

COUNTY OF CUMBERLAND, VIRGINIA Site Development Plan Checklist

Revised by Planning Staff 5/24/2021

I. Site Plan General Information

- ✓ Site plan submission is complete when: fees, plans, application materials and when all review comments (including planning department comments) [74-1102]
- ✓ After complete, the planning commission MAY review and comment on the plan. Commission review depends on the scale/intensity, potential impacts or possible traffic hazards among other things [74-1102]
- ✓ Planning commission can make recommendations concerning the site plan. The zoning administrator shall incorporate such recommendations into the review of the site plan. The site plan shall be finally approved or denied by the zoning administrator.
- ✓ **Approval of the site plan shall expire within 2 years of the approval date unless building permits have been obtained for construction.**

II. Site Plan Submittal Information

- Applicants shall submit 2 copies of the preliminary site plan, a complete application and application fee of **\$150.00**. At least 5 copies of the site plan are required to be submitted for final approval [74-1102]
- Applicants is responsible for forwarding copy of site plan to VDOT, Health Dept (as applicable) and any other federal or state agencies for review. Applicant shall provide planning department with reviewer feedback [74-1102]
- A site plan submission shall be considered to be complete when the fees, plans, application materials and comments have been received and when the zoning administrator has reviewed the plan, if required [74-1102]

III. General Site Plan Requirements

The site plan shall be clearly legible and shall be drawn at a scale acceptable to the zoning administrator. The site plan shall include three general sections, the project information section, the calculations section, and the site plan and details section. The information required for each section is listed below:

STAFF REVIEW COMMENTS

Project information section [74-1103].

- A title that includes the name of the proposed or existing business and a subtitle, which describes the proposed development.
- The name, address and phone number of the landowner, developer and designer.
- The Cumberland County Property Tax Map Number of all lots included on the site plan.
- The number and type of dwelling units included on the site plan for residential uses.
- The total land area and total developed land area of all lots included on the site plan.
- A detailed description of the proposed use or uses of the development, as well as a description of the existing use or uses.
- A reference to any other site plans or master development plan approved by the county for the site.
- The date the site plan was prepared and a list of all revisions made, including the date and a description of why the site plan was revised.
- A table of contents including all pages of the site plans.
- A list of all proposed utility providers, with their address, name and phone number.
- An inset map showing the location of the site, along with the location of streets, road and land uses within 500 feet of the property.
- A statement listing all requirements and conditions placed on the land included in the site plan resulting from approval of conditional use permit.
- A description of setbacks or conditions placed on the site as a result of an approved variance, conditional use permit or accepted conditional zoning proffer.
- The name of the magisterial district within which property is located.

Calculations section.

- Calculations showing the floor area ratio (FAR) of the site, including the maximum allowed Floor Area Ratio, total ground floor area, total floor area, and total lot area.
- Calculations showing the total number of required and proposed parking spaces, including the total number of existing and proposed spaces.
- Calculations showing the total number of required handicap spaces, including the total number of existing and proposed spaces.
