

# MIDDLESEX COUNTY

Department of Planning and Community Development  
P.O. Box 428, Saluda, VA 23149  
Phone: 804-758-3382 Fax: 804-758-0061

## MINOR SITE PLAN REVIEW SUBMISSION REQUIREMENTS

In order to expedite the review of Minor Site Plan applications, please be sure that all of the following items have been included in your Minor Site Plan application. Please return this completed checklist with the application to assure that all items have been addressed. All Minor Site Plan applications must adhere to the regulations found in the Middlesex County Zoning Ordinance.

- Completed site plan application.
- Minor site plan application fee of \$150.
- Ten (10) copies of the site plan. The site plan must provide the following information:
  - a.** A boundary survey of the property, including easements, water bodies, parcel numbers, street names, route numbers, adjacent properties and other landmarks.
  - b.** The location of all Chesapeake Bay Preservation Act features, including the Resource Protection Area (RPA) and Resource Management Area (RMA).
  - c.** The location, size, height, number of floors and use of all proposed and existing buildings.
  - d.** The location, size and type of any on-street and off-street parking spaces, loading areas and sidewalks.
  - e.** The type, number and size of all proposed landscaping and all vegetation being removed.
  - f.** The location of any outside storage of equipment, supplies, materials, vehicles, boats or any other items.
  - g.** The height, location, type, lighting and square footage of each proposed sign.
  - h.** The location, type and size of all entrances to the site or rights-of-ways located on or adjacent to the site.
  - i.** The location, type and size of any primary drainfields or reserved drainfields (if required by Health Department).
  - j.** The location, size and type of any trash disposal facilities.
- Status of any necessary VDOT permits for ingress/egress to the site.
- Status of any necessary Health Department permits for well/septic systems on the site.

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### CERTIFICATION:

I hereby certify that the attached plans and this completed application form contain all the required information for a Minor Site Plan application in accordance with the Middlesex County Zoning Ordinance. I understand that the submission of incomplete or inaccurate information may delay the processing of this Minor Site Plan application.

\_\_\_\_\_  
Applicant's Signature

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## SITE PLAN APPLICATION

### OFFICE USE ONLY

Application #: \_\_\_\_\_

Site Plan Classification/Fee:  Minor (\$150)  Amendment (\$150)

Tax Query:  Current  Delinquent Surety Amount: \$ \_\_\_\_\_

Reviewing Authority: \_\_\_\_\_ Hearing Date: \_\_\_\_\_

Decision:  Preliminary Approval  Final Approval  Denied

Conditions/Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Zoning Administrator Signature Date Expiration Date: \_\_\_\_\_

### APPLICANT INFORMATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

### PROPERTY OWNER INFORMATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

### PROJECT INFORMATION

Parcel Number: \_\_\_\_\_ E911/Street Address: \_\_\_\_\_

Magisterial District: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Lot Size (in Acres): \_\_\_\_\_ CBPA District: \_\_\_\_\_

Existing Land Use: \_\_\_\_\_

Project Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Existing Square Footage of Structure(s): \_\_\_\_\_ Proposed Square Footage of Structure(s): \_\_\_\_\_

## APPLICANT STATEMENT

I hereby certify that I have the authority to make the foregoing application, that the information given is complete and correct to the best of my knowledge, and that development and/or construction will conform with the regulations as set forth in the Middlesex County Zoning Ordinance as written and also with the description contained in this application.

\_\_\_\_\_  
Applicant's Signature (if not Property Owner)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature (if not Property Owner)

\_\_\_\_\_  
Date

## PROPERTY OWNER STATEMENT

I hereby certify that I/we own the above described property, that the information given is complete and correct to the best of my knowledge, that development and/or construction will conform with the regulations as set forth in the Middlesex County Zoning Ordinance as written and also with the description contained in this application, and that the above person(s), group, corporation or agent has the full and complete permission of the undersigned owner(s) to make application for site plan approval as set forth in the Middlesex County Zoning Ordinance as written.

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Date

## CONDITIONS

1. This permit application is not valid unless all property owner(s) signatures are affixed and dated.
2. All permit application charges are nonrefundable, regardless of whether the permit application is approved or denied once submitted. All checks for payment should be made payable to Middlesex County.
3. Any approval of a site plan is issued on the basis of plans and applications approved and authorizes only the use, arrangement and construction set forth in such approved plans and applications. Any deviations from the plans and applications submitted shall render an approved site plan null and void.