



Site Plan Application Package

Department of Community Development

221 S. Nursery Avenue

Purcellville, VA 20132

(540)338-2304 phone & (540)338-7460 fax

www.purcellvilleva.com

Revised: 10/25/2016

*Please read all instructions in this packet
carefully.*

*The completed application form is necessary for
site plan review and is included in this package.*

*If you have any questions regarding this
application or your site plan, please contact us at
(540) 338-2304.*

Site Plan Instructions

Frequently Asked Questions:

Q: When is a Site Plan required? When do I need to pay?

A: Before any permits for construction can be approved, a site plan must be approved by the Town for the following:

- All uses in the commercial districts
- All uses in the industrial districts
- All single-family attached (townhouse) residential uses.
- All Planned Housing Developments.
- All uses permitted under a Special Use Permit.
- Any development in which any required off-street parking space is to be used by more than one establishment.
- When an alteration or modification is proposed to the site improvements or design of a previously approved site development plan.
- When an existing residential structure is converted to a commercial use or a commercial freestanding structure previously vacated is occupied by another commercial use.
- All public buildings and institutions.
- All buildings and uses subject to a Commission Permit under Section 15.2-2232 of the Code of Virginia 1950 as amended.

The fee for the site plan is required at the time the application package is officially accepted.

Q: Are any uses exempt from the site plan requirement?

A: The following uses do not require a site plan:

- Agriculture and agricultural structures including farm stands.
- Accessory uses and structures such as statues, flagpoles, fences and walls; additions of ornamental features such as bay windows, chimneys, awnings, canopies or other facade improvements; and accessory storage structures for recycling or waste disposal.
- In existing open space areas or public parkland, recreational amenities which do not exceed a total of 2500 square feet of disturbed area, such as gazebos, benches and playground equipment; provided however, that this shall not include features such as swimming pools, paved tennis or play courts.
- Accessory service uses and changes in use to a use which has the same or lesser parking requirement than the previous use, this shall also be applied to uses approved under a special use permit.
- Signs
- Home occupation uses
- Bus shelters.
- Additions and alterations to commercial or industrial uses provided that the addition/alteration does not exceed 500 square feet.
- Any use which does not require a Loudoun County Building Permit.

Site Plan Instructions

Frequently Asked Questions:

Q: Why do I need a site plan?

A: The Town of Purcellville requires site plans for property development to insure that development occurs in an orderly manner and that standards are followed for the protection and promotion of the general health, safety, and welfare of the Town's residents. The site plan process encourages attractive and harmonious development for the ultimate site users and for the Town as a whole. The approved site plan will be used by the contractor responsible for construction of the site improvements.

Q: Does my project require a major site plan?

A: The Town does differentiate between major and minor site plans. Any project with less than 5000 square feet of land disturbance is authorized for minor site plan by the Zoning Administrator.

Q: May I revise my existing site plan?

A: Yes, the Town of Purcellville does have a revision process for approved plans, the requirements for which are contained in this packet.

Q: Can I develop my project in sections?

A: Yes, the Town has a preliminary site plan option which allows for the phasing of a site plan with application to and approval from the Zoning Administrator. See Article 5 Section 5.7 of the LDSCO for the procedures associated with preliminary plans. *Please note that as of July 8, 2008, preliminary plans are no longer required but remain available as an option.*

Q: How long will it take for my site plan to be approved?

A: The Code of Virginia requires that localities act on a plan within 60 days of the official submission date, however, extensions to this requirement may be necessary based on the plan submitted and the comments/requirements of the reviewing agencies.

Q: Who will review my plan? Who will approve it? Is a public hearing required?

A: The reviewing agencies vary by project but frequently include: VDOT, Loudoun County Fire & Rescue, Town of Purcellville Community Development and Public Works, and consulting engineers for the Town. Once these agencies are satisfied that the plan meets all ordinance/code requirements, they will issue written approval which will then authorize the Zoning Administrator to sign the plans. Only signed plans are considered "approved." Public hearings are not required for site plans but are required for legislative applications prior to the site plan process; contact the Planning Department for more information.

Q: Can the Town deny my site plan?

