

PLANNING & DEVELOPMENT APPLICATION

DEPARTMENT OF PLANNING & COMMUNITY
DEVELOPMENT
905 McKinney Blvd.
Colonial Beach, VA 22443
(804) 224-7185
(804) 224-1381 fax
www.colonialbeachva.net



CASE NUMBER: _____

1. TYPE OF REQUEST

- Rezoning: From _____ To _____
- Site Plan **MAJOR** Name of Development: _____
(see p. 6 for submission requirements)
MINOR Name of Development: _____
(see p. 6 for submission requirements)
- Conditional Use Permit (see p. 7 for submission requirements)
- E&S Plan/Land Disturbance
- SUBDIVISION Concept MAJOR (see p. 3 for submission requirements)
- Preliminary Name & Phase/Section: _____
- Final/Record Name & Phase/Section: _____
- Final/Record Name: _____
- MINOR Type: Family Boundary line adjustment/Lot Consolidation

2. APPLICANT INFORMATION

OWNER(S) OF RECORD (use additional sheets if more than one-party)

Owner

DAYTIME PHONE NUMBER

MAILING ADDRESS, CITY, STATE, ZIP CODE

Fax Number

E-mail Address

Applicant (if different from owner)

Applicant

DAYTIME PHONE NUMBER

MAILING ADDRESS, CITY, STATE, ZIP CODE

Fax Number

E-mail Address

Agent (if different from owner/applicant)

Applicant

DAYTIME PHONE NUMBER

MAILING ADDRESS, CITY, STATE, ZIP CODE

Fax Number

E-mail Address

3. PROPERTY INFORMATION

Tax Map Number			Total Acreage				
Subdivision Name		Section		Block		Lot	
Physical Address							
Existing Land Use			Existing Structures				
Current Zoning			Acreage of Request				
Proposed Utilities	Water: <input type="checkbox"/> Public		Sewer: <input type="checkbox"/> Public				

4. SUBDIVISION APPROVAL

If applying for subdivision approval please use the following in preparation of your subdivision plats:

Minor Subdivision – Final/Record Plat Requirements

- Note: Lot consolidations and boundary line adjustments are deemed to be minor subdivisions and shall be submitted to the Subdivision Agent for approval or disapproval.
1. Scale of 1 inch equals 100 feet or other scale approved by the *Subdivision Agent*.
 2. Name of subdivision, owner, subdivider, surveyor or engineer, date of drawing, numbers of sheets, north point and scale. If true north is used, method of determination must be shown.
 3. A boundary survey or existing survey of record provided such survey shows a closure with an accuracy of not less than one in twenty-five hundred.
 4. Total acreage and square feet; acreage and square feet of subdivided area,
 5. Number and approximate area and frontage of all building sites.
 6. Existing buildings within the boundaries of the tract and distance to all property lines.
 7. Names of owners and their property lines within the boundaries of the tract and adjoining such boundaries.
 8. All existing, platted and proposed streets, their names, numbers, and widths (right-of-way).
 9. Existing or proposed utility or other easements.
 10. Culverts, drains and water courses, their names and other pertinent data.
 11. Location of proposed subdivision by an insert map at a scale of not less than two (2) inches equal one (1) mile showing adjoining roads, their names and numbers, towns, subdivisions and other landmarks.
 12. Proposed building set-back lines shown as dotted lines and width of lot at set-back line if not otherwise apparent.
 13. All existing water courses/features (streams, creeks, lakes, rivers, etc.).
 14. Resource Protection Area boundaries, including differentiation between wetland core and buffer areas as defined by the Chesapeake Bay protection regulations.

Major Subdivision – Preliminary Plat Requirements

1. Scale of 1 inch equals 100 feet or other scale approved by the *Subdivision Agent*.
2. Name of subdivision, owner, subdivider, surveyor or engineer, date of drawing, numbers of sheets, north point and scale. If true north is used, method of determination must be shown.
3. A boundary survey or existing survey of record provided such survey shows a closure with an accuracy of not less than one in twenty-five hundred.

