



COMMONWEALTH OF VIRGINIA
COUNTY OF FLUVANNA

Site Development Plans Description & Process

Developed by Planning Dept. from the Zoning Ordinance

A **site development plan** is required for any development, on any site, in all zoning districts in any case in which construction or a change in use of the existing site necessitates additional parking or causes a visible change in the site. These include, but are not limited to the following [Sec. 22-23-2]:

- ◆ Grading
- ◆ Removal of Vegetation
- ◆ Building additions causing a change in traffic circulation
- ◆ Any change that would have a significant impact on the public health, safety and welfare

The following are **exempt** from submitting site plans [Sec. 22-23-2.1]:

- ◆ Single-family or two-family dwellings situated on individual lots
- ◆ Non-commercial additions or changes in occupancy of single family or two family detached dwellings
- ◆ Non-commercial accessory structures to single family detached dwellings
- ◆ Accessory buildings or structures on property used for the growing of ag. crops, livestock, or forestry timber when such buildings or structures are necessary for such growing
- ◆ Harvesting of plants or tress grown on site or clearing of a site for use for agricultural or pasture purposes

3 types of Site Development Plans:

- ◆ **Small Expansion/Disturbance** – Requires sketch plan only [Sec. 22-23-8.A.3]
 - ◆ Building expansion is less than 500 sq. ft.
 - ◆ Area of disturbance is less than 2,500 sq. ft.
 - ◆ Development has no external lighting
 - ◆ No more than 4 additional parking spaces are constructed
- ◆ **Minor** – Requires sketch plan and final plan [Sec. 22-23-8.B.1]
 - ◆ Building expansion between 501 sq. ft to 2,499 sq. ft.
 - ◆ Area of disturbance between 2,500 sq. ft to 9,999 sq. ft.

- ◆ Final Plan must contain all elements of Sec. 22-23-6
- ◆ **Major** – Requires sketch plan and final plan [Sec. 22-23-8.C.1]
 - ◆ All site plans that are not minor are major
 - ◆ Building expansion of 2,500 sq. ft. and greater
 - ◆ Area of Disturbance of 10,000 sq. ft. and greater
 - ◆ Final Plan must contain all elements of Sec. 22-23-6 and 22-23-7

Site Development Plan Process:

- ◆ **Small Expansion/Disturbance - Administrative(Staff) Review Only**
 - ◆ Submit site development plan application, sketch plan fee, sketch plan and plan will be reviewed for final approval within 30 days of submittal
- ◆ **Minor Site Development Plan (SDP) – Administrative(Staff) Review Only**
 - ◆ Pre-Application meeting
 - ◆ Submit SDP application, sketch plan and minor SDP fees, and sketch plan.
 - ◆ Once deemed complete the plan will be circulated to applicable reviewers for comment within 30 days
 - ◆ At the end of 30 days the plan will either be approved or a letter will be provided by staff detailing why it cannot be approved.
- ◆ **Major Site Development Plans (SDP) – Planning Commission & Administrative (Staff) Review**
 - ◆ Pre-Application meeting
 - ◆ Submit SDP application, sketch plan and major SDP fees, and sketch plan
 - ◆ Submittal deadlines are the first working day of every month
 - ◆ Once deemed complete staff will forward the applicant and members of the Technical review committee (TRC) copies of the proposed site plan for preparation of the TRC meeting
 - ◆ Approx, two weeks from initial submittal the plan will be reviewed by the TRC - the applicant or authorized representative is required to attend
 - ◆ Staff will provide the applicant with comments from the TRC meeting 2-3 working days after the meeting. The applicant has till the last Friday of the month to prepare and return any revisions required
 - ◆ If revisions are received on time, the sketch plan will then be placed on the Planning Commission's agenda. .
 - ◆ If approved, by the Planning Commission, the applicant must then submit a final site development plan and required checklists for review and approval. The approved final plan is required before any certificate of occupancy (C.O.) is granted.
 - ◆ If all improvements shown on the final plan have not been completed by the time the applicant requests a C.O., such improvements (like landscaping, paving, lighting, etc.) will require bonding.