

**ZONING SITE PLAN  
APPLICATION  
FOR  
COMMERCIAL,  
INDUSTRIAL, OR  
INSTITUTIONAL  
DEVELOPMENT**



**Shenandoah County Office of Community Development**  
600 North Main Street, Suite 107  
Woodstock, VA 22664  
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**APPLICANT CHECK LIST –  
ZONING SITE PLAN  
(COMMERCIAL/INDUSTRIAL/INSTITUTIONAL USES)**

Certain residential uses require Site Plan approval before a zoning permit can be issued. Those uses are listed below. It is recommended that applicants contact the Community Development Office before submitting this information. The following information is required for a complete application for a site plan.

<u>Date Completed</u>	<u>Activity</u>
_____	Completed and signed Commercial/Industrial/Institutional application
_____	Completed agency comment sheets from the appropriate departments (as identified by the Zoning Administrator during preliminary review conference).
_____	20 copies of a site plan (see attached site plan requirements).
_____	Application fee paid in full (\$1200)

Site Plan reviews are placed on the Planning Commission agenda for the next scheduled meeting at least 24 days after a completed application is received. Site plans for uses not requiring a special use permit are approved or disapproved by the Planning Commission. Those uses requiring a special use permit also need Board of Supervisors approval for the site plan. The applicant and/or their representative must attend the Planning Commission meeting to answer any questions about the proposal. Once site plan approval is obtained, a zoning permit can then be issued.

Site plan approval is required for the following uses:

Commercial/Industrial/Institutional:

- Shopping centers
- Schools, churches and other public buildings
- Hospitals, nursing homes, convalescent homes
- Offices and/or industrial parks
- Hotels and motels
- Country inns
- Rural resorts
- Corporate training centers
- Motor vehicle impoundment lots
- Retail greenhouse and nursery operations
- Self-service storage facilities
- Telecommunications towers
- Other business and industrial buildings to contain a floor area of more than 5,000 square feet

Residential:

- Mobile home parks
- Multiple-family dwellings (apartments)
- Townhouses
- Cluster housing development

## **SITE PLAN REQUIREMENTS**

Drawn to a scale of not more than 1" = 200' on paper at least 12" x 24" and shall show the following:

- a) Proposed title of the project and the name of the engineer, architect, or landscape architect, and the developer.
- b) The north point, scale and date.
- c) Existing zoning and zoning district boundaries on the property and immediately surrounding properties.
- d) Present use of the property and all abutting properties.
- e) The boundaries of the properties involved, county or municipal boundaries, the general location of all existing easements and property lines, existing streets, buildings or waterways, major tree masses and other physical features in or adjoining the project.
- f) Topography of the project area with contour intervals of two (2) feet or less, unless waived by the Administrator as clearly unnecessary to a review of the project or proposal.
- g) The approximate location and sizes of all existing and planned sanitary and storm sewers, water mains, culverts, and other underground structures in or near the project. Stormwater disposition shall be shown where necessary.
- h) Proposed zoning changes, if any.
- i) The general location and character of proposed streets, entrances and exists, driveways, and curb cuts.
- j) The size, location, and number of proposed parking spaces including loading spaces with type of surface treatment and space marking, and outdoor lighting systems.
- k) The general location of proposed lots, setback lines, any easements or reserved areas.
- l) Location of all buildings with respect of each other, lot lines, and major excavations, showing height of all structures (full dimensioning not required).
- m) General location, height and material of all fences, walls, planting screen, and landscaping.
- n) General location, character, size and height of all proposed signs.
- o) Total number of acres in the project with the percentage proposed for each use on the site.
- p) Total number of dwelling units in the project and number units per acre.

The Zoning Administrator or Planning Commission may establish additional requirements or may waive a requirement not essential for project review.



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**Zoning Site Plan Application -  
 Commercial/Industrial/Institution**

**PROJECT NAME:** \_\_\_\_\_

**APPLICANT / OWNER**

**Applicant Name** \_\_\_\_\_ **Address** \_\_\_\_\_

Daytime Telephone \_\_\_\_\_

E-Mail \_\_\_\_\_

**Owner Name** \_\_\_\_\_ **Address** \_\_\_\_\_

Daytime Telephone \_\_\_\_\_

E-Mail \_\_\_\_\_

**PROPERTY**

Address / Location \_\_\_\_\_

Tax Map Numbers \_\_\_\_\_ Parcel size \_\_\_\_\_ ac \ sf

**PROJECT**

Description of Project \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total Project Area \_\_\_\_\_ No. of Employees \_\_\_\_\_

No. of Parking Spaces \_\_\_\_\_ No. of Loading Areas \_\_\_\_\_

Existing Bldg Coverage \_\_\_\_\_ New Coverage \_\_\_\_\_ Pct New Coverage \_\_\_\_\_

*I certify the above information and associated documents provided is correct and true.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

**OFFICE USE ONLY**

Permit # _____	Fee _____	Date Rec'd _____	Floodplain? Y \ N
Zoning _____	Electoral Dist. _____	Magisterial Dist. _____	