4. Total acreage and square feet; acreage and square feet of subdivided area,
5. Number and approximate area and frontage of all building sites.
6. Existing buildings within the boundaries of the tract and distance to all property lines.
7. Names of owners and their property lines within the boundaries of the tract and adjoining such boundaries.
8. All existing, platted and proposed streets, their names, numbers, and widths (right-of-way).
9. Existing or proposed utility or other easements.
10. Public areas and parking spaces with a detail for the size of typical space.
11. Culverts, drains and water courses, their names and other pertinent data.
12. The complete drainage layout showing all proposed storm water and water quality protection facilities, including all pipe sizes, types, drainage easements and means of transporting the drainage to a well defined open stream which is considered natural drainage.
13. A cross section showing the proposed street construction, depth and type of base, type of surface, curvature radii, etc.
14. Topographic contours at intervals of two (2) feet for the entire property, showing the proposed grades for the streets and drainage facilities including elevations of existing and proposed ground surface at all street intersections and at points of major grade change along the center line of streets, together with proposed grade lines connecting therewith.
15. A location map tying the subdivision into the town's present road system, either by aerial photographs or topographic maps of the U. S. Department of the Interior, or other acceptable maps.
16. Location of proposed subdivision by an insert map at a scale of not less than two (2) inches equal one (1) mile showing adjoining roads, their names and numbers, towns, subdivisions and other landmarks.
17. Proposed connections with existing sanitary sewers and existing water supply or alternate means of sewage disposal and water supply, and drainage outfalls and adequate outfall conditions.
18. All parcels of land to be dedicated for public use and the conditions of such dedication.
19. Proposed building set-back lines shown as dotted lines and width of lot at set-back line if not otherwise apparent.
20. Proposed block and lot numbers.
21. Resource Protection Area boundaries, including differentiation between wetland core and buffer areas as defined by the Chesapeake Bay protection regulations.

Major Subdivision - Final Plat Requirements

- *Plans and specifications.* Six (6) blue or black line prints of the final plans and specifications for all required physical improvements to be installed shall be prepared by a registered engineer, surveyor or landscape architect and shall be submitted to the *Subdivision Agent* for approval or disapproval.
1. The subdivision plat submitted for final approval by the governing body and subsequent recording shall be clearly and legibly drawn in ink upon mylar acetate or equivalent material at a scale of one hundred (100) feet to the inch (or other reasonable scale if approved by the Zoning Administrator) on sheets having a size of 24" x 36". The Zoning Administrator may require a scale of 1"=20' or 1"=50' if necessary for sections of the plat. **In addition to the requirements of the preliminary plat, the final plat shall include the following:**
 2. A *Certificate of Approval* (oblong space 3" x 5") shall be reserved for the use of the approving authority.
 3. A signed *Surveyor's Certificate*.
 4. A signed *Owner's Consent & Dedication Certificate*.
 5. When the subdivision consists of land acquired from more than one source of title the approximate outlines of various tracts shall be indicated by dash-lines, and identification of the respective tracts shall be placed on the plat.
 6. The accurate location and dimensions by bearings and distances with all curve data on all lots and street lines and center lines of existing and proposed public/private streets showing their names, numbers, and ROW widths.
 7. Boundaries of all proposed or existing easements, parks, school sites or other public areas.
 8. The number and area of all building sites,
 9. The existing and proposed easements for utilities such as sanitary sewers, storm drains, storm water management facilities, water mains, manholes and underground conduits, including their size.
 10. Any type water courses and their names, names of owners and their property lines, both within the boundary of the subdivision and adjoining said boundaries.
 11. Distances and bearings must balance and close with an accuracy of not less than one in ten thousand.
 12. The data of all curves along the street frontage shall be shown in detail at the curve or in a curve data table containing the following: Delta, radius, arc, and tangent, chord and chord bearings.

5. SITE PLAN APPROVAL

If applying for site plan approval please use the following in preparation of your site plan:

Minor Site Plan:

1. Street address and tax map number of the subject property.
2. Name, address, and telephone number of applicant.
3. The size and location of all proposed new construction and all existing buildings on site, drawn to scale and in accordance with an accurate boundary line survey.
4. The distance to and identification of the nearest street intersection.
5. Distances and setbacks from the lot lines.
6. Established street grades and proposed finished grades.
7. Elevation of lowest floor and building height.
8. The location of all trees on site that are six (6) inches or greater in diameter at breast height.
9. The location, design, size and material of all drives and parking areas.
10. Description of erosion and sediment control plan, if required.
11. In the case of demolition, all construction to be demolished and the location and size of all existing buildings and construction to remain on site.
12. In the case of new construction, points of connection to water and sewer.
13. In the case of new construction, storm water drainage calculations and disposal in accordance with the Chesapeake Bay Preservation Act.

Major Site Plan

1. A title block denoting the type of application, name of project, tax map reference and street address of subject property.
2. The name, address and phone number of applicant.
3. The name, address, phone number, signature, seal and registration number of the plan preparer, and the preparation date of the plan.
4. The northpoint, scale, and date. The scale of the site plan for projects containing more than ten (10) acres, shall not be more than fifty (50) feet to one inch. For projects containing less than ten (10) acres, the scale shall not be more than twenty (20) feet to one inch.
5. The distance to and identification of the nearest street intersection.
6. The boundary of the entire parcel with courses and distances, with existing or proposed parcel lines, easements or rights-of-way within the subject property.
7. The present zoning, principal use, and boundaries of any overlay zoning districts of the subject parcel and all contiguous properties.
8. A table (with computations) estimating the lot coverage ratio and impervious surface ratio, the types of proposed uses, the number of residential dwelling units and densities, and the gross and net floor area of nonresidential structures.
9. The general locations, approximate dimensions, height, and setbacks of all existing and proposed buildings, structures, accessory structures (including

