



**SITE PLAN APPLICATION  
COMMERCIAL/INDUSTRIAL  
AND RESIDENTIAL**

**Shenandoah County Planning & Zoning Office**

600 North Main Street,  
Suite 107  
Woodstock, VA 22664

Phone: 540-459-6190  
Fax: 540-459-6193

## APPLICANTS CHECK LIST - SITE PLAN

Certain uses require Site Plan approval before a zoning permit can be issued. Those uses are listed on the back of this sheet. It is recommended that applicants meet with the Planning & Zoning Office before submitting this information. The following information is required for a complete application for a site plan.

Check/Date	Activity
_____	Completed and signed residential or commercial application (white sheet)
_____	Completed agency sheets from the appropriate departments (green sheets in packet). Only the agencies that are checked need to receive a green sheet. A copy of the application form and site plan must be attached to each agency sheet in order for the agency to comment on the site plan.
_____	20 copies of a site plan (11" x 17") 5 large copies (24" x 36")
_____	Application fee paid in full

**\*The application packet must be completed and submitted prior to the submission deadline listed on attachment "A" located in this packet.**

**\*Fee Schedule for Site Plan: Commercial/Industrial:** \$1500 plus \$100 per acre

**Residential:** \$1000 plus \$100 per unit

**Institutional - Churches/Schools:** \$500 plus \$20 per acre

Site Plans are placed on the Planning Commission agenda according to the attached 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. 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:

- 1) Mobile home parks
- (2) Shopping centers
- (3) Multiple-family dwellings (apartments)
- (4) Townhouses
- (5) Schools, churches and other public buildings
- (6) Offices and/or industrial parks
- (7) Hotels and motels
- (8) Business and industrial buildings, if the building is to contain a floor area of more than 5,000 square feet
- (9) Hospitals, nursing homes, convalescent homes
- (10) Cluster housing development
- (11) Motor vehicle impoundment lot
- (12) Retail greenhouse and nursery operations
- (13) Telecommunications towers
- (14) Self-service storage facilities
- (15) Corporate training centers
- (16) Country inns
- (17) Rural resorts

**APPLICATION FOR REVIEW OF SITE PLAN  
COMMERCIAL/INDUSTRIAL/INSTITUTION  
SHENANDOAH COUNTY OFFICE OF PLANNING AND ZONING**

1. Name of Project: \_\_\_\_\_

2. Location of the Project: \_\_\_\_\_

3. Tax Map: \_\_\_\_\_ 4. Zoning District: \_\_\_\_\_

5. Magisterial District \_\_\_\_\_ 6. Electoral District \_\_\_\_\_

7. Property Owner's Name: \_\_\_\_\_

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

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

8. Applicant/Agent: \_\_\_\_\_

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

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

9. Designer/Design Co.: \_\_\_\_\_

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

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

10. Description of Project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

11. Total Area of Property: \_\_\_\_\_ Ac./Sq. Ft. 12. Area of Project: \_\_\_\_\_ Ac./Sq. Ft.

12. Existing Building Coverage: \_\_\_\_\_ Sq. Ft. 13. New Building Coverage: \_\_\_\_\_ Sq. Ft.

14. # of Employees: \_\_\_\_\_ 15. # of Parking Spaces \_\_\_\_\_ 16. # of Loading Areas: \_\_\_\_\_

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**To Be Completed By Zoning Office:**

Floodplain: Yes \_\_\_\_\_ No \_\_\_\_\_ Fee Paid: \_\_\_\_\_ Date: \_\_\_\_\_

**APPLICATION FOR REVIEW OF SITE PLAN  
RESIDENTIAL DEVELOPMENT  
SHENANDOAH COUNTY OFFICE OF PLANNING AND ZONING**

1. Name of Project: \_\_\_\_\_

2. Location: \_\_\_\_\_

3. Tax Map: \_\_\_\_\_ 4. Zoning District: \_\_\_\_\_

5. Magisterial District: \_\_\_\_\_ 6. Election District: \_\_\_\_\_

7. Property Owner's Name: \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

8. Applicant/Agent \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

9. Designer/Design Company \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Contact Person \_\_\_\_\_

10. Description of Project \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

11. Total Area of Property \_\_\_\_\_ Ac./Sq. Ft. 12. Area of Project: \_\_\_\_\_ Ac./Sq. Ft.

13. Total Number of Lots or Units \_\_\_\_\_

14. Gross Density of Project \_\_\_\_\_

**APPLICATION FOR REVIEW OF SITE PLAN  
RESIDENTIAL DEVELOPMENT (CONTINUED)**

15. Type of Units (Townhouses, Apartments, etc.)

<u>No. Of Units</u>	<u>Type</u>	<u>Bedroom/Unit</u>	<u>Parking Space/Unit</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

16. Total Bedrooms \_\_\_\_\_ 12. Total Parking Spaces \_\_\_\_\_

13. Total Building Coverage \_\_\_\_\_ 14. Percent of Area \_\_\_\_\_

15. Reserved for Open Space \_\_\_\_\_ Acres/Square Feet

16. Percent of Total Area Reserved \_\_\_\_\_

17. Land to be Dedicated \_\_\_\_\_  
\_\_\_\_\_

18. Linear Feet of New Streets/Roads \_\_\_\_\_

19. Ownership of Streets/Roads \_\_\_\_\_

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**To Be Completed By Zoning Office:**

Floodplain: Yes \_\_\_\_\_ No \_\_\_\_\_ Fee: \_\_\_\_\_ Date Received: \_\_\_\_\_

