

# PRELIMINARY SITE PLAN

## WHAT IS A PRELIMINARY SITE PLAN?

A preliminary site plan is an engineered plan, drawn to scale, showing uses and structures proposed for a parcel of land as required by the regulations of the Zoning Ordinance. The plan includes lot lines, streets, building sites, reserved open space, buildings, major landscape features, both natural and manmade, along with all other requirements outlined in the Zoning Ordinance in Article VII.

## WHAT TYPE OF DEVELOPMENT REQUIRES A PRELIMINARY SITE PLAN?

- Any single family attached or multifamily residential development;
- All non-residential uses;
- Development which requires off-site improvements involving the expenditure of public funds;
- Any change in use, as determined by the Zoning Administrator, pursuant to Section 5-1003 of the Zoning Ordinance; and
- For any property for which a change in zoning has been approved by the Board of Supervisors

## ARE THERE ANY EXCEPTIONS?

Yes, the exceptions are for the following uses, (does not include structures) which do not require a preliminary site plan:

- Bona-fide agricultural activities; and
- Silvicultural activities

## DO I HAVE TO SUBMIT A CONCEPTUAL PLAN FOR REVIEW?

No, a conceptual plan is not a required. Prior to submitting an application, it is strongly suggested that the applicant and their design engineer schedule a pre-application meeting to review the project and discuss any questions the applicant may have. All reviewing agencies are in attendance at the pre-application meeting to answer any questions raised by the applicant or their engineer. Pre-application meetings are scheduled for the 2nd Wednesday of every month at 9:00 am. Please call Economic Development at 757-365-6249 for meeting information. If the property is in the Land Use Assessment Program, the applicant should also contact the Commissioner of the Revenue's Office at (757) 365-6222.

## WHAT DO I NEED TO SUBMIT FOR REVIEW?

1. Submit a completed application form, completed application checklist with all required documents (See Submittal Checklist for additional items that may be required) and completed disclosure of real estate holdings.
2. An engineered site plan in accordance with Section 7-2005 of the Zoning Ordinance.

Review fees as follows:

- Preliminary site plan: \$500
- Final site plan: \$150
- Waiver request to Zoning Ordinance requirements (if applicable): \$250 in addition to site plan fees
- Resubmittal fee after two rounds of review (per occurrence thereafter): \$350
- Amendment to an approved site plan (if applicable): \$150

## WHAT IS THE REVIEW PROCESS FOR PRELIMINARY SITE PLANS?

Preliminary site plans are reviewed administratively unless:

- The applicant is requesting a waiver to any requirements of the Zoning Ordinance; or

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If you have any questions, please call the Central Permitting office at 757-365-6211 or email at [planreview@iwus.net](mailto:planreview@iwus.net)

- There are unresolved issues between the applicant, adjacent property owners, or any departmental reviewing agency.

In which case the Board of Supervisors following a recommendation by the Planning Commission shall have approval authority over preliminary site plans.

If the site plan does not qualify for review by the Board of Supervisors and Planning Commission as listed above, then it may be considered and reviewed administratively by the Zoning Administrator or the Zoning Administrator's designee as provided under Section 7-2007.D of the Zoning Ordinance.

### **WHAT IS THE REVIEW PROCESS FOR FINAL SITE PLANS?**

The final site plan shall be submitted to the Department of Planning and Zoning within six (6) months of preliminary site plan approval or the applicant must file a new application for preliminary site plan approval.

The Zoning Administrator shall have approval authority over final site development plans; however,

1. The Board of Supervisors, at its discretion, may require that the final site plan for a property that was previously granted preliminary approval by the Board of Supervisors also be submitted to the Board for review of its compatibility with the preliminary site development plan approval, or
2. The Zoning Administrator has the option to submit a final site plan to the Board of Supervisors following a recommendation from the Planning Commission for its review and action if the Zoning Administrator determines that the final site development plan varies substantially from the approved preliminary site development plan.

Once all outstanding comments have been addressed and the appropriate performance surety has been posted, the applicant will receive two (2) stamped copies of the final site plan along with an approval letter.

