

Town of South Boston  
PO Box 417  
455 Ferry Street  
South Boston Virginia 24592



**Planning Department**

434.575.4241 (voice) 434.575.4275 (fax)  
lpambid@southbostonva.us (e-mail)

**Public Works Department (Engineering)**

434.575.4260 (voice) 434.575.4275 (fax)  
aauld@southbostonva.us (e-mail)

# Site Plan Review

**Applicability of site plan review**

Site plan review shall be required prior to issuance of any zoning permit, building permit or land disturbing permit for any of the following:

- (a) Construction of a new building, other than a single-family dwelling or two-family dwelling, or building or structure accessory thereto;
- (b) Enlargement of an existing building, other than a single-family dwelling or two-family dwelling, or building or structure accessory thereto, when such enlargement exceeds ten (10) percent of the floor area of the building or five hundred (500) square feet, whichever is less;
- (c) Construction of a parking area for five (5) or more vehicles, or any addition to or alteration of the arrangement or means of access to an existing parking area for five (5) or more vehicles.

**General requirements for site plans**

Site plans shall be prepared by a professional engineer, certified land surveyor, licensed architect, certified landscape architect or other similarly qualified person, and in accordance with criteria established by the zoning administrator regarding scale, format and number of copies.

**Submitting a Site Plan**

Four (4) copies of the site plan, a completed permit application (including zoning permits and special use permits), and the \$100 site plan fee should all be included in your submission. Applicant is responsible for complying with all state and federal laws and regulations and must contact those agencies directly to initiate project review.

Additional fees of \$100 per hour will be assessed for engineering consultant services for the town.

**Applicant Information:**

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Name of engineer/ person preparing plans and Virginia license number Name of Firm

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Address City/Town State Zip Code

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Telephone Number Fax Number e-mail address

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Signature of person whose name appears above Today's Date

# Site Plan Review Checklist

(Section 114-220: Required information on site plans)

Site plans shall contain the following information:

## (a) Vicinity map

- Location of the property by an insert vicinity map at appropriate scale

## (b) Identification of the property

- street address
- tax parcel number
- subdivision name, block and lot number;

## (c) Legend

- North arrow
- scale of plans
- preparation date
- revision date(s) and names
- addresses and telephone numbers of:
  - o preparer
  - o owner
  - o developer

## (d) Existing zoning classification of and zoning district boundaries

- subject property
- adjoining properties

## (e) Boundary survey of the property

- property lines
- distances
- bearings
- existing easements
- proposed easements
- street right-of-way lines

## (f) Location of existing public facilities

- Width of existing streets
- location and size of existing sanitary sewers
- location and size of existing storm sewers
- culverts
- curbs and gutters
- water lines
- gas lines
- other utilities

**(g) Flood information**

- floodplain and floodway boundaries
- base flood elevation
- watercourses
- other prominent physical features of the property
- other prominent physical features of the adjoining property;

**(h) Vegetation**

- existing wooded areas on the property
- significant trees to be retained
- other vegetated areas to be retained

**(i) Topography**

- existing topography of the property prior to grading
- proposed finished grades
- contour intervals and spot elevations where needed;

**(j) Land use**

- existing and proposed uses of land
- existing and proposed uses of buildings and structures
- the number and types of dwelling units on the property, where applicable
- the present uses of adjoining properties;

**(k) Buildings (existing)**

- locations
- dimensions
- height
- number of floors
- floor areas of proposed buildings and structures
- existing buildings and structures to remain
- additions or alterations to existing buildings and structures
- dimensions of yards and setbacks;

**(k.2) Buildings (proposed)**

- locations
- dimensions
- height
- number of floors
- floor areas of proposed buildings and structures
- existing buildings and structures to remain
- additions or alterations to existing buildings and structures
- dimensions of yards and setbacks;

**(l) Circulation**

- entrances
- driveways
- parking and loading spaces
- access aisles
- fire lanes
- other areas for vehicular circulation
- related pedestrian walkways
- arrangement, dimensions and surface improvements of such areas
- schedule showing numbers of parking spaces provided;

**(m) Location of other proposed public utilities**

- locations and sizes of proposed water lines
- sewer lines
- storm drainage lines
- gas lines
- other utility lines
- all utility easements

**(n) Recreational Facilities**

- locations, dimensions and functions of proposed recreation areas
- locations, dimensions and functions of open spaces
- locations, dimensions and functions of similar amenities and improvements
- pedestrian walkways;

**(o) Screening**

- buffers, screening, fencing, major landscaping and similar features required by this chapter or other Town ordinance
- location and improvement of trash receptacle areas;

**(p) Outdoor lighting (if provided)**

- location
- type
- height
- intensity

**(q) Signage (existing)**

- location
- lettering
- dimensions
- lighting
- means of attachment or support

**(q.2) Signage (proposed)**

- location
- lettering
- dimensions
- lighting
- means of attachment or support

**(r) Additional requirements**

- Any additional information deemed necessary by the zoning administrator to determine compliance with specific requirements of this chapter, other Town ordinances, requirements of the Virginia Department of Transportation or other applicable requirements.

