



# **COMMERCIAL/INDUSTRIAL SITE PLAN APPLICATION**

**Shenandoah County Office of Community Development**

600 N. Main St., Suite 107

Woodstock, VA 22664

Phone: 540-459-6185

Fax: 540-459-6193

<http://shenandoahcountyva.us/zoning/>

Version: February 2021

# SITE PLAN PERMITTING PROCESS

starts with...

**AN IDEA**

Call 540-459-6185 to talk to a Shenandoah County Planning And Zoning staff for consultation on the idea of a potential use and if it needs to have site plan review.

**Notify the Zoning Administrator of your intent to submit a Site Plan for review**

**Discussions With VDOT and VDH**

**Technical Review Team Meeting**

TRT Meetings serve as pre-application meetings where you can speak to all agencies such as VDOT, VDH, Fire Marshall, and others before an application is submitted to determine feasibility. All are welcome to have a TRT, but the Zoning Administrator or a designee will determine if a TRT meeting is required. If not required, an applicant must reach out to VDOT and VDH on their own prior to application submittal. One may request a TRT at any time before an application is submitted.

**Submit Site Plan Application**

Applications are due 8 weeks prior to a Planning Commission meeting. An application must be considered complete before it is eligible for a meeting. Staff will share all comments from agencies with the applicant at least two weeks prior to the meeting. There will not be a public hearing and no letters, ADs, or signs will be posted for the meeting.

**Planning Commission Review**

The Planning Commission hold a meeting to review the applicant's site plan. The Planning Commission will hear a presentation from staff and entertain a presentation from the applicant.

**Board Of Supervisors Final Decision**

While the Board of Supervisors tend to make final decisions their last meeting the month of the public hearing. Applicants who are denied may reapply immediately after the meeting.

Applicants can couple their preliminary and final site plan approvals to reduce their meeting count from four to two.

**Final Review**

If applicants do not couple their preliminary and final site plans, then they must submit a final within a year of the approval of the preliminary.

**Meet Agency Requirements**

Applicants must adhere to agency comments prior to the start of operations.

**Congratulations! You Can Start Business**

# SITE PLAN REVIEW APPLICATION INSTRUCTIONS

Please use the checklist below to ensure all steps are taken to complete your application for Site Plan Review. All Site Plans must adhere to Chapter 165 of the ordinances of Shenandoah County (available online at <http://www.unicode360.com/SH1548> ). A completed application packet is submitted to the Zoning Administrator and will be decided by the Board of Supervisors. If you are unfamiliar with this process, please contact the County Zoning Administrator at 540-459-6185 to set an appointment to meet.

## SITE PLAN REVIEW CHECKLIST

Completed and signed application form.
Completed Technical Review Team Meeting (if required by Zoning Administrator/designee).
If applicant is acting as the agent to represent the owner, a completed Power of Attorney form.
Five copies of a Preliminary Site Plan or Final Site Plan.
Completed review by all required agencies.
Application fee (noted below).

## APPLICATION REVIEW AND ACTION

Once the applicant submits the complete application, the Special Use Permit request is scheduled for the next Planning Commission meeting. The applicant or agent is required to appear at this meeting to present the Site Plan and to answer any questions. This meeting normally begins at 7:00 p.m. and takes place in the Board Room of the Shenandoah County Government Office in Woodstock, Virginia. The applicant must take responsibility for contacting the Zoning Administrator to find out the exact date, time, and location in case any changes are made to the normal schedule. 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.

After the Planning Commission makes its recommendation, the Board of Supervisors will take up the matter at a scheduled meeting, normally the 4th Tuesday of the month at 7:00 p.m. at the same location. Again the applicant is responsible for calling the Zoning Administrator to confirm the date, time, and location of the Board meeting.

### Agency Comments

The Zoning Administrator determines for each application the appropriate agencies that must comment on the application.

### Site Plan Application Fee: \$1,500 Plus \$100 Per Acre

Make checks payable to "Shenandoah County Treasurer".

# SITE PLAN APPLICATION

(Based on Shenandoah County Code § 165.97)

Final site plans must be submitted within one year of the approval of a preliminary site plan. Site plans are required for the following uses:

Commercial/Industrial:

- Shopping Centers
- Offices and/or industrial parks
- Hotels and motels
- Country inns
- Rural resorts
- Special Event Centers
- Corporate training centers
- Motor vehicle impoundment lots
- Retail greenhouse and nursery operations
- Self-service storage facilities
- Telecommunications towers
- Large Scale Solar Facilities
- 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

Public:

- Schools, churches and other public buildings
- Hospitals, nursing homes, convalescent homes

Preliminary site plans must be 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 exits, 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 of units per acre.

