

SITE PLAN APPLICATIONS

What is a site plan?

A site plan is a graphic representation of a proposed development project. It shows the location of all proposed and existing buildings, parking lots, water and sewer facilities, landscaping and any other site improvements. Site plans are necessary to determine whether a proposed building project is consistent with all County land development regulations and the 2001 Middlesex County Comprehensive Plan.

What is the difference between a major and minor site plan?

Depending on the size and scope of the proposed project, a site plan will be reviewed using one of two processes: major or minor review. If a site plan requires major review, a public hearing will be required for the project, and the site plan will have to be designed by a licensed architect, engineer or surveyor. If a site plan requires minor review, Department of Planning and Community Development staff will review the project administratively, and a drawing/sketch of the development may be submitted as a site plan. No public hearing is required for minor site plan review.

Please consult the Planning Director for an official determination of whether your project requires major or minor site plan review.

What must I provide to obtain site plan approval?

The following information should be submitted for a site plan application:

- A completed “Site Plan Application” signed and dated by the applicant and the property owner.
- For major site plans, fifteen (15) copies of a site plan meeting the submission requirements of Article 17, Section 17A-6 of the Zoning Ordinance. For minor site plans, five (5) copies of a site plan meeting the submission requirements of Article 17, Section 17A-8 of the Zoning Ordinance.
- The application fee in accordance with the Middlesex County Fee Ordinance.

What is the fee for site plan review?

A fee of \$250 is required for all major site plan applications, and a fee of \$100 is required for all minor site plan applications. Applications will not be reviewed until this fee has been provided. This fee is applied to the cost of advertising, notification of adjacent property owners and other expenses incidental to reviewing and processing the application. Such fee is not returned whether the application is granted, denied or withdrawn.

What is the process for approval of a major site plan application?

1. A pre-submission conference between the applicant and the Department of Planning and Community Development is recommended to discuss the proposal.
2. The applicant must submit a site plan application and all associated materials/fees by the established deadline (the 10th of every month).

3. The Department advertises the request and public hearing once a week for two (2) consecutive weeks in the Southside Sentinel. Such notice specifies the time and place of hearing at which persons affected may appear and present their views. In addition, the Department notifies the property owner(s) and the owners of adjacent properties for which the site plan is being requested.
4. The Department reviews the application as submitted and prepares a staff report on the request.
5. The Department forwards the site plan to the Planning Commission for their review. The Planning Commission considers the site plan on the second Thursday of the month at 7:30 PM at the Circuit Courtroom of the County Courthouse Complex, or in such other place as the Commission deems necessary. The Planning Commission holds a public hearing on the request and will grant preliminary approval or denial of the application. The Commission may impose conditions on their approval of an application. Surety in the form of cash escrow or a letter of credit may be required for site improvements that may include, but are not limited to, plantings, roads and buildings.
6. The Board of Supervisors reserves the right to review any site plan, and additional public hearing before the Board of Supervisors may be required.

What is the process for approval of a minor site plan application?

1. A pre-submission conference between the applicant and the Department of Planning

and Community Development is recommended to discuss the proposal.

2. The applicant must submit a site plan application and all associated materials/fees.
3. The Department notifies the property owner(s) and the owners of adjacent properties for which the site plan is being requested. In addition, the Department notifies the Board of Supervisors that a minor site plan has been submitted. The Board has seven (7) business days to determine whether major site plan review should be required for the application. If the Board requests major site plan review, the application cannot be reviewed administratively and must be reviewed using the major site plan process.
4. The Department reviews the application as submitted and will grant final approval or denial of the application.

How long is a site plan valid?

Preliminary site plan approval is valid for a period of two (2) years, and final site plan approval is valid for a period of five (5) years. Upon expiration of a site plan approval, a new site plan will have to be submitted and must be approved following the same procedures as a new site plan application.

How long does a typical site plan process take?

The minor site plan review process typically takes three (3) weeks from submission to Planning Director action. The major site plan review process typically takes one (1) month, depending on the type and complexity of development being proposed.

**For further information on site plans,
contact the Middlesex County
Planning Department at
(804) 758-3382.**

Planning Department Staff

Matthew Higgins, Planning Director
Amy Easterbrook, Environmental Planner
Christina Greene, Planner
Cathy Shiflett, Secretary

NOTICE

This guide is for information only. Please refer to the applicable laws and regulations for specific technical and procedural requirements. In some cases, you will need professional help in such areas as land survey, engineering and law.

Although every effort has been made to ensure accuracy and completeness, the procedures contained in this guide are not guaranteed to be inclusive. Permitting procedures, fees and times are subject to periodic review and change.

Any errors and omissions in this guide will not relieve any applicant or property owner of the responsibility, obligation or liability in fulfilling all of these legal requirements. Fees quoted in this document are accurate as of August 2005 and are subject to change. Please check with the Department of Planning and Community Development to confirm all fees.

SITE PLAN



MIDDLESEX COUNTY
Department of Planning and Community
Development
P.O. Box 427
Saluda, VA 23149-0427
Phone: (804) 758-3382
Fax: (804) 758-0061
www.co.middlesex.va.us

