing Address: _____

Name of development and/or description of the request:

Location of Property:

Public Works Department Comments:

-FREDERICK COUNTY PUBLIC WORKS DEPARTMENT USE ONLY-

Date Received _____ Review Number 1 2 3 4 5 (circle one)
Date Reviewed _____
Revision Required _____ Date Approved _____
Signature & Date: _____

**** Please Return Form to Applicant****

REQUEST FOR SITE PLAN COMMENTS



Frederick County Fire Marshal Comment

Mail to:

Frederick County Fire Marshal
Attn: Fire Marshal
1800 Coverstone Drive
Winchester, Virginia 22602

Hand deliver to:

Public Safety Building
1800 Coverstone Drive
Winchester, Virginia 22602
Phone: (540) 665-6350

Applicant: It is your responsibility to complete this form as accurately as possible in order to assist the agency with their review. Please attach two (2) copies of the Site Plan with this sheet.

Applicant's Name: _____ Telephone: _____

Mailing Address: _____

Name of development and/or description of the request:

Location of Property:

Fire Marshal Comments:

-FREDERICK COUNTY FIRE MARSHAL USE ONLY-

Date Received _____ Review Number 1 2 3 4 5 (circle one)
Date Reviewed _____
Revision Required _____ Date Approved _____
Signature & Date: _____

**** Please Return Form to Applicant****

REQUEST FOR SITE PLAN COMMENTS



Frederick County Sanitation Authority Comment

Mail to:

Frederick County Sanitation Authority
Attn: Engineer
P.O. Box 1877
Stephens City, Virginia 22655

Hand deliver to:

FCSA
315 Tasker Road
Stephens City, Virginia 22655
Phone: (540) 868-1061

Applicant: It is your responsibility to complete this form as accurately as possible in order to assist the agency with their review. Please attach two (2) copies of the Site Plan with this sheet.

Applicant's Name: _____ Telephone: _____

Mailing Address: _____

Name of development and/or description of the request:

Location of Property:

FCSA:

-FREDERICK COUNTY SANITATION AUTHORITY USE ONLY-

Date Received _____ Review Number 1 2 3 4 5 (circle one)
Date Reviewed _____
Revision Required _____ Date Approved _____

Signature & Date: _____

**** Please Return Form to Applicant****

REQUEST FOR SITE PLAN COMMENTS



Frederick County Parks and Recreation Comment

Mail to:

Frederick County
Department of Parks & Recreation
107 North Kent Street
Winchester, Virginia 22601

Hand deliver to:

107 North Kent Street
Second Floor
Winchester, Virginia 22601
Phone: (540) 665-5678

Applicant: It is your responsibility to complete this form as accurately as possible in order to assist the agency with their review. Please attach one (1) copy of the Site Plan with this sheet.

Applicant's Name: _____ Telephone: _____

Mailing Address: _____

Name of development and/or description of the request:

Location of Property:

Parks and Recreation Comments:

-FREDERICK COUNTY PARKS AND RECREATION USE ONLY-

Date Received _____ Review Number 1 2 3 4 5 (circle one)
Date Reviewed _____
Revision Required _____ Date Approved _____
Signature & Date: _____

**** Please Return Form to Applicant****

REQUEST FOR SITE PLAN COMMENTS



Virginia Department of Health

Mail to:

Virginia Department of Health
Attn: Sanitation Engineer
107 North Kent Street
Winchester, Virginia 22601

Hand deliver to:

2nd Floor – Suite 200
107 North Kent Street
Winchester, Virginia 22601
Phone: (540) 722-3480

Applicant: It is your responsibility to complete this form as accurately as possible in order to assist the agency with their review. Please attach one (1) copy of the Site Plan with this sheet.