**(Attachment B)**

**SITE PLAN REQUIREMENTS**

- (a) Drawn to a scale of not more than 1" = 200' on paper at least 12" x 24" and shall show the following:
- (b) Proposed title of the project and the name of the engineer, architect, or landscape architect, and the developer.
- (c) The north point, scale and date.
- (d) Existing zoning and zoning district boundaries on the property and immediately surrounding properties.
- (e) Present use of the property and all abutting properties.
- (f) 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.
- (g) 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.
- (h) 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.
- (i) Proposed zoning changes, if any.
- (j) The general location and character of proposed streets, entrances and exists, driveways, and curb cuts.
- (k) The size, location, and number of proposed parking spaces including loading spaces with type of surface treatment and space marking, and outdoor lighting systems.
- (l) The general location of proposed lots, setback lines, any easements or reserved areas.
- (m) Location of all buildings with respect of each other, lot lines, and major excavations, showing height of all structures (full dimensioning not required).
- (n) General location, height and material of all fences, walls, planting screen, and landscaping.
- (o) General location, character, size and height of all proposed signs.
- (p) Total number of acres in the project with the percentage proposed for each use on the site.
- (q) Total number of dwelling units in the project and number units per acre.
- (r) The Zoning Administrator or Planning Commission may establish additional requirements or may waive a requirement not essential for project review.

**Application Submission Deadline - 2009  
for Rezoning, Special Use Permits, Site Plans and Subdivision Plats**

<b>Submission Deadline**</b>	<b>Joint Hearing before Planning Commission &amp; Bd. of Supervisors</b>	<b>Board of Supervisors Meeting</b>
January 12	February 5	February 24
February 9	March 5	March 24
March 9	April 2	April 28
April 13	May 7	May 26
May 11	June 4	June 23
	<b>No meeting in July, 2009</b>	
July 13	August 6	August 25
August 10	September 3	September 22
September 7	October 1	October 27
October 13	November 5	November 24
November 9	December 3	December 8
	<b>No meeting in January, 2010</b>	

## AGENCY REVIEW LIST

Agencies requiring comment will be identified by the Zoning Administrator during preliminary review conference:

- \_\_\_\_\_ Erosion & Sediment Control  
600 N. Main Street, Suite 107  
Woodstock, VA 22664  
Attn: Jason A. Smith
  
- \_\_\_\_\_ Shenandoah County Department of Building Inspections  
600 N. Main Street, Suite 107  
Woodstock, VA 22664  
Attn: Geary Showman
  
- \_\_\_\_\_ Virginia Department of Transportation  
14031 Old Valley Pike  
Edinburg, VA 22824  
Attn: Lloyd A. Ingram
  
- \_\_\_\_\_ Shenandoah County Health Department  
600 N. Main Street, Suite 106  
P.O. Box 269  
Woodstock, VA 22664
  
- \_\_\_\_\_ Shenandoah County Fire Prevention Officer  
600 N. Main Street, Suite 109  
Woodstock, VA 22664  
Attn: David Ferguson
  
- \_\_\_\_\_ Sky Bryce Association  
P.O. Box 20  
Basye, VA 22810  
Attn: Bonnie Henry
  
- \_\_\_\_\_ Stoney Creek Sanitary District  
236 South Main Street  
Woodstock, VA 22664-1452  
Attn: Rodney McClain, Director
  
- \_\_\_\_\_ Toms Brook-Maurertown Sanitary District  
236 South Main Street  
Woodstock, VA 22664-1452  
Attn: Rodney McClain
  
- \_\_\_\_\_ Town of Edinburg  
P.O. Box 85  
Edinburg, VA 22824  
Attn: Dan Harshman, Mayor

\_\_\_\_\_ Town of Mt. Jackson  
P.O. Box 487  
Mt. Jackson, VA 22842  
Attn: Charlie Moore, Town Manager

\_\_\_\_\_ Town of New Market  
P.O. Box 58  
New Market, VA 22844  
Attn: Evan Vass, Town Manager

\_\_\_\_\_ Town of Strasburg  
P.O. Box 351  
Strasburg, VA 22657  
Attn: Kevin Fauber

\_\_\_\_\_ Town of Toms Brook  
3356 S. Main Street  
Toms Brook, VA 22660  
Phil Fauber, Mayor

\_\_\_\_\_ Town of Woodstock  
135 North Main Street  
Woodstock, VA 22664  
Attn: Larry Bradford, Town Manager

\_\_\_\_\_ Shenandoah County Schools  
600 N. Main Street, Suite 200  
Woodstock, VA 22664  
Attn: Dr. Keith Rowland

\_\_\_\_\_ Shenandoah County Economic Development Committee  
600 N. Main Street, Suite 101  
Woodstock, VA 22664  
Attn: Susie Hill

\_\_\_\_\_ Other:

**-MUST HAVE 5 COPIES OF THIS 2 PAGE ATTACHMENT-**

**ATTACHMENT D  
SHENANDOAH COUNTY  
OFFICE OF PLANNING AND ZONING  
600 NORTH MAIN STREET, SUITE 107  
WOODSTOCK, VIRGINIA 22664**

**Comments For:**

\_\_\_\_\_ **Special Use Permits** \_\_\_\_\_ **Site Plan**

\_\_\_\_\_ **Subdivision** \_\_\_\_\_ **Rezoning**

**THIS PAGE TO BE COMPLETED BY APPLICANT:**

Agency Name & Address:

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Applicant's Name, Address and Phone Number:

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Name of Development and Description of the Request:

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Location:

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Tax Map #: \_\_\_\_\_

**Continued**