- outdoor lighting, fences, walls or hedges, trash receptacles), signs, landscaping and buffers, storm water management facilities and other improvements.
10. The boundaries of any water bodies, floodplains, resource protection areas, watersheds, and wetlands.
 11. A generalized landscaping plan in accordance with Article 24 of this Ordinance.
 12. The general location and dimensions of existing and proposed parking and loading areas and any other impervious surfaces such as driveways, streets (and names), cement sidewalks and playing surfaces and location and description of all points of access.
 13. The estimated daily vehicular trips generated by the proposed development on each road segment shown on the plan.
 14. The location and dimensions of on-site pedestrian walkways or bicycle paths and any connection to adjacent property.
 15. Typical roadway pavement and design section for all proposed streets, roads and driveways, including curb cuts, culverts, entrances and exits, and loading areas.
 16. Points of connection to public water and sewer with location of lines, and a table estimating the daily water usage and sewage flow attributable to the proposed development in gallons per day, including the time of any necessary connections.
 17. Topographic contour lines at two foot intervals, for the existing site and after the completion of the proposed development.
 18. The size, location and boundaries of any common open spaces, recreation areas, and recreation facilities, including a statement of whether such open areas are to be dedicated to the public, and the percentage of common area to be green space.
 19. For large scale phased developments, identification of the location and timing of each phase of development.
 20. Description of the methods proposed to control erosion, sedimentation, and storm water runoff.
 21. A listing of the persons to be responsible for future maintenance of all easements, parks, playgrounds, storm water and drainage facilities and common areas.
 22. Location of fire hydrants, gas lines, electrical lines, and other utilities.

6. NARRATIVE: ANSWERS TO THESE QUESTIONS SHALL BE REQUIRED FOR ALL REZONINGS AND CONDITIONAL USE PERMITS. PLEASE USE A SEPARATE PIECE OF PAPER WITH ANSWERS TYPED OR NEATLY PRINTED.

1. The applicant must demonstrate that the rezoning request promotes the public health, safety, convenience and general welfare of the citizens of the Town in accordance with Sections 15.2-2200 and 2283 (Code of Virginia, 1950, as amended), and the goals and objectives and action strategies of the adopted Comprehensive Plan of the Town. Such demonstration shall be accomplished by providing a narrative which addresses each of these issues.

2. Describe the effect of this request on (a) adjacent properties, (b) the neighborhood, and the (C) the Town in general. Include information concerning: (a) effects on public schools, (b) traffic, (c) public utilities, (d) public health, (e) hours of operation, and (f) existing and future development of the Town etc.
3. Describe any existing zoning or conditional use permits and/or variances previously granted to this property.

7. IF APPLYING FOR A CONDITIONAL USE PERMIT, PLEASE FOLLOW THE GUIDELINES OF THIS SECTION FOR YOUR APPLICATION.

1. The General Development Plan (GDP) shall be an accurate survey (no larger than 11x17) of the property prepared by a land surveyor/engineer showing:
 - a. Bearings and distances of a scale of 1" = 100' or less for all property lines and existing and proposed zoning district lines;
 - b. Area of land proposed for consideration, in square feet and acres;
 - c. Scale and north point;
 - d. Names of boundary roads or streets and widths of existing rights of way and utility easements;
 - e. Proposed building/parking additions, including any increases of impervious surfaces and improvements to the site;
 - f. Vicinity map at a scale of one inch equals two thousand feet (1" = 2000') or other appropriate size for a maximum plat of no more than 11 by 17 inches.

8. IF APPLYING FOR A REZONING, PLEASE FOLLOW THE GUIDELINES OF THIS SECTION FOR YOUR APPLICATION.

1. Twenty-one (21) copies of a color keyed general development plan (GDP), which shall contain one or more sheets not to exceed 32 X 36 inches in size, folded, and two copies that are 11 x 17 inches in size.
2. The GDP shall show;
 - a. A title block denoting the type of application, name of project, tax map reference and street address
 - b. The name, address, email, and telephone and fax number of the applicant
 - c. The name, address, email, telephone and fax number, signature and registration number of the plan preparer, and the preparation date of the plan
 - d. Vicinity map at a scale of not less than one inch equals two thousand feet (1" = 2000')
 - e. The identification of and approximate distance to all major intersections within one-half mile of the proposed development

