

## **CHAPTER 25. ZONING**

### **DIVISION J. ADMINISTRATION AND ENFORCEMENT**

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## CHAPTER 25. ZONING

### DIVISION J. ADMINISTRATION AND ENFORCEMENT

#### ARTICLE LXVII. Site plan review

##### § 25-671. Purposes.

The purposes of this article are:

A. To specify the types of development or land use for which submission of a site plan for review shall be required.

B. To prescribe the requirements for the preparation and submission of site plans, and for the review and approval of such site plans. (Augusta County Code 1969, § 25-135.)

##### § 25-672. Site plan review required.

A. Site plan review shall be required, in addition to any other applicable requirements of this chapter, before building permits, occupancy permits, zoning certificates, or zoning permits may be issued in the following cases:

1. Any development or use in any Multiple Residential Dwelling District.
2. Any development or use in any Business District.
3. Any development or use in any Industrial District.
4. Any development or use in any Mixed Use District, except in areas designated for single family dwellings, including duplexes and townhouses.
5. Any development or use in any Public Use Overlay District.
6. All cemeteries, with the exception of cemeteries for family members on private property.
7. All churches and hospitals.
8. Any development or use on a utility lot involving a building.
9. Any enlargement, reduction or reconfiguration of a parking lot unless waived by the Zoning Administrator.
10. Any change or enlargement of a use, or enlargement of a building or structure for which a site plan is required:

- a. That requires five (5) or more additional parking spaces, or
- b. When a site plan is not currently on file in the office of Community Development.

11. Wind energy systems.

12. Wireless telecommunication facilities.

13. Any new structure permitted by Special Use Permit if required by the board of zoning appeals as a condition of the Special Use Permit. (Ord. 3/26/14)

B. Where a site plan is on file in the Community Development Department and an applicant is applying for a change or enlargement of a use or enlargement of a building that requires less than five (5) parking spaces, a new site plan will not be required, however, the applicant must note the changes on the existing site plan. The Director of Community Development shall consult with applicable agencies for their comments.

**§ 25-673. Site plan contents.**

A. Each site plan shall be drawn to scale. The scale shall be one inch (1") equals a stated number of feet. The number of feet shall be a multiple of ten. For example, the scale may be one inch (1") equals fifty feet (50') or one inch (1") equals one hundred feet (100').

B. Each site plan shall contain or be accompanied by the following:

1. Site name, north arrow, date and revision dates and tax map and parcel number.

2. A narrative of the proposed development or use of the property and description of buildings and other structures to be erected or modified.

3. A boundary survey of the tract or lot, area of the lot, and the distances between all property lines and street right-of-way lines of each proposed building, manufactured home or other structure or addition thereto.

4. The boundaries of any Overlay District on the property, as designated in Division H of Chapter 25 "Zoning", of this code, including any sub-designations within such overlay district.

5. The boundaries of any dam break inundation zone required by §10.1-606.2 and on file with the Virginia Department of Conservation and Recreation and the Department of Community Development.

6. Source of title of the owner and the place of record of the last instrument in the chain of title.
7. Location of any grave or structure marking a place of burial or a note indicating that none were located.
8. Names of owners and current zoning of all adjoining property including across any public or private street or alley.
9. Location of all buildings, structures, boundary lines and other features and distances to all property lines (measured in a straight line to the closest point). Distances over 500 feet may be estimated. (Ord. 09/28/11)
10. Location and dimensions, including building height, in feet, and the proposed general use and capacity of each building.
11. Type of surfacing, size, design and dimension of all off-street parking with spaces labeled as either existing or proposed.
12. Location, design and dimensions of all vehicular entrances and exits to the site with entrances and exits labeled as either existing or proposed.
13. Street layout which provides adequate access to adjacent property pursuant to Chapter 21-9.1. "Streets and Street Connections" where applicable.
14. Parking space calculations provided in a separate table and any information necessary to show compliance with article III, "Off-Street Parking," of division A of this chapter.
15. Any information necessary to show compliance with article VI, "Outdoor Lighting," of division A of this chapter. (Ord. 3/23/05, eff. 11:59 p.m. 6/30/05)
16. Any information necessary, including topography, to show compliance with Chapter 9, "Environment," of this Code.
17. Location and dimensions of existing and proposed easements, including, but not necessarily limited to, utility, stormwater drainage, and ingress and egress easements, showing appurtenant structures such as fire hydrants, manholes, clean-outs, and water meters.
18. Location, layout, dimensions, and calculations of all required buffers, landscaping areas, fences and walls, in a separate table, including where applicable, the distances to established uses.
19. Any information required by the reviewing agencies listed in § 25-675 below.