A: Yes, the Town may deny the site plan if the plan does not meet the ordinance/code requirements of the Town or the other reviewing agencies. The reasons for denial of a plan will be detailed in writing. The project manager will work with you throughout the process to assist you with the requirements for approval. A plan will not be denied unless it fails to meet requirements. Suggestions by the reviewers are only suggestions and will not deter a plan's approval.

Site Plan Instructions

Frequently Asked Questions:

Q: Can the Town deny my site plan because public facilities serving my property are insufficient?

A: No, the Town cannot deny the site plan if the current zoning of the property allows the proposed development. However, zoning permits for the property may be dependent upon the availability of water and sewer, and approval of a site plan does not guarantee the approval of a zoning permit.

Q: Can I meet with someone from the Town prior to submitting my site plan for review?

A: Yes, a pre-submission conference with someone from Planning & Zoning is encouraged prior to the submission of a site plan application. The purpose of this meeting is to review the application and processes, as well as to answer any questions and provide you with any helpful information or foreseeable problems. The Town also offers a “pre-application review” which provides a more in-depth review of the project and could include a brief review of any prepared plans. There is a cost associated with the pre-application review.

Q: Is there a difference between a “pre-submission” conference & a “pre-application” review?

A: Yes, see the Department of Community Development’s policy, included in this packet.

Q: Can an applicant or engineer sign the application as the property owner?

A: No, the Town cannot accept an application for site plan review until it is authorized by the current owner of the property. In addition, the Town will not accept reproduced, faxed, or emailed signatures on the application or plans.

Q: Will the Town accept my application for review without the signature of the current property owner?

A: No, it is not the policy of the Town to review an incomplete application. This includes a signed application, fees, and all other required submission materials, as detailed on the checklists contained in this packet.

Site Plan Instructions

Procedures:

1. Site Plan Preparation.

The site plan must be prepared by a certified engineer, architect, or surveyor licensed in the Commonwealth of Virginia, and shall meet all the requirements of the codes and ordinances of the Town of Purcellville as well as any codes and ordinances of Loudoun County and the Commonwealth of Virginia. Site plans must show **all** the information specified on the site plan submission requirements (included with this packet) or the plans will be rejected and returned to the applicant. The following documents may be helpful in preparing your site plan:

- Zoning Ordinance
 - Regulations for your zoning district
 - Landscaping and Screening requirements
 - Lighting requirements
 - Signage requirements
 - Parking Requirements
- Land Development & Subdivision Control Ordinance
 - Specific requirements for all site plans
 - Frontage improvements
- Facilities Standards Manual

2. Pre-submission Conference.

Prior to submitting a site plan to the Town for official review, all applicants should consider scheduling a pre-submission conference. This conference will provide both the applicant and the Town with a general idea of the proposed development, an overview of the process, and allow the applicant an opportunity to ask questions about the general process. The pre-submission conference is **not a formal review of the plan**. These meetings are non-binding on the part of the Town and the Applicant. **To schedule your conference, contact the Department of Community Development at (540)338-2304.**

It may be determined at this conference that a further, more detailed meeting may be necessary prior to the formal submission. If the applicant would like to schedule a meeting with their project manager and other members of Town Staff, this can be done with a pre-application review. For more clarification about the differences between the pre-submission conference and the pre-application review, please see the included policy in this packet.

3. Submission & Acceptance.

An applicant may formally submit a site plan for review any time after it has been prepared. The site plan must be accompanied by all the supporting materials detailed on the application or it will not be accepted. At the time that the plan is submitted for review, the project manager will review the submission package against the Land Development and Subdivision Control Ordinance Submission Requirements (copy found in this packet). If the package is complete and acceptable, the fee will be paid and the plan will be considered officially submitted. If the package is incomplete, it will be returned to the applicant, no fee will be accepted, and the deficiencies in the submission requirements must be met and then resubmitted to the project manager. **Incomplete packages will not be accepted for review and payment cannot be accepted until the package is complete.**

4. Agency Review.

Once the project manager has determined that the application package is complete, the plan will be distributed by the Town to the reviewing agencies, as necessary. The agencies will review the plan and return their comments or their approval of the plan to the project manager. The project manager will forward the comments to the applicant, owner, or engineer (as indicated on the application form). Once the comments from all agencies have been received, the plan should be revised accordingly and resubmitted. Each resubmission must be accompanied by a comment/response letter to each individual agency's comments (see the final page of this packet for resubmission standards). The plans will be re-distributed to the reviewing agencies with the comment/response letter and **the process will repeat until all agencies issue written approval of the plans.** Please note that each subsequent submission does have a review fee associated with it.

