

**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 a 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 (per Article 14-5).
  - 2. Manufactured Home Parks.
  - 3. Multiple-Family Dwellings.
  - 4. Non-Residential Development where the land area devoted to the use of the property is 2,000 square feet or more.
  - 5. Mixed-Use Developments
  - 6. Any other construction or land improvements, as deemed necessary, by the Director of Community Development.

**14-2 When a Site Plan is not Required**

- A. The re-use of an existing building or structure is not subject to the requirements herein, provided the footprint of the building or structure and/or the impermeable surface coverage of the lot on which the building or structure is located on is not increased.

**14-3 When a 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 exempted by this Article. A Minor Site Plan shall be submitted and approved prior to the commencement of any land disturbing activity.

**14-4 Major Site Plan Requirements**

- A. Except as provided in Article 14-5, the following shall be the minimum requirements for Major Site Plans. If certain requirements are deemed unnecessary, the Director of Community Development may waive submission of part(s) of the submittal requirements. All site plans shall be clearly drawn to scale by a licensed engineer or land surveyor, duly authorized by the Commonwealth of Virginia, and shall illustrate the following information:
  - 1. A title block denoting the type of application, name of project, tax map reference, and street address of the subject property.
  - 2. The name, address, and phone number of the property owner and applicant.
  - 3. The name, address, phone number, signature, seal, and registration number of the plan preparer, including his/her license expiration date and the preparation date of the plan.
  - 4. A north point arrow and plan scale. The plan scale for projects containing more than ten (10) acres shall not exceed fifty (50) feet to one inch. For projects containing less than

- ten (10) acres, the plan scale shall not exceed twenty (20) feet to one inch.
5. The distance to and identification of the nearest street intersection.
  6. The boundaries and dimensions of the entire parcel with existing or proposed parcel lines, easements, or rights-of-way within the subject property, including the total parcel area.
  7. The present zoning, principal use(s), and the boundaries of any overlay zoning on the subject parcel, including all contiguous properties.
  8. A table (with computations) estimating the lot coverage ratio and impervious surface coverage ratio, the types of proposed land-uses, the number of residential dwelling units and densities, and the gross and net floor area of residential and non-residential buildings and accessory structures.
  9. The location, dimensions, height, setbacks, and use of all existing and proposed buildings and structures on the property.
  10. All existing or proposed fences, walls, trash receptacles, freestanding/monument signs, buffer areas, storm water management facilities and all other required and proposed property improvements.
  11. The boundaries of any water bodies, floodplains, resource protection areas, watersheds, and wetlands.
  12. A generalized landscape plan demonstrating compliance with Article 24 of this Ordinance.
  13. A fully dimensioned parking lot plan illustrating all on-site parking stalls, stall dimensions, vehicular drive aisle widths, loading areas, vehicular driving surface material, curb cuts, vehicular driveways, and parking lot landscape planters.
  14. The location and dimensions of on-site pedestrian walkways, Americans with Disabilities Act (ADA) paths-of-travel and access ramps, bicycle paths, and any pedestrian or vehicular connection to an adjoining property.
  15. A typical roadway pavement and design section for all proposed streets, sidewalks, curbs, gutters, and culverts.
  16. For new development, the point of connection to public water and sewer with the location of utility 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. A grading and drainage plan with topographic contour lines, at two-foot intervals, when associated with any on-site land disturbance.
  18. The size, location and boundaries of any common open space, including recreational areas and/or facilities. A statement of whether or not such open space is to be dedicated to the public shall also be identified on the site plan.
  19. For phased developments, identification of the location and timing of each phase of development shall be identified on the site plan.
  20. A plan demonstrating compliance with all applicable sections of Article 22 (Chesapeake Bay Preservation Area (CBPA) Overlay District) when any land disturbance is proposed.
  21. A listing of the persons responsible for future maintenance of all easements, parks, playgrounds, storm water, drainage facilities, and common areas.
  22. Identification of the Resource Protection Area (RPA) on or adjacent to the project site, if applicable. A note stating that all property in the Town of Colonial Beach that is not in an RPA is considered a Resource Management Area (RMA).
  23. A notation regarding the retention of any undisturbed, vegetated, 100-foot buffer along all water dependent features.
  24. In the case of demolition, all existing construction to be demolished and the location and size of all existing buildings and construction to remain on-site.
  25. Four (4) sets of building construction plans (three (3) sets on at least 18" x 24" sheets and one (1) set reduced on a 11" x 17" sheet) that include the site plan, floor plans, and all building elevations with the maximum, proposed, building height illustrated.

