

**ARTICLE 14
SITE PLAN**

Statement of Intent

For the purpose of assuring good arrangement, appearance, function, harmony with surroundings and adjacent uses and the objectives of the Comprehensive Plan, and compliance with the requirements of these regulations, a major or minor site plan shall be submitted for approval as detailed in this section.

14-1 When Major Site Plan is Required

- A. The following uses shall require a Major Site Plan to be submitted and approved prior to the commencement of any land disturbing activity. Nothing in this section shall be construed to eliminate the need for any major site plan when required by other sections of this Ordinance.
1. Single-Family Dwellings.
 2. Manufactured Home Parks.
 3. Multiple-family dwellings.
 4. Business, commercial industrial or other nonresidential development where the area devoted to the use is 2,000 square feet or more.
 5. Any other construction or land improvements as deemed necessary by the Director.

14-2 When a Site Plan is not Required

- A. The re-use of an existing commercial structure is not subject to the requirements herein provided that the impermeable surface area is not increased.

14-3 When Minor Site Plan is Required

- A. Any application for a zoning permit that does not require a Major Site Plan shall require a Minor Site Plan unless otherwise exempted by this article. Such Minor Site Plan shall be submitted and approved prior to the commencement of any land disturbing activity.

14-4 Major Site Plan Requirements

- A. The following shall be minimum requirements for Major Site Plans. If certain requirements are deemed unnecessary, the Director may waive submission of part(s) of the following requirements. The site plans shall be clearly drawn to a scale by an engineer or land surveyor duly authorized by the State of Virginia, as specified below and shall show the following:
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 north point, 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.
 23. Identification of the Resource Protection Area (RPA) if applicable and a note stating that all lands in the Town of Colonial Beach that are not RPA are considered a Resource Management Area (RMA).
 24. A plat notation regarding the retention of an undisturbed vegetated 100-foot buffer along all water dependent features.
 25. Delineation of the buildable area on each lot shown on the site plan.

14-5 Minor Site Plan

- A. The following shall be minimum requirements for Minor Site Plans. If certain requirements are deemed unnecessary, the Director may waive submission of part(s) of the following requirements. The site plan shall be clearly drawn to scale by an engineer or land surveyor duly authorized by the State of Virginia, and shall show the following:

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. Demonstrate the methods used to achieve positive drainage from the property, including contours and swales as appropriate.
8. Elevation of lowest floor and building height.
9. The location of all trees on site that are six (6) inches or greater in diameter at breast height.
10. The location, design, size and material of all drives and parking areas.
11. Description of erosion and sediment control plan, if required.
12. 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.
13. In the case of new construction, points of connection to water and sewer.
14. In the case of new construction, storm water drainage calculations and disposal in accordance with the Chesapeake Bay Preservation Act.
15. Identification of the Resource Protection Area (RPA) if applicable and a note stating that all lands in the Town of Colonial Beach that are not RPA are considered a Resource Management Area (RMA).
16. A plat notation regarding the retention of an undisturbed vegetated 100-foot buffer along all water dependent features.
17. Delineation of the buildable area on each lot shown on the site plan.

14.6 Procedures

- A. All site plans or any portion thereof involving engineering or land surveying, shall be prepared and certified respectively by an engineer or land surveyor duly authorized by the State of Virginia to practice as such.
- B. A minimum of twelve (12) clearly legible, blue or black line copies of a Major site plan shall be submitted to the Director. Six (6) copies of a Minor site plan shall be submitted.
- C. The Director shall be responsible for checking the site plan for general completeness and compliance with existing ordinances and regulations. As such, the Director may route copies thereof to appropriate public departments, agencies and officials. The Director shall see that all reviews are completed on time and that action is taken by the approving authority on the site plan within sixty (60) days of the receipt thereof in the Director's office, except under abnormal circumstances. Upon approval, the Director will issue a zoning permit for the Major site plan(s) or associated permit application with Minor site plan(s).

14-7 Effect and Duration of Site Plan

- A. Approval of a Major or Minor site plan shall authorize the applicant to proceed with any application for land-disturbing permits, building permits, and other permits and approvals required in order to develop the property in conformity with the approved site plan. The site plan shall remain in effect for a period of not more than five (5) years unless the applicant requests an extension from the Director. Once approved and constructed the following improvements shall be maintained by the owner, successor or heir in in perpetuity. These improvements include

landscaping, drainage, stormwater facilities, water/sewer facilities, streets and roads and any other facility not accepted by the Town of Colonial Beach via a deed of dedication and accepted by the Town of Colonial Beach Town Council.

- B. Should the site plan be disapproved, the applicant shall submit a revised site plan showing any corrections or modifications which are required as conditions for approval, unless the applicant chooses to withdraw the application. The revised site plan shall be reviewed and acted upon in accordance with Section 14-6 of this article.
- C. If the approved site plan indicates that any land, improvement thereon, or right-of-way is to be dedicated to the public, the applicant shall submit appropriate legal documents to the Town Attorney for approval and acceptance by the Town Council. After the dedication has been approved, the applicant shall record a plat and an original warranty deed containing the metes and bounds description of all lands dedicated as part of the approved site plan. Such plat and deed shall be recorded no later than the time limit established for recording of deeds under the Town's subdivision ordinance.
- D. As built drawings on Mylar, prepared by a surveyor or engineer licensed by the Commonwealth of Virginia shall be required for all improvements to be submitted and approved prior to acceptance of the improvements by the Town Council.
- E. For so long as the final site plan remains valid in accordance with the provisions of this section, no amendment to this chapter adopted subsequent to the date of approval of the final site plan shall adversely affect the right of the developer or his successor in interest to commence and complete an approved development in accordance with the lawful terms of the site plan unless the amendment is required to comply with state law or there has been a mistake, fraud, or a change in circumstances substantially affecting the public health, safety, or welfare.
- F. Applications for minor changes to final site plans made during the period of validity of such plans established in accordance with this section shall not constitute a waiver of the provisions hereof, nor shall the approval of such minor changes extend the period of validity of such plans. Requests for such minor changes to approved site plans shall be made in writing to the Director. Such requests shall include any necessary information, including but not limited modified drawings or renderings, as requested by the Director.