Applicant's Name: _____ Telephone: _____

Mailing Address: _____

Name of development and/or description of the request:

Location of Property:

Health Department Comments:

-VIRGINIA DEPARTMENT OF HEALTH USE ONLY-

Date Received _____ Review Number 1 2 3 4 5 (circle one)
Date Reviewed _____
Revision Required _____ Date Approved _____
Signature & Date: _____

**** Please Return Form to Applicant****

REQUEST FOR SITE PLAN COMMENTS



Winchester Regional Airport Comment

Mail to:

Winchester Regional Airport
Attn: Executive Director
491 Airport Road
Winchester, Virginia 22602

Hand deliver to:

491 Airport Road
(Rt. 645 off of Rt. 522 South)
Winchester, Virginia 22602
Phone: (540) 662-5786

Applicant: It is your responsibility to complete this form as accurately as possible in order to assist the agency with their review. Please attach one (1) copy of the Site Plan with this sheet.

Applicant's Name: _____ Telephone: _____

Mailing Address: _____

Name of development and/or description of the request:

Location of Property:

Airport Comments:

-AIRPORT USE ONLY-

Date Received _____ Review Number 1 2 3 4 5 (circle one)
Date Reviewed _____
Revision Required _____ Date Approved _____
Signature & Date: _____

**** Please Return Form to Applicant****

REQUEST FOR SITE PLAN COMMENTS



City of Winchester Comment

Mail to:

Winchester Planning Department
Attn: Planning Director
15 North Cameron Street
Winchester, Virginia 22601

Hand deliver to:

Rouss City Hall
15 North Cameron Street
Winchester, Virginia 22601
Phone: (540) 667-1815

Applicant: It is your responsibility to complete this form as accurately as possible in order to assist the agency with their review. Please attach one (1) copy of the Site Plan with this sheet.

Applicant's Name: _____ Telephone: _____

Mailing Address: _____

Name of development and/or description of the request:

Location of Property:

City of Winchester's Comments:

-CITY OF WINCHESTER USE ONLY-

Date Received _____ Review Number 1 2 3 4 5 (circle one)
Date Reviewed _____
Revision Required _____ Date Approved _____
Signature & Date: _____

**** Please Return Form to Applicant****

REQUEST FOR SITE PLAN COMMENTS



Town of Stephens City Comment

Mail to:

Town of Stephens City
Attn: Town Manager
P.O. Box 250
Stephens City, Virginia 22655

Hand deliver to:

1033 Locust Street
Stephens City Town Hall
Stephens City, Virginia 22655
Phone: (540) 869-3087

Applicant: It is your responsibility to complete this form as accurately as possible in order to assist the agency with their review. Please attach three (3) copies of the Site Plan with this sheet.

Applicant's Name: _____ Telephone: _____

Mailing Address: _____

Name of development and/or description of the request:

Location of Property:

Town of Stephens City Comments:

-TOWN OF STEPHENS CITY USE ONLY-

Date Received _____ Review Number 1 2 3 4 5 (circle one)
Date Reviewed _____
Revision Required _____ Date Approved _____
Signature & Date: _____

**** Please Return Form to Applicant****

REQUEST FOR SITE PLAN COMMENTS



Town of Middletown Comment

Mail to:

Town of Middletown
Attn: Town Manager
P.O. Box 96
Middletown, Virginia 22645

Hand deliver to:

Middletown Town Hall
7875 Church Street
Middletown, Virginia 22645
Phone: (540) 869-2226

Applicant: It is your responsibility to complete this form as accurately as possible in order to assist the agency with their review. Please attach one (1) copy of the Site Plan with this sheet.

Applicant's Name: _____ Telephone: _____

Mailing Address: _____

Name of development and/or description of the request:

Location of Property:

Town of Middletown Comments:

-TOWN OF MIDDLETOWN USE ONLY-

Date Received _____ Review Number 1 2 3 4 5 (circle one)
Date Reviewed _____
Revision Required _____ Date Approved _____
Signature & Date: _____

**** Please Return Form to Applicant****

REQUEST FOR SITE PLAN COMMENTS



Frederick County Public Schools Comment

Mail to:

Frederick County Public Schools
Attn: School Superintendant
1415 Amherst Street
Winchester, Virginia 22601

Hand deliver to:

Administration Building
1415 Amherst Street
Winchester, Virginia 22601
Phone: (540) 662-3888

Applicant: It is your responsibility to complete this form as accurately as possible in order to assist the agency with their review. Please attach one (1) copy of the Site Plan with this sheet.

