

# SIMPLIFIED SITE PLAN

## WHAT IS A SIMPLIFIED SITE PLAN?

A simplified site plan can be an engineered, or non-engineered plan, drawn to scale, showing uses and structures, either proposed or existing, for a parcel of land as required by the regulations of the Zoning Ordinance.

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

A simplified site plan shall be submitted for a change or expansion of an agricultural, commercial, civic, office, industrial or miscellaneous use on an existing site, unless:

- The sale or storage of gasoline or hazardous materials is involved as part of the use.
- Such change involves a change from one principal use category to another, unless where the change from one principal use category to another principal use category, will not have a substantial impact on the property and/or surrounding properties, particularly, but not limited to, parking facilities and stormwater management features. The principal use categories shall be agricultural, residential, civic, office, commercial, industrial, and miscellaneous.
- Such change or expansion will require additional parking and/or off-street loading under the requirements of this ordinance, unless where the additional parking and/or off-street loading space will not have a substantial impact on the property and/or surrounding properties. Additional parking shall be determined by comparing the proposed use to the most recent use of the property and shall not be triggered by a reconfiguration of the site or existing pervious area.

- In the case of an expansion, the expansion exceeds 25% or 2,500 square feet of the floor area of the existing building(s), or in the case where the building is incidental to the use, the area occupied by the use, whichever is less.
- An additional ingress/egress change in ingress/egress, or additional public improvements are required by the provisions of this ordinance.
- A nonresidential structure has remained unoccupied for more than two 2 years, or in the case of a shopping center, fifty 50% of the gross square footage of the shopping center is vacant for more than two 2 years; or unless where the existing site improvements, particularly, but not limited to, parking and stormwater management, are adequate to accommodate the demands of the new use.
- The scope of the proposed change or expansion is of such nature that the provisions for the handling of natural and stormwater, erosion and sediment control, and best management practices cannot be adequately addressed with a simplified site plan.

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

No, a conceptual plan is not a requirement. Prior to submitting a simplified site plan, it is strongly suggested that the applicant and/or 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 through Economic Development for the 2nd Wednesday of every month at 9:00 am at the County Courthouse complex. Please call 757-365-6249 for meeting information.

*Revised February 25, 2019*

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)

## **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) completed disclosure of real estate holdings, completed owners affidavit and \$150 application fee.
2. A simplified site plan in accordance with Section 7-2003 of the Zoning Ordinance, which includes the following:
  - Boundary drawing of the lot or area involved;
  - Present record owner of the property;
  - Vicinity map
  - Location and size of the existing vehicular entrance to the site
  - Location of public water and/or sewer or on-site sewage facilities
  - Location, dimensions, height, and setbacks of all existing and proposed buildings
  - Location of existing vehicular movement and parking areas, and the number of existing parking spaces
  - Proposed use of structural addition
  - Location of any existing required on-site Stormwater management improvements or best management practices
  - Location of all required landscaping; or significant trees in accordance with the requirements of Article VIII
  - Impervious coverage calculations
  - Building coverage calculations
  - Zoning of adjacent parcels; and
  - Any other information deemed appropriate or necessary by the zoning administrator to establish compliance with this or any other ordinances

## **WHAT IS THE FEE FOR A SIMPLIFIED SITE PLAN?**

- \$150

## **WHAT IS THE REVIEW PROCESS FOR A SIMPLIFIED SITE PLAN?**

The Zoning Administrator shall have approval authority over all simplified site plans.

1. An initial determination shall be made as to whether the simplified site plan is complete. In the event it is not complete, it shall be returned to the applicant with a written description of the deficiencies within fifteen working days of the submittal date.
2. Once a simplified site plan is determined to be complete, the plan shall be reviewed for compliance with the ordinance. Where revisions are determined to be necessary, the applicant shall be notified in writing within thirty days of the submittal date of a complete plan. If no revisions are necessary, the applicant shall be notified in writing of a plan's approval within the same thirty day period. Approval may be contingent upon the posting of any required surety, and other relevant requirements as may be determined by the Zoning Administrator.



**CHECKLIST FOR SIMPLIFIED SITE PLAN APPLICATIONS**

This checklist shall be used when submitting a simplified site plan for uses as specified under Section 7-2003.A, *Simplified Site Plan* of the Isle of Wight County Zoning Ordinance.

No application for a simplified site plan shall be certified as complete unless the following information is provided, unless the number of copies is reduced by the Zoning Administrator.

- 1. The simplified site plan shall be presented in permanent ink and shall be designed in accordance with Section 7-2003.B of the Isle of Wight County Zoning Ordinance. 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 and one (1) original executed 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 simplified site plan with one (1) reduced “11X17” copy of the simplified site plan. Number of copies may be reduced with approval by the zoning administrator.
- 5. Such supplemental material deemed appropriate or necessary by the Zoning Administrator to establish compliance with the County Code.
- 6. Such other information as may be necessary to demonstrate compliance with all other applicable Federal, State and County standards.
- 7. 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.

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Printed or Typed Name

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Signature

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Date



## APPLICATION FOR SIMPLIFIED SITE DEVELOPMENT PLAN

This application should be used when submitting a simplified 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 7-2003, *Simplified Site Plan* of the Isle of Wight County Zoning Ordinance, as amended for further details.