5. Plan Approval.

After each reviewing agency has issued a written approval of the plans, the project manager will request the final plan sets for signatures. These "final sets" should be stamped and sealed by the qualified designer, signed by the current property owner, and then submitted to the Town. The Zoning Administrator will then officially approve the plan, indicated by her signature on the plans. A bond may be required prior to plan approval, if indicated by your project manager.

6. Board of Architectural Review.

The Board of Architectural Review (BAR) regulates the design of proposed commercial and industrial construction, Town wide. The certificate of design approval (CDA) can be applied for at any time during the site plan review process; however, the BAR must approve the architectural plans for a building/structure before a Zoning Permit is issued. The BAR meets once a month on the 3rd Tuesday of the month at 7:30pm at Town Hall. Applications for CDAs must be submitted by 2:00 pm 14 days prior to the meeting in order to be included on the agenda. As with site plan applications, incomplete packages will not be accepted or scheduled for review. For questions regarding the BAR, contact the Department of Community Development at (540)338-2304.

7. Construction Activity.

Once the plans are approved, an applicant may apply for a Zoning Permit from the Town. The Zoning Permit authorizes an applicant to apply for a building permit through the Loudoun County Department of Building and Development. For questions regarding the Zoning Permit process, contact the Town at (540)338-2304. For questions regarding the Building Permit process, contact the County at (703)777-0397.

8. Occupancy.

After construction is completed, a final certificate of occupancy is required before the building can be inhabited. In order to obtain a certificate of occupancy from the County, you must first receive an Occupancy Permit from the Town. This permit ensures that all inspections have been passed by Loudoun County and that the building is in compliance with the approved site plan, CDA, and zoning permits. To schedule an occupancy inspection by the Town, contact the Department of Community Development at (540)338-2304.

The overall review process for a site plan takes approximately 2-3 months. This time line is subject to change based on the engineering of the project, the appropriateness of the development for the proposed site, and any outstanding issues identified by the reviewers.

Site Plan Instructions

Pre-Submission Conference vs. Pre-application Review:

The Town of Purcellville offers two different opportunities for an applicant to meet with the Town prior to the submission of a formal application. The pre-submission conference is a meeting which covers general topics related to the general area of the project as well as providing an overview of the site plan process. The pre-application review is requested by the applicant in order to meet with Town officials to discuss in more detail a specific project. The following is the Department of Community Development's policy regarding these two types of meetings:

Pre-submission Conferences:

- Do not have a cost
- Involve the applicant and the Department of Community Development
- Are **recommended** prior to submission of a site plan application package for review
- Usually involve, but are not limited to:
 - Description of the overall proposed development
 - Overview of the site plan process/application,
 - Discussion of general concerns regarding the proposed development such as
 - known problems on the site (i.e. drainage issues, parking problems, previous development attempts, adjoining land use clashes, etc)
 - expectations for development in proposed area of Town (i.e. parking locations, road improvements, applicable design guidelines, etc)
 - Discussion of applicable long range plans, ordinances, performance standards, etc
- Are non-binding discussions on behalf of both the applicant and the Town
- Is not an official review or an official acceptance of a plan
- May result in the need for a pre-application review session (see below) to be requested by the applicant and scheduled separately.