Applicant's Name: _____ Telephone: _____

Mailing Address: _____

Name of development and/or description of the request:

Location of Property:

Number of residences to be built in this development: _____

Approximate date first house/residence will be occupied: _____

Estimated completion date of development (build out): _____

Public Schools Comments:

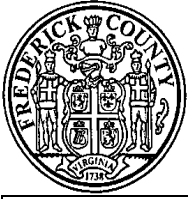
-FREDERICK COUNTY PUBLIC SCHOOLS USE ONLY-

Date Received _____
Date Reviewed _____
Revision Required _____

Review Number 1 2 3 4 5 (circle one)
Date Approved _____

Signature & Date: _____

**** Please Return Form to Applicant****



**Special Limited Power of Attorney
County of Frederick, Virginia
Frederick Planning Website: www.co.frederick.va.us**

**Department of Planning & Development, County of Frederick, Virginia
107 North Kent Street, Winchester, Virginia 22601
Phone (540) 665-5651 Facsimile (540) 665-6395**

Know All Men By These Presents: That I (We)

(Name) _____ (Phone) _____

(Address) _____

the owner(s) of all those tracts or parcels of land ("Property") conveyed to me (us), by deed recorded in the Clerk's Office of the Circuit Court of the County of Frederick, Virginia, by

Instrument No. _____ on Page _____, and is described as

Parcel: _____ Lot: _____ Block: _____ Section: _____ Subdivision: _____
do hereby make, constitute and appoint:

(Name) _____ (Phone) _____

(Address) _____

To act as my true and lawful attorney-in-fact for and in my (our) name, place and stead with full power and authority I (we) would have if acting personally to file planning applications for my (our) above described Property, including:

- _____ **Rezoning (including proffers)**
- _____ **Conditional Use Permit**
- _____ **Master Development Plan (Preliminary and Final)**
- _____ **Subdivision**
- _____ **Site Plan**
- _____ **Variance or Appeal**

My attorney-in-fact shall have the authority to offer proffered conditions and to make amendments to previously approved proffered conditions except as follows:

_____ This authorization shall expire one year from the day it is signed, or until it is otherwise rescinded or modified.

In witness thereof, I (we) have hereto set my (our) hand and seal this _____ day of _____, 20____,

Signature(s) _____

State of Virginia, City/County of _____, To-wit:

I, _____, a Notary Public in and for the jurisdiction aforesaid, certify that the person(s) who signed to the foregoing instrument personally appeared before me and has acknowledged the same before me in the jurisdiction aforesaid this _____ day of _____, 20____.

_____ My Commission Expires: _____
Notary Public

**FREDERICK COUNTY
DEVELOPMENT REVIEW FEES**

Adopted April 23, 2008 – Effective May 1, 2008, Revised 2/24/2010, 4/28/2010, 1/25/2012

COMPREHENSIVE POLICY PLAN

\$ 3,000 non-refundable

REZONING

\$ 5,000 base + \$100/acre – 2 acres or less
 \$ 10,000 base + \$100/acre
 more than 2, less than 150
 \$ 10,000 base + \$100/acre first 150
 + \$50/acre over 150 acres

SUBDIVISION

Non-Residential \$1,000 base
 Design Plan \$ 200/lot
 Plat \$ 100/lot
Residential (RP, R4, R5)
 Design Plan \$ 2,500/base \$100/lot
 Plat \$ 200/lot to 50 lots
 \$ 100/lot over 50 lots
Rural Areas (RA)
 Sketch (Design) \$ 2,500 base \$200/acre
 Plat \$ 200/lot
Rural Areas (RA)
Minor – 3 lots or less \$ 200/lot
Lot Consolidation \$ 200/lot
Boundary Line Adj. \$ 200/lot

