



PLANNING COMMISSION

BOARD OF ZONING APPEALS

GREENE COUNTY PLANNING DEPARTMENT

Post Office Box 358

Stanardsville, Virginia 22973

Tel: 434-985-5282
Fax: 434-985-1459

Website: www.gcva.us
Email: planning@gcva.us

Case # _____

Date of Application _____

Choose **one** from the following:

- Site Development Plan Review (check one)**
 - Preliminary
 - Final
 - Amendment
 - Letter of Revision

- Plat Review (check one)**
 - Major Preliminary
 - Major Final
 - Minor Division/Family Division
 - Family Division/Lot Line/Easement/Misc.

Erosion & Sediment Control: (complete the Application for Grading & E & S Control)

E & S Plan

- Submitted
- Not Submitted

Stormwater Management Plan

- Submitted
- Not Submitted

Flood Plain Review:

under 10,000 sq. ft.

over 10,000 sq. ft.

Applicant Name _____

Mailing Address _____

Physical Address _____

Phone # _____ Fax # _____ Email _____

Signature _____ Date _____

Property Owner Name _____

Mailing Address _____

Physical Address _____

Phone # _____ Fax # _____ Email _____

Signature _____ Date _____

Tax Map # _____ Acreage _____ Zoning _____

Existing Use _____

Proposed Use _____

SPR/SDV Fee: \$ _____ Date Paid _____ Receipt # _____ Initials _____

E & S Fee: \$ _____ Date Paid _____ Receipt # _____ Initials _____

Description of Request (attach any supporting documentation or sketches, etc.)

Applicable Zoning Ordinance Section(s)

Applicable Reference of Current Comprehensive Plan or Land Use Map

Zoning Administrator Comments:

Mandatory Pre-Application Meeting: Must Be Completed PRIOR to Submission:

Applications for the following requests require a mandatory pre-application meeting.
Call (434) 985-5282 to schedule your meeting with staff.

- Site Development Plan Review
- Subdivision (Major)

Meeting was held on: _____

Application Checklist: Must Be Completed for Official Submission:

All applications require the following:

- Completed Application (including a description of the request)
- Application Fee (see Fee Schedule)
- If Erosion & Sediment (E & S) Control Review is necessary, the following must be submitted for an E & S review to be performed:
 - Completed E & S application
 - E & S fee (see Fee Schedule)
 - 3 copies of the E & S and/or SWM plans
 - Completed E & S/SWM Checklist signed by the plan preparer

*NOTE: An E & S review will not be performed until the items listed above have been submitted.
E & S is required for all Site Development Plan Review and Subdivision submittals requiring public or private roads.

Additional Requirements for the following Applications:

Subdivision:

Preliminary Plat:

- Minimum of 3 preliminary plats; more copies may be required.
- Subdivision
- Subdivision Name
- Proposed Road Names
- Proposed # of Lots
- Current Road Right-of-Way Width
- Additional Fee for Street Signs and their installation, etc.
- Boundary Line Adjustment
- Lot Line Vacation

Final Plat:

- Minimum of 4 final plats; more copies may be signed at applicant's request
- Must be submitted with owner's original signatures (notarized)
- Must include the surveyor's signature and seal
- The approved plat must be recorded within 6 months of approval or it will become null and void.

Site Development Plan Review:

- 8 copies of the Site Development Plan showing the following:
 - Project Title, Date, and Projected Completion Date
 - Name and Address of Engineer, Surveyor, and/or Developer
 - Signature Panel with Property Owners Consent
 - North Arrow
 - Graphic Scale
 - Vicinity sketch drawn to a scale of one (1) inch equals 2,000 feet (Quad-Sheet Scale) with landmarks sufficient to identify the location of the property
 - Zoning of site and adjacent properties
 - Owners of parcels and title sources
 - Owners of adjoining properties
 - Property boundaries
 - Building setback lines
 - Existing property features (street, buildings, etc.) to be retained or removed
 - Contours (existing and proposed) and grading to 100 feet beyond boundary
 - Limits of Construction, with total disturbed area noted
 - Erosion & Sediment Control Plan
 - Stormwater Management Plan
 - Utilities (existing and proposed) and easements
 - Proposed streets and names and right-of-way easements
 - Ingress and Egress
 - Outdoor Lighting Plan
 - Curbs, Sidewalks, Gutters, Etc.
 - Drainage patterns and facilities, and plan with easements
 - Proposed structures (number, type, size, etc.)
 - One-hundred (100) year flood plain
 - Existing trees and clearing areas and proposed landscaping, screening, and walkways as may be required to preserve neighborhood character
 - Location and Size of Signs
 - Garbage Storage
 - Off-street parking areas, loading areas, and internal circulation aisles
 - Proposed density
 - Outdoor rental and sales areas; outdoor display areas
 - Recreation and open space amenities
 - Land to be dedicated to the County
 - Total project area with percent used for building, parking, and open space
 - Engineering Design Report, including narratives
 - Submit documentation and sketches on a floppy disk or cd in PDF or jpeg format
 - List of Adjoining Property Owners and current mailing address in Excel Format (current information can be found at the Commissioner of the Revenue's office)

Flood Plain Review:

- Under 10,000 sq. ft.
 - Sketch and Narrative showing area to be developed and a descriptive summary of work being performed
 - Topography Map
 - FIRM Map
 - Affidavit verifying that development is under 10,000 sq. ft.

- Over 10,000 sq. ft.—Follow SPR Checklist

Fee Schedule: As of 2/18/15

<u>Item</u>	<u>Fees</u>
Bond Inspections	\$50 per site visit
Site Plan: Preliminary	\$1,000
Site Plan: Final	\$500
Site Plan : Amendments	\$500
Site Plan: Letter of Revision	\$100
Flood Plain: Under 10,000 sq. ft.	\$100
Flood Plain: Over 10,000 sq. ft.	See Site Plan Fees
Subdivision: Major Preliminary	\$1000+\$100/Lot
Subdivision: Minor	\$500+\$50/Lot
Subdivision: Major Final	\$500+\$50/Lot
Subdivision: Family Division, Lot Line/Easement/Misc.	\$100