Pre-application reviews:

- Do have a cost (see the Development Fee Schedule approved by the Town)
- Requested by the applicant with specific areas for discussion/questioning/review
- Involve the applicant, project manager, and any other Town/County/State officials requested by the applicant
- Are not required for submission but may be beneficial for the applicant in cases where the proposed development is of a large scale, is controversial, or where the applicant desires more in-depth conversation on a project prior to submittal
- Usually involve, but are not limited to:
 - Detail oriented discussions which are specific to the proposed development (i.e. on site traffic flow, site improvements, site design/layout, etc)
 - Specific issues with the proposed development
 - Applicability of ordinances, codes, and planning documents to the specific details of the project
- Are non-binding discussions on behalf of both the applicant and the Town
- Is not an official review or an official acceptance of the plan



Department of Community Development

221 S. Nursery Avenue, Purcellville, VA 20132

(540) 338-2304

Fax (540) 338-7460

**Land Development
Application**

TP #

Application for (please check one):

- | | | | |
|--|--|---|--|
| <input type="checkbox"/> Site Plan | <input type="checkbox"/> Minor Site Plan | <input type="checkbox"/> Site Plan Revision | <input type="checkbox"/> Subdivision Exception |
| <input type="checkbox"/> Subdivision Plat | <input type="checkbox"/> Preliminary Option* | <input type="checkbox"/> Plat Revision | <input type="checkbox"/> Grading Plan |
| <input type="checkbox"/> Minor Subdivision | <input type="checkbox"/> Other: _____ | | |

*Preliminary Option must be authorized by Zoning Administrator prior to submission, include authorization with this application

This application must be filled out in its entirety. An incomplete application form will result in rejection of the application prior to check list review. Do not write in shaded areas.

General Project Information:

1. Project Title: _____
2. Location of Property: _____
3. Property Owner: _____
4. Owner Address: _____
5. Owner Telephone: _____ Fax: _____ Email _____
6. Applicant/Agent: _____
7. Agent Address: _____
8. Agent Telephone: _____ Fax: _____ Email _____
9. Designer/Engineer: _____
10. Designer Address: _____
11. Designer Telephone: _____ Fax: _____ Email _____

Correspondence to be sent to: _____ Owner; _____ Agent; _____ Designer; _____ Other: _____

12. Total Acreage of parcel: _____
13. Acreage to be developed: _____
14. Property Identification #(s): _____

TP #

- 15. LC Tax Map #(s): _____
- 16. Current Zoning: _____
- 17. Current Use(s): _____
- 18. Proposed Use(s): _____
- 19. Proposed # Lots: _____
- 20. Adjoining Property Uses(s): _____
- 21. Adjoining Property ID #s: _____
- 22. Related Applications: _____
- 23. Pre-submission meeting date (if any) _____
- 24. Proffers or Special Use conditions: **Yes** (attach separately) _____ **No** _____

Property Owner:

I have read this completed application, understand its intent and freely consent to its filing. The information provided is accurate and completed to the best of my knowledge and capabilities. I understand that the Town may deny, approve, or conditionally approve that for which I am applying. Furthermore, I grant permission to the Town or authorized government agents to enter the property and make such investigations or inspections and tests they deem necessary.

Owner's Signature

Date

Required Materials (as applicable, completed by Town Staff):

For all land development applications:

- Completed Application 4 Copies of Plan/Plat* Completed Checklist Digital Copies of Files
- Preliminary Plat/Site Plan Authorization, if applicable Required Fee(s)

***4 copies reviewed for completeness; Additional copies shall be requested once application is certified as complete**

Application Complete _____ Fee \$ _____ Paid _____ Planning Initials _____

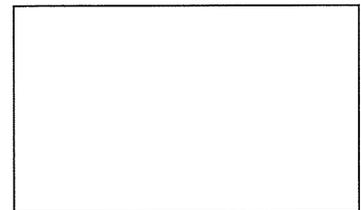
Taxes Paid _____ Finance Initials _____

Pre-submission Conference held? Yes ___ No ___ Date _____

Proffers/Special Use conditions, if required? Yes ___ No ___

Project Manager Assigned _____

File Number _____



Minimum Submission Standards Checklist – Site Plan:

*This checklist must be submitted with the application or the subdivision plat will be rejected.
These are the minimum requirements for acceptance of a submission, other ordinance requirements apply:*