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

SHENANDOAH COUNTY  
OFFICE OF COMMUNITY DEVELOPMENT  
600 N. MAIN ST., SUITE 107  
WOODSTOCK, VA 22664  
540-459-6185



## SITE PLAN APPLICATION

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

### Applicant / Owner

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

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

If Applicant Is Not The Property Owner, Please Provide The Following:

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

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

### Property

**Project Size:** \_\_\_\_\_  acre sqft  Parcel Address / Location: \_\_\_\_\_

**Parcel Number(s):** \_\_\_\_\_

### Project

**Project Applied For:** \_\_\_\_\_ **Current Land Use:** \_\_\_\_\_

Please Describe The Project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Number of Employees:** \_\_\_\_\_

**Number of Parking Spaces:** \_\_\_\_\_

**Number of Loading Areas:** \_\_\_\_\_

**Existing Building Coverage:** \_\_\_\_\_ **New Coverage:** \_\_\_\_\_ **% New Coverage:** \_\_\_\_\_

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

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### OFFICE USE ONLY

**SPR#:** \_\_\_\_\_ **Fee:** \_\_\_\_\_ **Date Received:** \_\_\_\_\_



# SPECIAL LIMITED POWER OF ATTORNEY

County of Shenandoah, Virginia

Web Site: <http://www.shenandoahcountyva.us/community>

Office of Community Development

Mailing Address: 600 N. Main St., Suite 107, Woodstock, VA 22664

Phone: (540) 459-6185 Fax: (540) 459-6193

## Know All Individuals By These Presents: That I (We)

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

Address: \_\_\_\_\_

the owner(s) of all those tracts or parcels of land ("Property") conveyed to me (us), by deed recorded in the Clerk's Office of the Circuit Court of the County of Shenandoah, Virginia, by

Instrument No. \_\_\_\_\_, on Page \_\_\_\_\_

and is described as Tax Map Number(s): \_\_\_\_\_

do hereby make, constitute and appoint:

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

Address: \_\_\_\_\_

To act as my true and lawful attorney-in-fact and in my (our) name, place and stead with full power and authority I (we) would have if acting personally to file planning applications for my (our) above described Property, including:

- Rezoning (With Voluntary Agreements)       Preliminary Subdivision       Final Subdivision
- Special Use Permit (With Voluntary Agreements)       Administrative Modification       Administrative Site Plans

My attorney-in-fact shall have the authority to offer voluntary agreements and to make amendments to previously approved voluntary agreements except as follows:

This authorization shall expire one year from the day it is signed, or until it is otherwise rescinded or modified.

In witness thereof, I (we) have hereto set my (our) hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

Signature(s): \_\_\_\_\_

State of Virginia, City/County of \_\_\_\_\_, To-wit:

I, \_\_\_\_\_, a Notary Public in and for the jurisdiction aforesaid, certify that the person(s) who signed to the foregoing instrument and who is (are) known to me, personally appeared before me and has acknowledged the same before me in the jurisdiction aforesaid this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

Notary Public:

My Commission Expires:

# APPLICATION PROCESS EVALUATION

We would like to learn how we might improve this process. Please complete this form and submit it to the Department of Planning And Zoning or email it to the staff member you are working with. You can submit it to us separately from the application if you wish. You may also submit it anonymously.

1. Which type of application did you complete?

- Rezoning (With Voluntary Agreements)       Preliminary Subdivision       Final Subdivision  
 Special Use Permit (With Voluntary Agreements)       Administrative Modification       Administrative Site Plans

2. Which part, if any, of the application process did you find particularly difficult? (Check as many as you wish)

- Learning The SUP Process       Preliminary Site Plan  
 Achieving A Zoning Determination       Finding A Copy Of The Property Deed  
 Technical Review Team Meeting       Obtaining A Receipt Showing Taxes Paid In Full  
 Community Collaboration Form       Completing The Disclosure Form  
 Power Of Attorney Form  
 Other: \_\_\_\_\_

3. Did you have a discussion with a staff member before submitting the application?       Yes / No

4. Were you able to receive the assistance or information that you needed from the staff?       Yes / No

5. What portion of this process took the longest for you?

- Learning The SUP Process       Preliminary Site Plan  
 Achieving A Zoning Determination       Finding A Copy Of The Property Deed  
 Technical Review Team Meeting       Obtaining A Receipt Showing Taxes Paid In Full  
 Community Collaboration Form       Completing The Disclosure Form  
 Power Of Attorney Form  
 Other: \_\_\_\_\_

6. What do you think could have been done differently to make this process quicker?

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7. Do you have any suggestions about what we could do to make this process work better?

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