VARIANCE \$ 400

BZA APPEAL \$ 250

ZONING CERTIFICATION LETTER \$ 250

ZONING DETERMINATION LETTER \$ 100

SUBDIVISION ORDINANCE

EXCEPTION \$ 500

MASTER DEVELOPMENT PLAN

\$ 3,000 base + \$100/acre for first 150
 +\$50/acre over 150 acres

CONDITIONAL USE PERMIT

Cottage Occupation \$ 75
 Telecommunication Tower \$ 7,000
 Other \$ 750

SITE PLAN

Non-residential \$ 2,500 base
 \$ 200/acre to 5 acres
 \$ 100/acre over 5 acres
Residential \$ 3,500 base
 \$ 300/unit to 20 units
 \$ 100/unit over 20 units
Minor Site Plan \$ 500 for revision that
 increases existing structure area by 20% or less &
 does not exceed 5,000sf.

POSTPONEMENT of any Public Hearing or
 Public Meeting by Applicant after Advertisement,
 to include Applicant requests to **TABLE** an
 agenda item \$ 500/occurrence.

THIRD & SUBSEQUENT PLAN REVIEWS

(including County Attorney review) for a single
 development application \$ 500/review.

BOND MANAGEMENT

Establishment of bond	\$ 500
Reduction/Release	\$ 300
Replacement	\$ 500

TDR PROGRAM

TDR Application Review	\$300
TDR Letter of Intent	\$100
TDR Certificate	\$200
Certificate Ownership Transfer	\$50
Receiving Property Approval	\$200
Recordation of Sending Property	
Deed Covenant	\$100
Recordation of Extinguishment Document	\$100

CHAPTER 161 FEES

Installation License	\$300
Septic Haulers Permit	\$200
Residential Pump and Haul	\$50
Commercial Pump and Haul	\$500

Application Process Evaluation

We would like to learn how we might improve this process. Please complete this form and submit it to the Planning Department. You can submit it to us separately from the application if you wish. You may submit it anonymously.

1. Which type of application did you complete?

Rezoning _____	Site Plan _____
Master Development Plan _____	Subdivision _____
Conditional Use Permit _____	Variance _____

2. Which part, if any, of the application process did you find particularly difficult? (Check as many as you wish)

Completing the application form _____
Tax verification _____
Agency review comments _____
Adjoiner identification information _____
Other (Please Specify) _____

3. Did you have a discussion with a staff member before submitting the application?
Yes _____ No _____

4. Were you able to receive the assistance or information that you needed from the staff?
Yes _____ No _____

5. What portion of this process took the longest for you?

Completing plans _____
Completing the application _____
Tax Verification _____
Agency review comments _____
Other (Please Specify) _____

6. What do you think could have been done differently to make this process quicker?

7. Do you have any suggestions about what we could do to make this process work better?

12	Provide measures to minimize channel damage when conducting in-stream construction.				
13	Install temporary stream crossings of non-erodable material				
14	All applicable federal, state and local regulations pertaining to working in or crossing live watercourses shall be met - all applicable permits shall be submitted with Land Disturbance application (§79-3.A.2 Frederick County Code).				
15	Provide a note stating that the bed and banks of a watercourse shall be stabilized immediately after work in the watercourse is completed.				
16	Provide appropriate notes regarding trenching practices in accordance with 4VAC50-30-40 subsection 16.				
17	Provide a note requiring cleaning/removal of any sediment on public or private roadways.				
18	Provide a note requiring that all temporary controls be removed within 30-days once no longer needed; trapped sediment must be removed and stabilized.				
19	Provide adequate protection from erosion and sediment deposition for downstream properties and waterways.				
19.a	Demonstrate that concentrated stormwater runoff leaving the site discharges directly into an adequate natural or manmade channel.				
19.b.2.a	Demonstrate that two (2)-year runoff from the site does not overtop banks of natural channels and does not cause erosion.				
19.b.2.b	Demonstrate that discharge into the previously constructed man-made channels are not overtopped by a ten (10)-year storm and the two (2)-year storm does not cause erosion				
19.b.2.c	Demonstrate that closed storm sewer systems contain the ten (10)-year storm. Provide calculations and show ten (10)-year HGL in the storm sewer profiles.				
19.d	If offsite improvements are proposed, provide evidence of obtained easements, etc.				
19.e	Provide an analysis of the existing and ultimate characteristics of the watershed.				
19.f	Provide responsible party and maintenance plan for the proposed detention facilities to include access, what is to be maintained?, how often?, who pays?				
19.g	Provide energy dissipaters at the outfall of all detention facilities.				
19.h	Provide calculations demonstrating that onsite ditches are adequate.				

