

MONTGOMERY COUNTY, VA SITE PLAN CHECKLIST

OWNER	Name:	
	Address:	
	Phone:	
	Project Name:	
	Project Address:	
SURVEYOR/ ENGINEER	Name:	
	License No.:	
	Company:	
	Contact Information:	
SUBMITTED BY:	Name:	Date:
RECEIVED BY:	Name:	Date:

The following checklist has been developed as a guide for **SITE PLAN REVIEW SUBMITTALS** in accordance with Section 10-53 of the Montgomery County Zoning Ordinance. Additional information regarding checklist items can be found in the zoning ordinance or by contacting the Montgomery County Department of Planning and GIS Services at (540) 394-2148.

Description of Plans Submitted:

- Site Plans Date of Plans _____ # of sets provided _____

Generals:

- Name and address: 1) Owner 2) Developer 3) Person Preparing the Plan
- Original date, revision date(s), scale of plan
- Zoning district, tax parcel #, parcel id #, and address of site
 - For new structures and/or undeveloped properties, please contact the E-911 Address Manager.
- Current use of the parcel
- Owner names, tax map #, parcel ID # and zoning district for all adjacent properties
- Boundary and dimensions of site
- Vicinity map at a scale not less than 1' = 2000' and north arrow
- Identification of Public and Private Roads
- Location and information for wells and septic systems and/or public water and sewer connections
- Signature blocks and site plan certification statements for: 1) Owner 2) Developer
- Signature blocks and approval statements for: 1) Zoning Administrator 2) County Engineer
- Compliance with additional requirements set forth by the governing bodies (i.e., proffers, SUP, variance, etc.)
- Copy of the ordinance for zoning amendments and proffers, and/or ordinance allowing special use permits and conditions, or Board of Zoning Appeals actions along with county approval date shown on plan

Requirements Specific to Zoning District:

- Setback/minimum yards Front _____ Rear _____ Sides _____
- Maximum building height required per zoning district
- Maximum floor area ratio
- Maximum coverage by buildings
- Total impervious surface
- Compliance with use limitations

Floodplain [Section 10-37]:

- Flood plain designation and details or note that property does not lie within flood zone

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Parking [Section 10-44]:

- Schedule showing number of spaces provided and number required in accordance with Section 10-44 of Montgomery County Code
- Location of existing and/or proposed access easements with deed book and page information
- Location, type and size of ingress/egress including pavement width of driveways and aisles
- Dimensions of parking and loading spaces shown on plan

Signage [Section 10-45]:

- Location and details including square footage of all existing signs or a note that no signs exist
- Location and details including square footage for all proposed signs or a note that no signs are proposed
 - If sign details are unavailable, include a note stating that the Owner will provide the sign location, details and obtain a sign permit at a later date.

Lighting and Landscaping [Section 10-43]:

- Plan for all exterior lighting including height and type of fixture
- Note on the plan stating, "*Light sources shall not cast excess light (glare) upon adjacent properties or streets. The intensity of light shall not exceed 0.25 footcandles measured at the boundary of any commercial or industrial use abutting any residential use or at the lot line with any residential district, or, in residential or agricultural districts, at the lot line of any adjacent lot.*" [Section 10-46 (9)]
- Landscaping and buffering plan in accordance with Section 10-43 and any additional requirements set forth by the governing bodies (i.e., proffers, SUP, variance, etc.)
- Landscape legend showing the planting schedule, minimum size at planting, common and botanical names, and quantity
- Outline and/or inventory of existing vegetation
- Statement of intent by the Owner or Developer to maintain all vegetation as shown on the landscape plan in a viable condition
- Trash dumpsters and recycling facilities screened

Additional Requirements for Telecommunications Towers, Freestanding [Section 10-48 (6)]:

- Galvanized steel finish or specify neutral paint color
- Dish antennas specify neutral non-reflective paint color
- Written agreements: 1) for future co-location provided 2) for prompt removal of tower upon abandonment
- Copy of FAA approval

Submittals:

- Plans Submitted for Review and Re-submittal Plans: Four (4) Copies and One (1) Complete Digital Set
- Final Plans for Signature: Six (6) Copies – which shall be wet sealed and includes One (1) Set to be returned to the Owner - - - The County will sign additional sets if needed.

Miscellaneous:

- Site Development Plan Application
- Payment of required Review Fee AMOUNT SUBMITTED \$ _____
- VDOT Land Use Permit submitted and referenced on site plan PERMIT NO: _____
- Traffic Impact Analysis submittal
- Engineers cost estimate for bond or letter of credit requirement

FOR OFFICE USE:

Reviewed By: _____

Review Date: _____

Montgomery County Planning & GIS Services
755 Roanoke Street, Suite 2A
Christiansburg, VA 24073-3177
07/24/2020

PHONE 540-394-2148
EMAIL mcplan@montgomerycountyva.gov
WEBSITE <http://www.MontgomeryCountyVA.gov>