### **WHAT OTHER PERMITS, APPROVALS OR SURETY MAY BE REQUIRED PRIOR TO CONSTRUCTION?**

- Zoning Permit
- Stormwater Permit
- Building Permit
- Health Department Permit
- Site Plan Approval
- Subdivision Plat Approval
- Landscaping Surety
- Connection Fees
- BMP Maintenance Agreement



### **CHECKLIST FOR PRELIMINARY / AMENDED SITE PLAN APPLICATIONS**

This checklist shall be used when submitting a preliminary site development plan for uses as specified under Section 7-2004, *Preliminary and Final Site Development Plan Requirements* of the Isle of Wight County Zoning Ordinance. In accordance with Section 7-2005, *Preliminary Site Development Plan Requirements* of the Isle of Wight County Zoning Ordinance, the following information shall be submitted in order for an application to be deemed complete.

No application for a preliminary site development plan shall be certified as complete unless the following information is provided. Please note that the number of copies may be reduced with approval by the zoning administrator.

- 1. The preliminary site development plan shall be presented in permanent ink at a scale as specified in Section 7-2005.A, *Acceptable Scales*, of the Isle of Wight County Zoning Ordinance and shall contain all anticipated changes or additions. Site plans shall be designed in accordance with Section 7-2005.B *Site Design* of the Isle of Wight County Zoning Ordinance, all applicable overlay district standards in Article VI, *Overlay Districts* of the Isle of Wight County Zoning Ordinance, and Article V *Supplementary Use Regulations* of the Isle of Wight County Zoning Ordinance. The plan shall be prepared by the appropriate authorized design professional licensed to practice in Virginia. No person shall prepare or certify design elements of site plans which are outside the limits of their professional expertise and license. All revision dates must be shown on plans resubmitted to the County.
- 2. The appropriate fees have been submitted with the application. Checks should be made payable to: Treasurer, Isle of Wight County.
- 3. Fifteen (15) copies of the original, executed application, one (1) executed original, and one (1) digital copy of the application. Both the applicant(s) and the property owner(s) must have their signature(s) notarized on page No. 2 of the application. Number of copies may be reduced with approval by the zoning administrator.
- 4. Fifteen (15) full size copies of the site development plan, one (1) reduced “11X17” copy of the site development plan, and one (1) digital copy are required to be submitted for all site development plans in accordance with Section 7-2007.B of the Isle of Wight County Zoning Ordinance. Such plan shall contain the information as specified in Section 7-2005.C, *Preliminary Site Development Plan Requirements* of the Isle of Wight County Zoning Ordinance. Number of copies may be reduced with approval by the zoning administrator.
- 5. Fifteen (15) copies of the written site analysis with one (1) digital copy in accordance with Section 7-1004.A, *Preliminary Site Analysis* of the Isle of Wight County Zoning Ordinance. Number of copies may be reduced with approval by the zoning administrator.
- 6. A survey of the property, and one (1) copy of the most recent deed of the property to be developed.

- 7. A landscape plan in accordance with Article VIII. A plat or sketch of the property indicating the location of the tract and the requested change. Such plat or sketch shall be accurate and suitable to identify the property in relation to street intersections or other physical features. Please note that 100% of the existing plants must be shown on the site plan in order to receive 100% credit. Fifteen (15) full size copies, with one (1) reduced "11X17" copy is required to be submitted.
- 8. A lighting plan designed in accordance with the provisions of Article XI, *Outdoor Lighting Requirements and Restrictions* of the Isle of Wight County Zoning Ordinance.
- 9. Building renderings. One (1) full size color copy, one (1) reduced "11X17" color copy, and one (1) digital copy is required to be submitted with the site development plan. The renderings shall provide a legend and color palette that clearly indicates the material and color of all exterior building materials to be used for construction.
- 10. A signage plan for all free standing signs. All signage plans must be prepared in accordance with Article IX of the Zoning Ordinance.
- 11. Such supplemental material (i.e., traffic impact analysis, a water quality impact assessment, environmental assessment) as may be necessitated by the proposal itself, the district in which located or proposed to be located, or in accordance with Section 5-5000 *Supplementary Use Regulations* of the Isle of Wight County Zoning Ordinance. The designated number of copies shall be submitted.
- 12. Such other information as may be necessary to demonstrate compliance with all other applicable Federal, State and County standards and regulations.
- 13. All real estate taxes must be paid and current at the time of submittal; otherwise, the submittal will be refused at the counter. Proof of the most recent tax payment to the County must accompany the application.

