

City of Petersburg Development Review Team

Site Plan Application & Checklist

General Information

Application #: _____ **Date Submitted:** _____ **Reviewer:** _____

Name of Proposed Project/Development: _____

Project/Development Description: _____

Surveyor/Engineer Contact Information: _____

Tax Parcel Number(s): _____

Address of Subject Parcel: _____

Zoning Classification: _____ Zoning Case # (if any) _____

Acreage: _____ Historic District: _____

Owner Name: _____

Owner Address: _____

Owner Telephone Number: _____ Owner E-mail Address: _____

Agent Name: _____

Agent Address: _____

Agent Telephone Number: _____ Agent E-mail Address: _____

REQUIRED ATTACHMENTS:

1 completed Site Plan Application/Checklist, Site Plans (9 copies – FOLDED), 1 copy each of drainage calculations to present to Planning, DPU & DPW, Site Plan Review Fees.

NOTE: If all Required Attachments are not received, this application will NOT be accepted.

Site Plan Review Requirements

- A. Date of Preliminary Review Meeting (required for all new applications) _____

- B. Every site plan submitted in accordance with the requirements of this ordinance shall show the following information unless the Director of Planning & Community Development determines that such information is not necessary to ensure conformance with City ordinances or standards:
 - (1) Name and location of the proposed development. _____
 - (2) The boundary of the entire tract showing distances and bearings. _____
 - (3) The name and address of the property owner and/or developer of the site, if different than the owner and the name and address of the person or firm preparing the site plan. _____
 - (4) Area and present zoning of the site proposed for development. _____
 - (5) Adjacent and abutting properties with information on ownership, zoning and current use. _____
 - (6) Location of the lot or parcel by vicinity map. Site plans shall also contain a north arrow, original date, revision dates and graphical scale. _____
 - (7) The names and locations of existing and proposed public or private streets, alleys and easements on or adjacent to the site. The center lines or boundary of adjacent rights-of-way shall also be shown. _____
 - (8) The exact location of buildings or structures existing on or proposed for the site, including their setbacks from property lines, and the distance between buildings or structures. _____
 - (9) The existing topography of the parcel prior to grading and the proposed finished contours of the site with a maximum of two-foot contour intervals. _____
 - (10) Property lines of the parcel(s) proposed for development, including the distances and bearings of these lines. If only a portion of a parcel is proposed for development, a limit of development line shall also be shown. _____
 - (11) The tax parcel number(s) of parcels proposed for development and depicted on the site plan. _____
 - (12) The name of adjacent property owners and the owners of any property on which any utility or drainage easement may be required in conjunction with the development. Tax parcel numbers for each of these properties shall also be provided. _____
 - (13) The nature of the land use(s) proposed for the site. _____
 - (14) The zoning district designation of the parcel(s) proposed for development and the zoning designation and current land use of adjacent parcels. _____
 - (15) The location, type, and size of site access points such as driveways, curb openings, and crossovers. Sight distances at these access points shall be provided. If existing median cuts will serve the site they shall be shown. If new median cuts are proposed, their location shall also be shown. _____
 - (16) All proffers accepted by City Council as a condition of rezoning shall be shown on the plan. _____
 - (17) Off-street parking areas and parking spaces including handicapped spaces, loading spaces, and walkways indicating type of surfacing, size, angle of stalls, width of aisles, and a specific schedule showing the number of spaces provided and the number required by this ordinance. _____
 - (18) The number of stories, floor area, and building height of each building proposed. If more than one land use is proposed the floor area of each land use shall be provided. Floor area shall be calculated on the basis of parking required for the use(s). _____
 - (19) For residential developments, the type of dwelling unit shall be stated along with the number of units proposed. Where necessary for determining the number of required parking spaces, the number of bedrooms in each unit shall also be provided. _____
 - (20) The location of proposed or required fire lanes and signs. _____
 - (21) Detailed utility plans and calculations shall be submitted for sites for which public water or sewer will be provided or for sites on which existing utilities will be modified. The Director of Public Works or designee shall have the authority to set the standards for such plans. _____

- (22) An erosion and sedimentation control plan and detail sheet shall be submitted for site developments involving the grading disturbance of greater than 2500 square feet of area, or 1,000 cubic yards of material. A narrative shall be submitted, including a schedule for maintenance and removal of measures _____
- (23) A detailed storm water management plan and calculations shall be submitted. The City Engineer or design shall determine the requirements for such plans. _____
- (24) The location of existing and proposed freestanding signs on the parcel. _____
- (25) The location and type of proposed exterior site lighting, including height of poles and type of fixtures. A photometric detail shall be provided. The foot-candle for lighting shall not exceed 1.0 at the property line. _____
- (26) The location of any 100-year flood plain and floodway on the site and the relationship of buildings and structures to this floodplain and floodway. _____
- (27) All environmentally sensitive features including wetlands, steep slopes, shrink swell soils, historic sites, gravesites and location of endangered species _____
- (28) The location of required or proposed buffer yards, screening, fencing, and site landscaping and irrigation. The type and size of the plant materials and screening to be used shall be provided. In addition, the relationship of these materials to physical site improvements and easements shall be provided. The preferred trees and shrubs will be native or direct cultivars of native plants (Nativars) to Virginia. The Director of Planning & Community Development, in consultation with the Police Department, shall approve a landscape plan as part of the site plan for the development. To ensure survival, the landscaping shall be bonded or a guarantee provided by a nursery for a period of one (1) year after installation. _____
- (29) The location of dumpsters, trash compactors and screening materials _____
- (30) Approval Block

SITE PLAN APPROVAL City of Petersburg, VA	
Planning & CD	_____
Code Compliance	_____
Public Works	_____
Utilities	_____
Police	_____
Fire Marshall	_____
PLAN NOTES:	_____

Format of Plans

- A. Site plans shall be submitted on sheets no greater in size than 34 by 44 inches. A sheet size of 24 by 36 inches is preferred. The scale of the plans shall not be greater than one-inch equals 10 feet (1"=10'), or less than one inch equals fifty feet (1"=50'). Plans shall be designed using an engineering scale. The administrator may approve a lesser scale such as 1"=100' provided sufficient detail is provided to insure compliance with all applicable requirements of this ordinance and any other requirement or ordinance of the City or Commonwealth. _____
- B. If more than one sheet is used to supply the information required the sheets shall be numbered, and match lines shall be provided when appropriate, to clearly indicate where the plans join. _____

- C. After approval, the City shall require that all approved plans be submitted to the City _____
in digital format.

Additional requirements if applicable:

A. Easements and Rights-of-Way

- (1) Dominion Virginia Power – (*Processing fees may be applicable*)
Please contact Martha Ragland, Senior Right-of-Way Management Representative at (804) 240-5575. Ms. Ragland is the coordinator of Electric Transmission Right-of-Ways and guidelines to Encroachment Request requirements on Dominion Virginia Power Right-of-Ways. A letter of consent is required from Dominion that encroachment is authorized.
- (2) Columbia Gas Transmission – (*Processing fees may be applicable*)
Please contact Cedric Kline, Land Agent at (804) 733-2486 for guidelines for construction near natural gas pipeline facilities.

B. Land Disturbance Requirements

A Land Disturbance permit and associated fees will be required for any area disturbed greater than 2,500 square feet in the Chesapeake Bay Area or 10,000 square feet in any other part of the City.

Approval of a site plat does not constitute approval of any land disturbance activities.