

# SITE PLAN PROCESS

## Who Needs a Site Plan Review?

*Site plan review is required prior to the issuance of building permits, occupancy permits, or zoning certificate approval in the following cases:*

- Nonresidential uses, to include, but not limited to, churches, schools or colleges, hospitals, nursing homes, institutional buildings, public buildings, parks and playgrounds.
- Any land use or development in multifamily residential, mobile home park, business, and industrial districts.
- Any nonresidential land use permitted by right in any district.
- Any land use or development for which a conditional use permit or special exception is required.
- Planned unit developments.

## How Much are the Processing and Review Fees?

*The fees for processing land developments by the county shall be payable upon submission of the plats to the county for review and shall be equal to the following:*

- (1) Land development--\$300.00 plus \$15.00 per acre.
- (2) A separate charge will be made for the review of public water and/or sewage plans. Such charge will be due upon submission of the plans for review and the amount shall be determined by the Dinwiddie County Water Authority.
- (3) A technical review(s) may be required by engineering, environmental, transportation, architectural, or other professionals approved by the County. If a technical review(s) is required, the applicant shall pay, in addition to any filing fee, the fee necessary to cover the costs for the technical review(s).

**Site Plan Process**

**Land Development Committee**

*The LDC reviews all site plans. The Planning Department routes the plans to the LDC members and coordinates their comments.*

Dinwiddie Co. Planning & Zoning Dept.	804) 469-4542 – Office (804) 469-5322- Fax Director of Planning - Mark Bassett - ext. 116
Dinwiddie Co. Building Dept.	804) 469-4500 – Office (804) 469-5322 - Fax Director - Dwayne H. Abernathy - ext. 120
Dinwiddie Co. Economic Development Dept.	(804) 469-4500 – Office (804) 469-4503 - Fax Director - Stephanie Allman - ext. 104
Dinwiddie Co. Public Safety	(804) 469-5394 – Office (804) 469-7663 - Fax Fire Marshal - Tony Williams
Dinwiddie Health Dept.	(804) 469-3771– Office (804) 469-9379- Fax
Dinwiddie Co. Administration	(804) 469-4500 – Office (804) 469-4503 - Fax County Administrator - W. Kevin Massengill
Dinwiddie Co. Water Authority	(804) 861-0998 – Office (804) 861-4270 - Fax Executive Director – Robert Wilson
Virginia Department of Transportation	(804) 863-4000 – Office (804) 863-4013 - Fax Engineer - D. Ray Varney, PE, LS
Army Corp of Engineers	(434) 374-5406 – Office Biologist - Irwin Garskof
Erosion and Sediment Control Dept.	(804) 469-4500 – Office (804) 469-5322 - Fax Inspector/Plan Reviewer - Morgan Allen - ext. 152
Stormwater Management Program	(757) 925-6048– Office (757) 925-2388 - Fax Stormwater Compliance Specialist - Tim Ott
Department of Environmental Quality	(804) 527-5034– Office (804) 527-5106 - Fax Virginia Water Protection (VWP) Inspector - David Grimes

Site Plan Process

What Information Should be on a Site Plan?

✓	Proposed title and location of the development	✓	The names, addresses, telephone numbers, and facsimile numbers of the owner or owners of record of the tract and the applicant.
✓	The name, address, telephone number, and facsimile number of the engineer, architect, designer, or landscape architect who prepared the plan.	✓	The owners names, zoning, tax map number, deed and plat book reference, and present use of all contiguous and abutting property.
✓	Date, scale, north arrow, and number of sheets.	✓	Vicinity sketch.
✓	Existing zoning and zoning district boundaries.	✓	Proposed zoning changes, if any.
✓	Boundary of entire tract by courses and distances, including two points connected to the Virginia Coordinate System of 1983 (NAD83), and total area of parcel.	✓	Recreation or open spaces.
✓	All building and highway setback lines, utility easements, covenants, reservations, and existing, as well as ultimate, right-of-way, as shown on the general plan.	✓	Existing and finished topography with a max. of 2 ft contour intervals with spot elevations where necessary. Plans depicting any off-site drainage area shall show off-site topography with a max. of 5t contour intervals.
✓	Storm drainage systems, and natural and artificial watercourses.	✓	All existing improvements, including privately owned and underground utilities and the like.
✓	Limits of any established 100-year floodplains and wetlands.	✓	All existing and proposed streets, sidewalks, alleys, and easements; their names and widths.
✓	Buildings and structures to include architectural elevations/renderings; location of; distances between buildings; number of stories; area in gross square feet of each floor; number of dwelling units or guest rooms; building height; and location and size of required street	✓	Driveways, entrances, exits, parking areas, and on-and off-street loading spaces to include number of parking spaces; number of handicapped parking spaces; and number of loading spaces and pavement design detail.
✓	The location and sizes of sanitary and storm sewers, water mains, culverts, and other underground structures, and of all utility lines, including electric, natural gas, CATV, telephone, and other lines, both underground and overhead, existing and planned, in or near	✓	Slopes, terraces, retaining walls, fencing and screening within the required yards and location of existing trees within yard or setback areas.
✓	Plans for collecting and depositing storm water, (in accordance with Virginia Erosion Control and Sedimentation) and method of treatment of natural and artificial watercourses, including a delineation of proposed limits of floodplains, if any, as created or enlarged by	✓	Conceptual outdoor lighting, provided detailed plans are submitted prior to installation.
✓	Conceptual landscaping, provided detailed plans are submitted prior to installation.	✓	Graves, objects, or structures marking places of burial.
✓	Location and number of dumpsters, and detail of dumpster pad and type of screening.	✓	Location, size, height, and orientation of all existing and proposed signage.
✓	Any other feature of the development which is required by this chapter to be shown on a site plan.		