**Notes for additional requirements:**

# Additional Information on Site Plan Review

## **Sec. 114-221. Waiver of certain site plan requirements.**

Required plans described in section 114-220 are intended in cases where extensive plans and information are necessary to determine compliance with the provisions of this chapter. With prior approval by the zoning administrator, particular information may be omitted from required plans when, due to the nature or limited scope of a development, the zoning administrator determines such information is not necessary for evaluation of the site plan or for maintaining a record of the matter.

## **Sec. 114-222. Procedure for site plan review and approval.**

- (a) Submission. Each site plan shall be submitted to the zoning administrator, who shall review it for compliance with the applicable provisions of this chapter and other applicable requirements. The zoning administrator may circulate the site plan to such other officials or agencies as deemed necessary for review and comment prior to taking action.
- (b) Action by zoning administrator. The zoning administrator shall approve, approve with modifications or conditions, or disapprove the site plan within thirty (30) days of receipt of all required plans and information, unless the applicant consents to a longer period. The zoning administrator shall notify the applicant in writing of the action taken. In the case of approval with modifications or conditions or disapproval of the site plan, such notification shall describe the modifications or conditions of approval or reasons for disapproval, including changes which would make the site plan acceptable. Such information may be provided by notations on the site plan.
- (c) Compliance with applicable requirements. All site plans approved by the zoning administrator shall comply with the district regulations, supplemental regulations and other applicable requirements of this chapter. The zoning administrator shall have no authority to waive such regulations or requirements unless specific authority to do so is set forth in this chapter.

## **Sec. 114-223. Modifications to approved site plan.**

- (a) Minor modifications. Minor modifications to an approved site plan may be authorized in writing by the zoning administrator when such modifications comply with the requirements of this chapter and do not materially affect approvals granted or permits issued pursuant to the approved site plan. Any deviation from an approved site plan without the written approval of the zoning administrator shall void the site plan and require submission of a new site plan for consideration.
- (b) Major revisions. Major revisions to an approved site plan which, in the judgment of the zoning administrator, significantly alter the proposed development or materially affect approvals granted or permits issued pursuant to the approved site plan shall require that a new site plan be prepared and submitted for consideration.

## **Sec. 114-224. Guarantees.**

The zoning administrator shall have the authority to require execution of an agreement by the applicant to construct required or proposed improvements located within public rights-of-way or easements or connected to any public facility. The zoning administrator may require a performance guarantee or surety in form acceptable to the Town attorney in the amount of the estimated cost of such improvements as determined by the applicant and verified by the zoning administrator.

## **Sec. 114-225. Compliance with approved site plan.**

Failure to comply with an approved site plan or any conditions thereof shall constitute a violation of this chapter.

## **Sec. 114-226. Expiration of approved site plan.**

An approved site plan shall be valid for a period of five (5) years from the date of approval by the zoning administrator.

## **Sec. 114-227. Appeals.**

Any person aggrieved by any decision of the zoning administrator or any other administrative official regarding action relative to a site plan may appeal such decision to the Board of Zoning Appeals in accordance with the provisions of article IX of this chapter.

# Site Plan Review History

Office Use Only

Name of reviewer \_\_\_\_\_ Name of site plan \_\_\_\_\_

Date of review \_\_\_\_\_ Site address \_\_\_\_\_

Applicability (Circle one):

- (a) Construction of a new building, other than a single-family dwelling or two-family dwelling, or building or structure accessory thereto;
- (b) Enlargement of an existing building, other than a single-family dwelling or two-family dwelling, or building or structure accessory thereto, when such enlargement exceeds ten (10) percent of the floor area of the building or five hundred (500) square feet, whichever is less;
- (c) Construction of a parking area for five (5) or more vehicles, or any addition to or alteration of the arrangement or means of access to an existing parking area for five (5) or more vehicles.

action/date: \_\_\_\_\_

action/date: \_\_\_\_\_

action/date: \_\_\_\_\_

action/date: \_\_\_\_\_

action/date: \_\_\_\_\_

**Additional Notes and Calculations:**