- f. The present zoning and principle use of subject parcel and all adjoining parcels
 - g. The boundaries of any lakes, rivers, and/or streams
 - h. The location and dimensions of all access points from the state road and inter-parcel connections and on-site pedestrian walkways or bicycle paths and connections to adjacent property
 - i. Any known historic buildings, sites, and/or cemetery(s)
 - j. The boundaries of any overlay districts
 - k. The general locations, dimensions, height, number of floors, and setbacks of all existing and proposed buildings, structures and other improvements
 - l. The general location, size, and design of all sign(s)
 - m. The estimated daily vehicular trips generated by the proposed use
 - n. If public water and sewer are to be used, the location of water and sewer mains along with proposed points of connection
 - o. If private wells and septic systems are to be used, the location of the well and septic field along with the required reserve area are to be shown
 - p. The approximate limits of any 100-year floodplains, wetlands and Chesapeake Bay Preservation Areas
 - q. The location and functional relationship of all land uses including the types, density, and number of units for each phase within the development
 - r. The location of roads, streets and travel ways to provide vehicular traffic circulation, and proposed classification of streets and right-of-way requirements
 - s. The general location of proposed open space and the type of ownership proposed
 - t. The type and general location of all required active recreational areas and the location of passive recreational areas to include trails, lakes and parks
 - u. The proposed phasing and sequence of the development plan for each phase, the residential density, approximate type and number of dwelling units, the percentage of each land-bay to be occupied by structures and the types, floor area ratio and the general design standards for all commercial or industrial uses.
 - v. Topographic information with maximum contour intervals of two (2) feet at a scale to be approved by the Director
 - w. The approximate limits of clearing and grading for each separate tract or development sub area
 - x. A general landscaping plan including plans for landscaping, buffering and screening from adjacent properties if there are use or visual conflicts
 - y. The approximate locations and identification of all significant natural or noteworthy features including but not limited to historical, archaeological sites, cemeteries, and existing trees with a trunk diameter greater than six (6) inches DBH.
3. A copy of architectural renderings and/or exterior elevations.

4. Where an application contains conditions proffered in accordance with Section 15.2-2298 of the Code of Virginia, the application shall contain the conditions and be in a form acceptable to the Town Attorney.
6. The Director may waive or modify the requirements above based upon the complexity, intensity, scope and/or impact of the proposed rezoning.
7. A filing fee, in the amount established by the Town Council by separate ordinance.

In addition to the submission requirements above, the Director, Planning Commission or Town Council may require all or part of the following information to be provided by the applicant, based upon size, intensity, scope and impact of a proposed rezoning.

1. A Phase I environmental and/or archeology study showing the inventory of environmental, cultural and/or historic resources on the property and a written narrative describing how the resources will be affected or protected.
2. A Traffic Impact Analysis in accordance with VDOT requirements
3. A fiscal impact analysis of the revenues and costs of the development to the Town.

Other materials may be deemed necessary by the Department of Planning & Community Development, the Planning Commission or Town Council for the review of the application.

9. SIGNATURE(S)

I/WE HAVE READ THIS COMPLETED APPLICATION, UNDERSTAND ITS INTENT AND FREELY CONSENT TO ITS FILING. THE INFORMATION PROVIDED IS ACCURATE TO THE BEST OF MY/OUR KNOWLEDGE. I UNDERSTAND THAT THE TOWN MAY APPROVE, CONDITIONALLY APPROVE, APPROVED WITH MODIFICATIONS OR DENY THE REQUEST FOR WHICH I AM APPLYING. FURTHERMORE, I GRANT PERMISSION TO THE DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT AND ANY OTHER AUTHORIZED GOVERNMENT AGENTS TO ENTER THE PROPERTY AND MAKE SUCH INVESTIGATIONS AS THEY DEEM NECESSARY TO EVALUATE THE REQUEST AND ENSURE THAT CONDITIONS PLACED ON THE REQUEST HAVE BEEN IMPLEMENTED AND/OR MAINTAINED AS PROSCRIBED BY THE APPROVING AUTHORITY. ADDITIONALLY, IF OUTSIDE REVIEW IS NEEDED BY THE TOWN TO EVALUATE THIS REQUEST I ACKNOWLEDGE AND AGREE TO REIMBURSE THE TOWN OF COLONIAL BEACH FOR THESE OUTSIDE REVIEW AGENCY COSTS.

Owner/Applicant Signature

Date

Owner /Applicant Signature

Date

Owner /Applicant Signature

Date

Owner /Applicant Signature

Date

10. FEES

Rezoning _____

Conditional Use Permit _____

Site Plan _____

Subdivision
Minor _____

Major
Concept _____

Preliminary _____

Final/Record _____

Total Fees Collected _____

***NOTE: AN APPLICATION SHALL NOT BE DEEMED OFFICIALLY FILED UNTIL ALL REQUIRED PLANS, PLATS, FEES AND SUPPORTING DOCUMENTATION ARE SUBMITTED TO THIS DEPARTMENT.**