Applicant	Town Staff	Minimum Standard
		Application Materials
		2 copies of completed application form (1 original and 1 copy)
		Completed Minimum Submission Standards checklist
		12 folded copies of proposed site plan <i>(the Town cannot store rolled plans at this time)</i>
		Application fee(s)
		Project Information
		Name, address and phone number of property owner, designer, and developer
		Development Name (and section if applicable)
		Tax Map and parcel numbers for the property
		Location (street address) and Vicinity Map
		Existing use and all proposed uses on the property (with square footages)
		Existing zoning of the property
		Required and proposed minimum lot size, FAR, open space area (in sq. ft.) open space ratio, setbacks (building and parking), parking spaces, building height
		Plan Requirements
		Plans on 24"x36" sheets, dated and sealed by qualified engineer/surveyor
		Sheets are numbered & scale is indicated (minimum 1.50)
		Location of existing & proposed structures, roadways, parking areas & open spaces
		Location of existing and proposed easements, utilities, floodplains, steep slopes, wetlands, as applicable
		Topographic map with existing and proposed contours
		Landscape Plan
		Outdoor lighting plan
		Erosion & Sediment Control Plan
		Utility Plan
		Road Plan

Please Note:

The above information is a listing of minimum requirements for submission.; additional information is required (see Zoning & Subdivision Ordinances) and will be evaluated by Town staff during their review. **Acceptance of an application as complete does not indicate that the plat is approved or that the provided information is correct.** When submitting an application to the Town, this checklist must be signed in the space provided below.

Acknowledgement:

I have read the above minimum submission requirements, and by signing the following statement of acknowledgement, do believe that the subdivision application I have submitted to the Town of Purcellville is substantially complete. I also acknowledge that there are additional requirements which are not included on the minimum submission requirements which shall be enforced. By signing, I also understand that Town Staff will issue additional comments on the application and that the presence of all required information does not guarantee approval, and if during the review of this application by Town Staff it is determined that my application is actually incomplete, it can be rejected and returned.

Signed, Property Owner

Date

Signed, Preparing Designer/Engineer/Agent

Date

SITE PLAN AND MINOR SITE PLAN SUBMISSION REQUIREMENTS

(The following requirements are listed in the Town of Purcellville Land Development and Subdivision Control Ordinance)

5.4 SITE PLAN SUBMISSION REQUIREMENTS

All site plans shall provide all the information necessary to show conformance with this ordinance. The following standards must be met prior to plat approval.

1. *Minimum Approval Standards*

The site plan shall be clearly and legibly drawn on numbered sheets 24" x 36" in size and shall include the following:

- a. Cover sheet showing vicinity map, development name, cost estimates, proposed use of the property, names and addresses of the owner of record and the developer, names and addresses, signature and registration of the engineer or surveyor preparing the plan and the required signature approval blocks.
- b. General information including deed reference, tax map and parcel number, date plan was drawn and dates of any revision, vicinity map at a scale of 1" = 1,000' and existing zoning, boundary survey with an error of closure of not less than one in ten thousand, location and widths of existing rights-of-way, roadways, buildings, watercourses, existing utilities, culverts and drainage outlets, and easements.
- c. Names of all owners of record of abutting properties, zone and use of all abutting properties.
- d. A statement of any proffers, variances, waivers, conditions or prior subdivision granted, including any conditions resulting from any of such actions.
- e. Zoning requirements including the district, as well as the required and proposed minimum lot size, floor area in square feet, maximum and proposed building coverage expressed as floor area ratio (FAR), maximum and proposed building height, open space in square feet, open space ratio, required and proposed building setback (restriction) lines for front, rear and sides, parking and setback lines and number of proposed and required parking spaces.
- f. Location of the 100 year floodplain as shown on the most recent Federal Emergency Management Agency (FEMA) maps or the Floodplain Map of Loudoun County and all overland watercourses and drainage structures within the proposed development or within 200 feet of the development.
- g. Location and dimension of existing driveways and access points to the site and within 200 feet of the site
- h. Layout and details of all proposed buildings, parking spaces, areas of ingress/egress, right of ways/streets, easements, sidewalks, sanitary sewer, storm sewers, water mains, curbs and gutter, including connections to existing water mains, sanitary sewer mains and storm drainage structures
- i. Street and utility improvement plans shall consist of plan and profile drawn to a scale of not less than 1" = 50' horizontally and 1" = 5' vertically. The plan view of streets shall include the location of all streets, lots, storm drainage, sanitary sewerage and water distribution systems.
- j. Details of standard street sections and miscellaneous construction items, including street name signs and street lighting, shall appear on the sheets as well as any construction notes pertaining to the proposed improvements.
- k. Grading and drainage plans drawn at a scale of not less 1" = 50' showing the proposed street and lot layout including dimensions. The existing topography shall be shown at not less than a two foot contour interval. Proposed grading shall be shown by proposed contour lines. In addition, proposed elevations of the finished grade shall be shown at all building corners, high points and low points, and all other appropriate locations necessary to accurately define the finished grade. Storm drainage pipes and structures with sizes and elevations shall be shown on the plans. Two benchmarks shall be indicated on the plans.
- l. Water, sanitary sewer and storm drainage calculations, with a statement of the basis of design of design and drainage area map showing individual and cumulative drainage areas tributary to each point of concentration shall be included.

