

Town of Culpeper Site Plan Review Information

Site Plans: The purpose of these requirements is to promote the orderly development in the town and to ensure that building-related projects are undertaken in a manner harmonious with surrounding properties and in the interest of the general public welfare. To achieve these ends and to assure compliance with all applicable requirements of the Town's Zoning Ordinance, site plans shall be reviewed by the Technical Review Committee and approved or disapproved by the Town's Planning Commission.

Uses requiring a site plan:

- A) Planned unit developments;
- B) Any development that involves the provision of public improvements, such as curbs, parking, water, sewer and storm water facilities and improvements involving land disturbance.
- C) All new buildings and structures, excluding accessory buildings, single-family detached dwellings and single family attached dwellings not exceeding two (2) units.
- D) Any additions to existing multi-family, commercial or industrial buildings, and uses.
- E) Churches, church schools, public and private schools, hospitals, nursing homes and government offices.



The applicant shall submit fifteen (15) copies of a site plan to the Planning & Zoning office and obtain a site plan review application from the Town's Planning & Community Development Department located at 400 S. Main Street on the third floor.



The applicant should schedule a meeting with the Town's planning staff to discuss the details of the site plan review process. The fee of \$250 plus \$20 per 1,000 square feet of site area is to be paid at the time of filing.

The application must be received 45 days prior to the next regularly scheduled meeting of the Planning Commission.

The site plan will be reviewed by the Technical Review Committee (TRC). The TRC submits their comments to the Planning Commission. The Planning Commission will hold a public meeting and approve, approve with conditions, or disapprove the site plan.



The Planning Commission meets on the third Tuesday of the month at 6:00 p.m. in the Economic Development Center at 803 S. Main Street, Culpeper, Virginia.

The approximate processing time for processing a site plan is 60 days from the time of application. The first site plan submittal is usually not approved. The process may take several revisions before being approved.

For further information, please contact the Department of Planning & Community Development.

Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday.
Phone – (540) 829-8260
Fax – (540) 829-8279

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