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## MEMO

**TO: Contractors and Homeowners**

**DATE: August 4, 2015**

**FROM: Brendan McHugh, Planning and Zoning Administrator**

**RE: Site Plans**

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In order to alleviate some of the fiscal concerns for homeowners and contractors throughout the Town, the Planning Department is going to test new site plan requirement procedures. The following is an outline of the procedures:

- If a detached accessory structure\* (less than 256 sq. ft.) is being constructed, the Planning Department will accept an existing site plan (with the structure hand drawn on the site plan) with the permit application. If an existing site plan cannot be found, the Planning Department will accept a hand drawn site plan by the applicant. **These accommodations can only be made if the following criteria are met:**
  - The structure is not on a lot within the Resource Protection Area.
  - The impervious surface ratio with the proposed structure is under 35%.
- If a detached accessory structure (more than 256 sq. ft.) is being constructed, the Planning Department will **only** accept a **new site plan** with the permit application in accordance with Article 14 of the Colonial Beach Ordinance.
- If an addition to the principal structure (including decks or additions to decks) is proposed and is less than 256 sq. ft. the Planning Department will **only** accept an **existing site plan**, which includes all existing structures on the property, with the addition hand drawn on the plan with the permit application **provided that the following criteria are met\*\*:**
  - The structure is not crossing lot lines. If it is crossing lot lines, a lot consolidation along with the site plan will be required.
  - The structure is not on a lot within the Resource Protection Area.
- If an addition to the principal structure is proposed and is more than 256 sq. ft., the Planning Department will **only** accept a new site plan with permit application in accordance with Article 14 of the Colonial Beach Ordinance.

\*This includes above ground pools, but not in ground pools.

\*\*In Ground Pools are included in these regulations.