- m. Location, type and dimensions of vehicular ingress and egress to the site, including sight distance at all entrances shall be included.
- n. Location, type, size and height of all fencing, screening and retaining wall shall be included with all necessary details for construction.
- o. All off-street parking and parking bays, indicating the type of surfacing, size and angle of stalls, widths of aisles and a specific schedule showing the number of parking spaces provided and the number required according to the applicable Zoning Ordinance provisions.
- p. The number of floors, floor area ration (FAR), height, exterior dimensions, location and proposed use of each building and location of building ingress and egress shall be indicated.
- q. Erosion and sediment control plans including all necessary measures and specifications so as to comply with the requirements of the Virginia Erosion and Sediment Control Handbook.
- r. A soils overlay map at a scale of not less than 1" = 200' with accompanying narrative
- s. A landscape plan showing the location and type of all existing trees, identifying trees to be retained and those to be removed, and showing the location, type, number and size of all proposed plant material.
- t. A plan for the symmetrical transition at intersections with existing streets and road edges.
- u. A Type II geotechnical report shall be submitted with all site plans. The report shall be prepared under the direction of and certified by a professional engineer licensed in the Commonwealth of Virginia with experience in geotechnical engineering. The report shall meet all the requirements for a Type II report as specified in the Town of Purcellville Facilities Standards Manual.
- v. When the site plan is in response to a special use permit, a traffic impact analysis shall be required prior to final site plan approval, unless waived by the Director of Public Works during the approval of the special use permit.
- w. Average Daily Trip (ADT) calculations for the current use and the proposed use.

2. *Roadways, Sidewalks, Storm Drainage Designed to Standards*

Roadways, sidewalks, storm drainage, curb and gutter shall be designed and constructed in accordance with the standards as prescribed by the Town of Purcellville's Facilities Standards Manual and the specifications of the Virginia Department of Transportation.

3. *Water Systems Designed to Standards*

Water systems shall be designed and constructed in accordance with the Town of Purcellville's Facilities Standards Manual and all applicable Virginia Department of Health regulations.

4. *Sanitary Sewer Systems Designed to Standards*

Sanitary sewers shall be designed and installed in accordance with the Town of Purcellville's Facilities Standards Manual and all applicable Virginia Department of Health regulations.

5. *Accompanying Documents*

If applicable, an unexecuted copy of the following documents, with a notarized statement of authenticity for each, shall be submitted:

- a. Proposed deed of dedication.
- b. Proposed road maintenance agreement if applicable.
- c. Proposed protective or restrictive covenants.
- d. Where land is to be dedicated to and held by a lot owner's (homeowners) association or similar organization, bylaws and other organizational documents shall be submitted for review.

6. *Items to Accompany Initial Submission*

The following items shall accompany the initial submission of the site plan:

- a. For applicable residential and commercial construction, a certificate from the Town Clerk or Town Treasurer confirming that the applicant has purchased the necessary water and sanitary sewer availability and connection fees, and that any monthly minimum charges are paid in full and any outstanding taxes have been paid and that the Town has approved the additional connections.
- b. A check payable to the Town of Purcellville for the required fees and other charges as may be applicable.