19.i	All sheet flow leaving the site shall be at or below pre-developed rates or it must be diverted to an adequate channel, pipe system or detention facility.				
19.j	All calculations and assumptions shall pertain to the entire development and its ultimate build-out.				
19.k	All measures utilized shall minimize the impact on waters of the State.				
E&S Narrative Requirements - Virginia Erosion and Sediment Control Handbook - page VII-26					
	Project description - Describe the nature and purpose of the land disturbing activity and area (acres) to be disturbed.				
	Existing Site Conditions - Provide a description of the existing topography, vegetation and drainage.				
	Adjacent Areas - Provide a description of neighboring areas such as streams, lakes, residential areas, roads, etc., which might be affected by the land disturbance.				
	Off-site areas - Describe any off-site land-disturbing activities that will occur.				
	Soils - Provide a brief description of the soils on the site giving such information as soil name, mapping unit, erodibility, permeability, depth, texture and soil structure.				
	Geology - Provide a brief description of the geology on the site related to construction; i.e. methods of removal, use as engineered fills, Karst potential, etc.				
	Critical areas - Provide a description of areas on the site which have potentially serious erosion problems.				
	E&S control measures - Provide a description of the methods which will be used to control erosion and sedimentation on the site.				
	Permanent stabilization - Provide a brief description, including specifications, of how the site will be stabilized after construction is completed.				
	Stormwater runoff considerations - Will the development of the site cause an increase in peak runoff rates? Will it cause flooding? Describe the strategy to control stormwater runoff.				
	Calculations - detailed calculations for the design of temporary sediment basins, permanent stormwater detention basins, diversions, channels, etc. Include calculations for pre- and post-development runoff				
Site Plan Requirements - Virginia Erosion and Sediment Control Handbook - page VII-27					
	Provide a vicinity map.				
	Provide a North arrow and scale on all plan sheets.				

	Indicate the proposed limits of clearing and grading.					
	Show and label existing contours.					
	Show and label final contours.					
	Show existing vegetation.					
	Show boundaries of different soil types.					
	Show existing drainage patterns including the acreage of each drainage area.					
	Label areas with potentially serious erosion problems.					
	Show all proposed site improvements.					
	Show location of all erosion and sediment control measures using VESCH standard symbols.					
	Show all off-site land disturbing activities and erosion and sediment control measures.					
	Provide detail drawings for all proposed erosion and sediment control measures.					
	Provide a maintenance schedule including regular inspection and repair of erosion and sediment control measures.					
Frederick County Public Works Requirements						
	Provide the Responsible Land Disturber signature block on the plans.					
	Provide a seeding schedule in accordance with VESCH standard 3.31 and 3.32.					
	Provide a 20-foot drainage easement for all concentrated flows within on- or off-site residential lots.					
	Provide a minimum of 2% slope on grass channels. If less than 2%, provide an alternative design.					
	Any area in which drainage collects from more than three (3) lots shall be placed within a platted drainage easement.					
	All silt fence shall be wire reinforced.					
	Drop Inlets in areas accessible to the public will require a smaller grate opening.					
	Ensure that the backwater condition for the post-developed 100-year storm does not impact adjacent properties.					
	Provide the dewatering structure details for the proposed sediment basins. The details shall include elevations, type of structures, pipe sizes, etc.					