### A. APPLICATION INFORMATION:

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 proposed use sell or store gasoline or hazardous materials? \_\_\_\_\_ Yes \_\_\_\_\_ No
- Is there a change from one principal use to another? Principal use categories shall be agricultural, residential, civic, office, commercial, industrial & miscellaneous. \_\_\_\_\_ Yes \_\_\_\_\_ No
- Does the change require additional parking and/or off-street loading under the requirements of this ordinance, unless where the additional parking and/or off-street loading space will not have a substantial impact on the property and/or surrounding properties? \_\_\_\_\_ Yes \_\_\_\_\_ No
- In the case of an expansion, does the expansion exceeds twenty-five percent (25%) or twenty-five hundred (2,500) square feet of the floor area of the existing building(s), or in the case where the building is incidental to the use, the area occupied by the use, whichever is less? \_\_\_\_\_ Yes \_\_\_\_\_ No
- Are additional ingress/egress, change in ingress/egress, or additional public improvements required by the provisions of this ordinance? \_\_\_\_\_ Yes \_\_\_\_\_ No
- Has a nonresidential structure has remained unoccupied for more than two (2) years, or in the case of a shopping center, fifty percent (50%) of the gross square footage of the shopping center is vacant for more than two (2) years; or unless where the existing site improvements, particularly, but not limited to, parking and stormwater management, are adequate to accommodate the demands of the new use? \_\_\_\_\_ Yes \_\_\_\_\_ No

- Is the scope of the proposed change or expansion is of such nature that the provisions for the handling of natural and stormwater, erosion and sediment control, and best management practices cannot be adequately addressed with a simplified site plan?  Yes  No

**B. PROJECT DESCRIPTION:**

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

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

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 simplified 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

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 \_\_\_\_\_

**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:**

\_\_\_\_\_ Department of Conservation & Recreation  
\_\_\_\_\_ Economic Development  
\_\_\_\_\_ Emergency Services  
\_\_\_\_\_ General Services  
\_\_\_\_\_ Environmental Planner  
\_\_\_\_\_ Health Department  
\_\_\_\_\_ Transportation Manager  
\_\_\_\_\_ Commission of Revenue  
\_\_\_\_\_ Other \_\_\_\_\_

\_\_\_\_\_ Inspections  
\_\_\_\_\_ Sheriff's Office  
\_\_\_\_\_ Town of Smithfield  
\_\_\_\_\_ Town of Windsor  
\_\_\_\_\_ VDOT  
\_\_\_\_\_ Schools  
\_\_\_\_\_ Budget & Finance  
\_\_\_\_\_ County Attorney

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



## Landscape Worksheet V.15

### Isle of Wight County Zoning Ordinance

Project Name of Project:	
Location/Address:	
Owner/Contact:	Phone:
Address:	

All point values will be rounded to the nearest whole number

**1. Frontage Zone Landscaping**

Frontage Zone Landscaping requires 1.25 points per linear foot if the setback is under 50 feet and 1.75 points if the setback is 50 feet or greater. Frontage Zone Landscaping is required along the entire length of lot frontage for all projects. Additional Frontage Zone requirements apply if you are located in a Village Center, see Section 8-1005.E for more details.

Parcel Frontage in linear feet ,  
 Multiply by  frontage points, equals total Frontage points I.

**2. Buffer Zone Landscaping**

Buffer Zone Landscaping is based on the designated points for each use type of the proposed development per 500 square feet. All Buffers are 10 feet in width, points vary based on the use type of the development and can be found in Section 8-1005.F.2.

Bufferyard type   
 Length of Bufferyard in linear feet   
 Multiply by 10 foot width requirement   
 Divide by 500 square feet   
 Multiply by required Bufferyard points  equals total Buffer Zone Points II.

**3. Parking Zone Landscaping**

Parking Zone Landscaping is based on 60 points per 500 square feet of Parking Zone. Parking Zone square footage is based on a 10 foot width surrounding the perimeter of the parking lot including the area on all interior islands. 20% of points must be used on interior islands where applicable. In addition there is a requirement of 10 points per space for each parking space over the minimum required and 1 large tree for every 2,000 square feet of paved area within the Parking Zone as defined in 8-1005.D.3.

Insert perimeter of Parking Lot in linear feet   
 Multiply by 10 foot width requirement   
 Divide by 500 square feet   
 Multiply by 60 points  A.   
 Insert the square footage of the Parking lot   
 Divide square footage by 2,000 square feet, equals total trees required  III.   
 Insert the number of Parking Spaces beyond required   
 Multiply by 10 points per space, equals additional space points  B.   
 A. plus B. equals total Parking Zone Points IV.

4. **Foundation Zone Landscaping**

Foundation Zone Landscaping requires 30 points per 150 square feet of Foundation Zone. The foundation zone is a 6 foot width the entire perimeter of the building. Sides not visible from a public right of way can be reduced by 50%.

Insert perimeter of building visible from public ROW in linear feet  
Multiply by 6 foot width requirement  
Divide by 150 square feet  
Multiply by 30 points  
Insert remaining perimeter of building in linear feet  
Multiply by 6 foot width requirement  
Divide by 150 square feet  
Multiply by 15 points,  
A. plus B. equals total Foundation Zone Points

A.	
B.	
IV.	

5. **Screening** (if applicable)

Screening Zone Landscaping requires 8 points per 10 linear feet. The screening requirement is for accessory buildings and services such as dumpsters.

Insert perimeter of object to be screened in linear feet  
Divide by 10  
Multiply by 8 points, equals total Screening Points

VI.	

6. **Total Required Points**

Total Frontage Zone Points  
Total Buffer Zone Points  
Total Parking Zone Trees  
Total Parking Zone Points  
Total Foundation Zone Points  
Total Screening Points  
**Total Site Required Points**

I.	
II.	
III.	
IV.	
V.	
VI.	