#### 14-5 Major Site Plan Requirements for Single-Family Dwellings

- A. The following shall be the minimum requirements for a site plan submitted for new construction of a single-family dwelling. If certain requirements are deemed unnecessary, the Director of Community Development may waive submission of part(s) of the submittal requirements. The site plan shall be clearly drawn to scale by a licensed engineer or land surveyor, duly authorized by the Commonwealth of Virginia, and shall include the following information:
1. A title block denoting the type of application, name of the project, and the tax map lot reference.
  2. The name, address, and phone number of the property owner and applicant.
  3. The name, address, phone number, signature, seal, and registration number of the plan preparer, including his/her license expiration date, and the preparation date of the site plan.
  4. A north point arrow and plan scale. The plan scale of the site plan shall not exceed twenty (20) feet to one (1) inch.
  5. The boundaries and dimensions of the entire parcel. The site plan shall show all existing or proposed property lines, easements, and rights-of-way within the subject property, including the total parcel area.
  6. The present zoning, principal use, and boundaries of any overlay or split zoning on the parcel.
  7. A table (with computations) identifying the lot coverage ratio, the impervious surface coverage ratio, and the floor area ratio for all existing and new construction. In addition to the main dwelling unit, all covered porches, decks, balconies, and attached garages that are 50% or more enclosed shall be included in the total floor area ratio calculation for a single-family dwelling.
  8. The general location, dimensions, height, and setbacks for all existing and proposed buildings on the property, including accessory structures.
  9. The boundaries of any water bodies, floodplains, Resource Protection Area (RPA) buffers, watersheds, and wetlands. The finished floor elevation for all buildings and structures proposed within a floodplain must be shown on the site plan. When a property is located outside of an RPA, it will be delineated as a Resource Management Area (RMA) on the site plan.
  10. A description and depiction of the methods proposed to control erosion, sedimentation, and storm water runoff. Properties exceeding an impervious lot coverage of 36% must include descriptions and details for required storm water mitigation measures under the Chesapeake Bay Preservation Act.
  11. A landscape plan for the installation of two (2) street trees on the property. The plan shall include the location, tree caliper size at planting, the tree species, and the planting details for the trees.
  12. A minimum of two (2) vehicular parking spaces shall be illustrated on the site plan. Each parking space shall be a minimum of nine (9) feet wide by eighteen feet (18) deep on the driveway.
  13. The points of connection to public water and sewer with location of lines.
  14. A grading and drainage plan with topographic contour lines at two (2) foot intervals for the development of the project site.
  15. Delineation of the buildable area on the lot in compliance with the minimum zoning district requirements.
  16. Four (4) sets of building construction plans (three (3) sets on at least 18" x 24" sheets and one (1) set reduced on a 11" x 17" sheet) that include the site plan, floor plans, and all building elevations with the maximum, proposed, building height illustrated.
  17. In the case of demolition, all existing construction to be demolished and the location and size of all existing buildings and construction to remain on-site.

#### 14-6 Minor Site Plan

- A. The following shall be minimum requirements for Minor Site Plans. If certain requirements are deemed unnecessary, the Director of Community Development may waive submission of part(s) of

the submittal requirements. The site plan shall be clearly drawn to scale by a licensed engineer or land surveyor, duly authorized by the Commonwealth of Virginia, illustrating the following information:

1. A title block denoting the type of application, name of project, tax map reference, and street address of the subject property.
2. The name, address, and phone number of the property owner and applicant.
3. The name, address, phone number, signature, seal, and registration number of the plan preparer, including his/her license expiration date and the preparation date of the plan.
4. A north point arrow and plan scale. The plan scale of the site plan shall not exceed twenty (20) feet to one (1) inch.
5. The square footage, location, building height, and setbacks of the new construction, drawn to scale, and in accordance with an accurate boundary line survey.
6. The boundaries and dimensions of the entire parcel. The site plan shall show all existing or proposed property lines, easements, and rights-of-way within the subject property, including the total parcel area.
7. The present zoning, principal building use, and boundaries of any overlay or split zoning on the parcel.
8. A table (with computations) identifying the lot coverage ratio, the impervious surface coverage ratio, and the floor area ratio for all existing and new construction.
9. The location and setbacks of all existing buildings and structures on the property.
10. Established street grades and proposed finished grades.
11. Identify the methods used to achieve positive drainage from the property, including contours and swales, as appropriate.
12. For new development, the point of connection to public water and sewer with the location of utility 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.
13. A landscape plan demonstrating compliance with Article 24 of this Ordinance.
14. The location, configuration, dimensions, and vehicular surface material for all parking areas, vehicular drive aisles, loading areas and pedestrian paths of travel, including those for compliance with the Americans with Disabilities Act (ADA).
15. Demonstration of compliance with all applicable sections of Article 22 (Chesapeake Bay Preservation Area (CBPA) Overlay District) when any land disturbance is proposed.
16. 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.
17. Identification of the Resource Protection Area (RPA), if applicable, and a note stating that all property in the Town of Colonial Beach that is not in an RPA is considered a Resource Management Area (RMA).
18. A plat notation regarding the retention of an undisturbed vegetated 100-foot buffer along all water dependent features.
19. Four (4) sets of building construction plans (three (3) sets on at least 18" x 24" sheets and one (1) reduced set of plans on a 11" x 17" sheet).

#### **14.7 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 authorized by the Commonwealth of Virginia to practice as such.
- B. A minimum of four (4) clearly legible, blue or black line copies, for Major and Minor Site Plans shall be submitted to the Director of Community Development for plan check review.

- C. The Director of Community Development or his/her designee shall be responsible for checking submitted site plans 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 submitted Major or Minor Site Plan.

#### **14.8 Effect and Duration of Site Plan**

- A. Every, valid, Community Development Department approval of a Major or Minor Site Plan shall have an approval stamp affixed to the plan or an approval block located at the lower right corner of the plan that is signed by the Director of Community Development or his/her designee to authorize the applicant to proceed with any application for land-disturbing permits, building permits, and other permits and approvals required to develop 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 of Community Development. Once approved and constructed the following improvements shall be maintained by the owner, successor, or heir 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 by 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, 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 of Community Development. Such requests shall include any necessary information, including, but not limited to, modified drawings or renderings, as requested by the Director of Community Development. Minor site plan revisions shall also be subject to those fees adopted in the Zoning Permit Planning Fees Schedule.