5.5 MINOR REVISIONS TO APPROVED SITE PLANS.

- a. The developer shall submit paper copies of the amended site plan to the Administrator for staff review along with all other documents specified in this Ordinance and the Facilities Standards Manual. The Administrator may waive minimum submission requirements specified in this Ordinance provided that waiving said requirements is not detrimental to the applicant or the Town. The Administrator may require a greater or fewer numbers of copies of the amended site plan as it determines to be appropriate.
- b. Upon receipt of the amended site plans, and all documents and requirements specified in this Ordinance and the Facilities Standards Manual, the Administrator shall determine whether the amended site plan and documents comply with all applicable rules and regulations as specified above. If all plans and documents are in order, the amended site plan shall be deemed to be officially submitted, and the date of such official submittal shall establish the filing date. The Administrator's determination that an amended site plan application qualifies to be officially submitted shall not be deemed approval, which approval may only be given subject to the standards set forth in this Section after the procedural requirements for review and responsive comments have been met.
- c. Once an application for an amended site plan approval has been submitted, any site plan application submitted thereafter for the same property while the initial application is still pending shall be deemed withdrawal of the initial application.
- d. Within thirty (30) days after official submittal of the amended site plan, the Administrator shall approve such plan to be evidenced by his signature on the amended site plan, provided that the requirements and provisions of this Ordinance, the Facilities Standards Manual, and all other applicable ordinances have been met. If such requirements are not met, the Administrator shall not approve such amended site plan. Specific reasons for disapproval shall be set forth in writing and shall identify deficiencies in the plan which cause the disapproval by reference to specific duly adopted ordinances, regulations or policies, and shall generally identify such modifications or corrections as will permit approval of the plan. Nothing herein shall be interpreted so as to preclude the filing of a new amended site plan for the same development or property if no such appeal is pending.
- e. If the amended site plan proposes alteration of an existing structure, construction shall begin within one (1) year or the amendment to the site plan is void. If the amended site plan proposes to amend a currently valid approved site plan which construction has not yet been completed, the validity of the amended site plan shall be for the same period of time as the originally approved plan. The approved site plan amendment shall be deemed to merge with the original approved site plan, and that plan as amended shall be deemed the site plan, and shall be subject to the provisions of this Ordinance. "Construction" shall be defined as to include the placing of construction and materials in permanent position and fastened in a permanent manner and work carried on diligently. Where excavation or demolition or removal of an existing building has begun prior to rebuilding, such excavation or demolition or removal shall be deemed to be actual construction, provided that the work shall be carried on diligently.
- f. Prior to the approval of the site plan amendment and any related performance agreements and surety, the developer shall submit a request for assignment of addresses as specified above, if applicable.

5.6. MINOR SITE PLAN.

Where Site Plans are required under by this article, the Administrator may determine that the purposes of this ordinance and the public interest can be served by submission and approval of a minor site plan. Any project with less than 5,000 sq. ft. of land disturbance will be authorized for minor site plan approval unless it involves extensive or unusual engineering, as determined by the Administrator.

1. Application for a Minor Site Plan

In cases where the Administrator approves submission of a minor site plan, the following application process shall be required.

- a. A pre-application meeting between the applicant and the staff of the Department of Community Development shall be held.
- b. The applicant shall present at the pre-application meeting a sketch site plan showing:
 - i. Boundary lines of subject property;
 - ii. General layout design of proposed development on a scale not smaller than one (1) inch equals fifty (50);
 - iii. General parking, open space, and landscape layout;
 - iv. Building setback lines; and
 - v. Zoning on subject and adjacent parcels.
- c. Following the pre-application meeting, a minor site plan may be submitted to The Department of Community Development at any time. An application for minor site plan shall be accompanied by:
 1. The required fee
 2. The minor site plan checklist
 3. Two copies of the minor site plan application and
 4. Six copies of the site plan.
- d. The minor site plan shall meet the following requirements and contain the following information unless waived or modified by the Administrator:
 - A. The boundary survey of the tract or site plan limit, north arrow, date, number of sheets.
 - B. The owner's name and address and the place of record of the last instrument in the chain of title (including deed book and page number).
 - C. Existing and proposed easements, their names, numbers and width, existing and proposed utilities of all types, water courses and their names, owner, zoning and present use of adjoining tracts.
 - D. Location, type and size of ingress and egress of the site.
 - E. Location, type, size and height of all fencing, screening and retaining walls where required under the provisions of applicable ordinances.
 - F. All off-street parking and parking bays, loading spaces and walkways indicating type of surfacing, size, angle of stalls, width of aisles and a specific schedule showing the number of parking spaces provided and the number required in accordance with this Ordinance. All spaces shall have adequate space for moving and turning.
 - G. Number of floors, floor area, height and location of each building, and proposed general use for each building – if single family detached or multi-family, the number, size and type of dwelling units shall be shown.
 - H. Front elevations shall be shown to scale or other information sufficient to document proposed height of buildings.
 - I. Existing and proposed water and sanitary sewer facilities indicating all pipe sizes, types and grades and where connection is to be made to an existing or a proposed central water and sewer system.
 - J. Adequate provision for the disposition of natural and storm water with respect to quality and quantity, where disturbance exceeds 3,000 square feet.