## Site Plan Process




## Steps in the Site Plan Review Process

1) Fill out Site Plan Application and Project Data Sheet. Both of which will be forwarded to all members of the LDC. Your office will be contacted by the Economic Development Department.

2) Applicant *may* contact Planning Department to schedule a meeting with the LDC. A preliminary sketch of the development must be provided for review. Minimal development checklists will be provided.

3) Twelve (12) sets of engineered plans shall be submitted to the Planning Department. The Planning Department will disseminate to the LDC.

4) At the LDC meeting, requirements for the proposed development will be discussed.




5) Reviews are conducted in two-week cycles by members of the LDC. The business day closest to the 1<sup>st</sup> and 15<sup>th</sup> is the deadline for each review cycle.

6) All comments are forwarded to the Planning Department and compiled into a single review letter. The letter is sent to the developer, engineer, and each member of the LDC.

7) *The developer is expected to address each item listed in the letter before resubmitting any revisions.* The developer is also expected to draft a response letter that addresses each comment from the LDC. If a particular item needs further time to resolve this must be stated in the letter. The response letter as well as the revisions should be submitted to the Planning Department. The LDC will review the resubmittal in the following closest two-week cycle period.

8) Once all agencies have been satisfied, the LDC will officially sign off on the plans at the next scheduled LDC meeting. The signed plans will be sent to the developer with a development checklist packet.



9) *Pre-construction meetings are to be scheduled with individual reviewing agencies prior to construction!!!!*

## Site Plan Process

### How Long will it take to Receive Site Plan Approval?

Final action on a site plan shall be taken within 60 days from the date of receipt of a completed site plan. A completed site plan means that all LDC comments have been addressed and all fees have been paid.

### Must I Follow the Site Plan?

Once approved, the site plan **must** be followed. If changes are necessary, the site plan must be amended, prior to changes being made. Deviations, without written approval from the director of planning, shall void the plan.

### How Long will a Site Plan Remain Valid?

A site plan will become null and void if no significant work has been done within 5 years of approval. An extension may be filed with the director of planning prior to the expiration date.

### What Happens Next?

1. After the site plan has been signed off on by all approving agencies, the planning director will send the signed plans back to the developer. The signed plans will be accompanied by several development checklists.

#### *The Development Checklists shall include:*

- a. VDOT Commercial Entrance Permit
- b. Land Disturbance Permit
- c. Zoning Permit/Building Permit
- d. DCWA Water/Sewer Agreement
- d. Appropriate bonding requirements
- e. Necessary contracts

2. A preconstruction meeting must be scheduled prior to starting *any* project work.

3. Routine inspections shall occur during the construction of the project to ensure compliance with the site plan and all applicable county, state, and federal standards.

4. The director of planning must be notified 24 hours prior to all street or storm sewer work.

5. One set of approved plans and a designated responsible employee must be available on site for inspectors at all times.

6. Once the project is completed, a set of as-built drawings certified by an engineer shall be submitted to the director of planning stating that all improvements have been installed as represented and function as designed.

# Still have questions?

**Please Call Our Office**

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Department  
14016 Boydton Plank Road  
PO Drawer 70  
Dinwiddie, VA 23841  
Phone: 804-469-4500  
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