20. Any information necessary to show compliance with § 24-2, Fire Flow, if applicable.

21. In the case of development of an adult business within a General Business (GB) District, certification of compliance with the requirements of subsection (A-H) of § 25-310 of this Code. (Ord. 04/23/08)

22. Any rezoning proffers, Special Use Permit conditions such as operating or pre-conditions shall be noted on the plan.

23. A completed TIA Worksheet with a determination by the Community Development Department that a TIA is not necessary or a Traffic Impact Analysis (TIA) found to be in conformance with the requirements of Chapter 527 (24VAC30-155) by VDOT, if applicable.

(Ord. 3/28/18)

**§ 25-674. Submission of site plans.**

A. Eight (8) copies of each site plan shall be submitted to the Director of the Community Development Department. Applicable fees and checklists for each applicable reviewing agency must accompany the site plan at the time of submittal and any re-submittal thereafter.

B. Where a previously submitted plan has been accepted for review and denied for failing to meet the technical requirements of this Chapter, no revised plan shall be accepted for review or approved unless and until the appropriate fees as prescribed in Chapter 19 of this Code have been paid.

C. The Community Development Department shall review the site plan to ensure compliance with the requirements of this chapter and other applicable ordinances.

**§ 25-675. Review of site plans.**

A. Upon receipt of a site plan, required checklists, and fees, the site plan will be routed to reviewing agencies no later than the next business day after submission. The Community Development Department shall forward each site plan to the following for further review where applicable:

1. Augusta County Service Authority.
2. Virginia Department of Health.
3. Virginia Department of Transportation.

4. Augusta County Building Official.
5. Augusta County Fire Chief.
6. Augusta County Engineer.
7. Augusta County Zoning Administrator.
8. Such other public officials or agencies as the Director of the Community Development Department may deem appropriate.

B. Upon receipt of comments from all applicable reviewing agencies or after ten (10) business days, whichever occurs first, comments will be forwarded to the applicant.

C. A site plan which meets the requirements of the applicable ordinances of the reviewing agencies, as determined by that agency's comments, may be deemed approved by the Director of Community Development and no site plan committee meeting is required.

D. A site plan which does not meet the requirements of the applicable ordinances of any reviewing agency and is not approved by the Director of Community Development shall be scheduled for the next available site plan committee meeting but in no case sooner than 3 business days prior to the site plan committee meeting. Nothing herein shall prevent the Director of Community Development from scheduling a matter for a site plan committee meeting less than three (3) full business days prior to the meeting. The applicant and/or agent are required to attend the meeting and property owners and developers are encouraged to attend the meeting in order to make development decisions regarding the plan. (Ord. 09/28/11)

E. During the site plan committee meeting, minor changes may be made to the site plan and sealed by the engineer, surveyor, certified landscape architect, or applicant if self designed which, if all applicable agencies recommend approval, may result in immediate approval of the site plan by the Director of Community Development.

F. Anything other than minor changes recommended by any agency will require the resubmittal of the site plan which will then be re-routed to all applicable reviewing agencies and given up to 10 business days for review and comment. Site plans that cannot be approved shall be forwarded a written explanation of the deficiencies within ten (10) working days of receipt of the plan.

**§ 25-676. Approval of site plans.**

A. Site plans shall be approved or denied by the Director of the Community Development Department and, if approved, shall be valid for a period of five (5) years.

B. An application for approval of a site plan shall become void and cancelled in the event the applicant fails to diligently pursue correction within ninety (90) days any deficiencies noted by the Community Development Department. Such deficiencies may include failure to comply with the technical requirements of any applicable ordinance or failure to obtain the appropriate approval from an applicable federal, state or local agency.

C. A site plan will be approved only to the extent it applies to a structure or use for which an application for building permit or other regulatory approval is pending. The approval of a site plan will create no vested interest in "future building sites" or similar features which may be identified on the site plan.

Editor's Note: The Code of Virginia was amended effective March 27, 2009, (§15.2-2209.1. Extension of approvals to address housing crisis) and provides that any site plan valid under §15.2-2260 and outstanding as of January 1, 2009) shall remain valid until July 1, 2014, or such later date provided for by the terms of the locality's approval, local ordinance, resolution or regulation, or for a longer period as agreed to by the locality.

State law reference—Virginia Code § 15.2-2259.

**§ 25-677. Compliance with site plan required.**

A. No location, relocation, construction, reconstruction, enlargement or alteration for which site plan review is required shall be undertaken until such site plan has been approved.

B. All owners, occupants and developers of property which is the subject of an approved site plan shall comply with the provisions, requirements, conditions or standards contained in the approved site plan.

C. No structure or use on property which is the subject of an approved site plan shall be located, relocated, constructed, reconstructed, enlarged or structurally altered except in full compliance with the approved site plan.

(Ord. 6/26/02, eff. 7/1/02)

**§ 25-678 through § 25-680. Reserved.**