

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.

1. Completed site plan application.
2. Minor site plan application fee of \$150.
3. Ten (10) copies of the site plan. The site plan must provide the following information:
4. A boundary survey of the property, including easements, water bodies, parcel numbers, street names, route numbers, adjacent properties and other landmarks.
5. The location of all Chesapeake Bay Preservation Act features, including the Resource Protection Area (RPA) and Resource Management Area (RMA).
 - a. Delineation of the RPA boundary.
 - b. Delineation of required buffer areas;
 - c. Delineation of RMA wetlands;
 - d. Delineation of RMA boundary;
 - e. Plat or plan note providing that no land disturbance or vegetation removal is allowed in the buffer area without review and approval by the Zoning Administrator.
 - f. Plat or plan note providing that on-site septic systems must be pumped out every five years, or that a certification must be submitted by a sewage handler permitted by the Virginia Department of Health that the septic system has been inspected, is functioning properly, and the tank does not need to have the solids pumped out;
 - g. Plat or plan note providing that a 100% reserve drain field is required for on-site sewage treatment systems; and
 - h. Plat or plan note of the permissibility of only water dependent facilities or redevelopment in Resource Protection Areas, including the 100-foot-wide buffer area.
 - i. Plat or plan depiction indicating the buildable area. All subdivision plats shall include a notation that setbacks and yards shown hereon are based on current district requirements at the time of approval but shall not take precedence over any subsequently adopted setback requirements related to any rezoning action or district regulation amendments.
 - j. Any additional requirements specified in the subsections below.
6. The location, size, height, number of floors and use of any existing buildings and additions to existing buildings.
7. The location, size and type of any on-street and off-street parking spaces, loading areas and sidewalks.
8. A landscape plan that meets the requirements of Article 17B of the Ordinance.
9. The location of any outside storage of equipment, supplies, materials, vehicles, boats or any other items.
10. The height, location, type, lighting and square footage of each proposed sign by Section 16 of the Ordinance.
11. The location, type and size of all entrances to the site or rights-of-ways located on or adjacent to the site.
12. The location, type and size of any primary drain fields or reserved drain fields (if required by Health Department).
13. The location, size and type of any trash disposal facilities.
14. Status of any necessary VDOT permits for ingress/egress to the site.
15. Status of any necessary Health Department permits for well/septic systems on the site.

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.