- K. Provision and schedule for the adequate control of erosion and sedimentation indicating proposed temporary and permanent control practices and measures which shall be implemented during all phases of clearing, grading and construction, where disturbance exceeds 3,000 square feet.
- L. Existing topography accurately shown with a maximum of two (2) foot contour intervals at a scale of not less than fifty (50) feet to the inch.
- M. Proposed finished grading by contour supplemented where necessary by spot elevations.
- N. All horizontal dimensions shown on the site development plan shall be in feet and decimals of a foot to the closest to one hundredth of a foot, and all bearings in degrees, minutes and seconds to the nearest ten seconds.
- O. A landscape design plan, if required by the Administrator.
- P. Site plans for the expansion of an existing use on the same lot or onto an adjacent lot will show all existing facilities as well as those proposed.
- Q. The minor site plan shall be prepared to the scale of one (1) inch equals fifty (50) feet or larger; no sheet shall exceed forty-two (42) inches in size.
- R. Profiles shall be submitted for all sanitary and storm sewers, streets and curbs adjacent thereto, and other utilities, and shall be submitted on standard federal aid plan and profile sheets. Special studies as required may be submitted on standard cross section paper and shall have a scale of one (1) inch equals fifty (50) feet horizontally and one (1) inch equals five (5) feet vertically. No sheet size shall exceed forty-two (42) inches. Required floodplain limit studies be shown on profile sheets with reference to properties affected and centerline of stream.
- S. The site plan or any portion thereof, involving engineering, architecture, city planning, urban design, landscape architecture or land surveying, shall be prepared by persons qualified to do such work.
- T. Approval block on cover sheet for approving authority

Site Plan Instructions

Resubmission Standards:

When resubmitting a revised site plan based on the comments provided from the reviewing agencies the Town requires the following:

1. 12 folded copies of the plan, unless otherwise indicated by the project manager
2. An appropriate comment response letter (see requirements below)
3. A \$500.00 resubmission fee, payable to the Town of Purcellville
4. Any supporting documentation requested by the reviewers

Any revised application must be accompanied by a comment response letter, formatted as follows:

1. A restatement of the reviewer's comment
2. A response to each comment, even if it cannot be addressed.
3. A page number where the correction can be viewed on the plan.
4. Avoid phrases such as "comment noted" or "acknowledged" without providing detail as to how the comment is addressed.
5. If the response letter will include responses to multiple reviewers, differentiate between each set of comments and responses.

Ms. Jane Doe
Town of Purcellville
130 E. Main Street
Purcellville, VA 20132

RE: Response to comments dated x/x/xx and y/y/yy on TP00-00

Dear _____,

We are in receipt of your comments date x/x/xx and have revised the plans in accordance with the following:

Comments from Ms. Jane Doe, Department of Planning & Zoning, dated x/x/xx:

1. **Comment:** Provide Vicinity Map
Response: *Vicinity map provided on sheet (x of y)*
2. **Comment:** Revise signature block for zoning administrator
Response: *signature block revised as request on sheet (x of y)*

Comments from Mr. John Doe, Department of Public Works, dated y/y/yy:

1. **Comment:** It appears that this project could benefit from additional trees along Main Street.
Response: *Acknowledged, however as we discussed in our meeting on July 1, 2008, the drainage of the soil does not suit the requested additional landscaping. Therefore, no additional trees were provided.*

Do not hesitate to contact me if you have any further questions.

Sincerely,
Engineer