I, the undersigned, certify that this application is complete, accurate and contains all required and requested information, documents and other submittals, and that all statements made herein are, to the best of my knowledge, true and correct. I further certify that I have exercised due diligence to obtain the most recent, complete and correct information available. I understand that any section not completed in its entirety may delay processing of this application and the date of the Planning Commission meeting, if applicable, and that the submittal of a complete application does not guarantee the application will be placed on the next available Planning Commission agenda, if applicable.

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Printed or Typed Name

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Signature

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Date

**COUNTY OF ISLE OF WIGHT  
DISCLOSURE OF REAL ESTATE HOLDINGS**

Applicant \_\_\_\_\_

Address \_\_\_\_\_  
Street

City State Zip

**REAL ESTATE HOLDINGS TO BE AFFECTED**

Location or Address	Description

**OTHER OWNERS OF AFFECTED REAL ESTATE**

(Not Required for Corporation whose stock is traded on a national or local stock exchange or having more than 500 shareholders.)

Name of Individuals Corporation/Partnership Business Association	Address

Does any member of the Isle of Wight County Planning Commission or governing body have any interest in such property, either individually, by ownership of stock in a corporation owning such land, partnership, as the beneficiary of a trust, or the settlor of a revocable trust, or whether a member of the immediate household of any member of the Planning Commission or governing body has any such interest?                    Yes                    No

If yes, names of members:

\_\_\_\_\_

I do solemnly swear that the foregoing statement(s) and attachments(s), if any, are complete, correct and true.

Applicant: \_\_\_\_\_ Applicant: \_\_\_\_\_ Date: \_\_\_\_\_  
Printed or Typed Name Signature

Commonwealth of Virginia  
County of Isle of Wight

Subscribed and sworn to before me \_\_\_\_\_,  
A Notary Public in and for the County of Isle of Wight, Commonwealth  
of Virginia, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires \_\_\_\_\_



**APPLICATION FOR PRELIMINARY SITE DEVELOPMENT PLAN  
AND AMENDED SITE DEVELOPMENT PLAN**

This application should be used when submitting a preliminary site development plan or an amended site development plan. The plan is intended to promote the safe functional and aesthetic quality development of property and to ensure that new structures, utilities, streets, parking, circulation systems, yards and open spaces are developed in conformance with the standards set forth in the Isle of Wight County Zoning Ordinance, the Comprehensive Plan, and with any adopted specific area plans. Please refer to Section 7-2007, *Preliminary Site Development Plan Review Procedures and Approval Authority* and Section 7-2008, *Final Site Development Plan Review Procedures and Approval Authority* of the Isle of Wight County Zoning Ordinance, as amended.

**A. APPLICATION FOR:**

Preliminary Site Development Plan  
or  
 Amended Site Development Plan

The proposed use or activity is listed as a permitted use or has received approval as a conditional or special use in the \_\_\_\_\_ zoning district as per Section \_\_\_\_\_ in Article \_\_\_\_\_ of the Isle of Wight County Zoning Ordinance.

Are there conditional use, special use or proffered conditions that apply to this property?

Yes, if so, please provide the date of Board of Supervisors approval: \_\_\_\_\_  
 No

Does the site development plan require a waiver to the Isle of Wight County Zoning Ordinance requirements?

Yes, if so, please list all sections that apply: \_\_\_\_\_  
 No

Proposed Use or Activity: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total Area of Land Disturbance for the Project: \_\_\_\_\_

**B. PROJECT DESCRIPTION:**

Project Name: \_\_\_\_\_

Property Address (if any): \_\_\_\_\_

Election District: \_\_\_\_\_

Comprehensive Plan Designation: \_\_\_\_\_

Tax Parcel Identification # \_\_\_\_\_ Number of acres to be effected: \_\_\_\_\_

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Proposed Utilities (check all that apply):    Public Water \_\_\_\_\_ Private Well \_\_\_\_\_

Public Sewer \_\_\_\_\_ Private Septic \_\_\_\_\_

This property is located in the following overlay district(s) (check all that apply):

\_\_\_\_\_ Newport Development Service Overlay

\_\_\_\_\_ Highway Corridor Overlay

\_\_\_\_\_ Historic Overlay

\_\_\_\_\_ Floodplain Overlay

\_\_\_\_\_ Airport

\_\_\_\_\_ Chesapeake Bay Preservation Area

\_\_\_\_\_ Planned Development

**C. APPLICATION INFORMATION:**

Applicant(s) Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Property Owner(s) Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_ Fax No.: \_\_\_\_\_

**Applicants/Owners Affidavit (including compliance with all deed restrictions and covenants)**

**This application must be signed by the owner(s) of the subject property or must have attached written evidence of the owner's consent, which may be in the form of a binding contract of sale with the owner's signature or a letter signed by the owner(s), containing written authorization to act with full authority on the owner(s) behalf in filing this site plan application. Signing this application shall certify the owner's compliance with all deed restrictions and covenants and shall constitute the granting of authority of the County to enter onto the property for the purpose of conducting site analyses and compliance with Federal, State and County regulations.**

Applicant: \_\_\_\_\_  
Printed or Typed Name

Owner: \_\_\_\_\_  
Printed or Typed Name

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

Owner: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

County of Isle of Wight, Commonwealth of Virginia

County of Isle of Wight, Commonwealth of Virginia

Subscribed and sworn to before me \_\_\_\_\_,  
A Notary Public in and for the County of Isle of Wight,  
Commonwealth of Virginia, this \_\_\_ day of \_\_\_\_\_, 20\_\_

Subscribed and sworn to before me \_\_\_\_\_,  
A Notary Public in and for the County of Isle of Wight,  
Commonwealth of Virginia, this \_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Notary Public

My Commission Expires \_\_\_\_\_

My Commission Expires \_\_\_\_\_

Owner: \_\_\_\_\_  
Printed or Typed Name

Owner: \_\_\_\_\_  
Printed or Typed Name

Owner: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

Owner: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

County of Isle of Wight, Commonwealth of Virginia

County of Isle of Wight, Commonwealth of Virginia

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A Notary Public in and for the County of Isle of Wight,  
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\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Notary Public

My Commission Expires \_\_\_\_\_

My Commission Expires \_\_\_\_\_



**NOTICE: THE ATTACHED CHECKLIST MUST BE COMPLETED, CERTIFIED, AND SUBMITTED OR THE APPLICATION WILL BE CONSIDERED INCOMPLETE.**

Remit Application to: Isle of Wight County Central Permitting, 17140 Monument Circle, Suite 100  
P. O. Box 80, Isle of Wight, Virginia 23397

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**FOR OFFICE USE ONLY:**

Complete Application Received On: \_\_\_\_\_ Fees Paid: \_\_\_\_\_  
Tax Query: [ ] Current [ ] Delinquent Distribution Date: \_\_\_\_\_  
Posted/Date to Post: \_\_\_\_\_

**AGENCIES REFERRALS:**

- |  |   |
|--|---|
| <input type="checkbox"/> Department of Conservation & Recreation | <input type="checkbox"/> Inspections        |
| <input type="checkbox"/> Economic Development                    | <input type="checkbox"/> Sheriff's Office   |
| <input type="checkbox"/> Emergency Services                      | <input type="checkbox"/> Town of Smithfield |
| <input type="checkbox"/> General Services                        | <input type="checkbox"/> Town of Windsor    |
| <input type="checkbox"/> Environmental Planner                   | <input type="checkbox"/> VDOT               |
| <input type="checkbox"/> Health Department                       | <input type="checkbox"/> Schools            |
| <input type="checkbox"/> Transportation Manager                  | <input type="checkbox"/> Budget & Finance   |
| <input type="checkbox"/> Commission of Revenue                   | <input type="checkbox"/> County Attorney    |
| <input type="checkbox"/> Other _____                             |   |

Verified By: \_\_\_\_\_ Date: \_\_\_\_\_