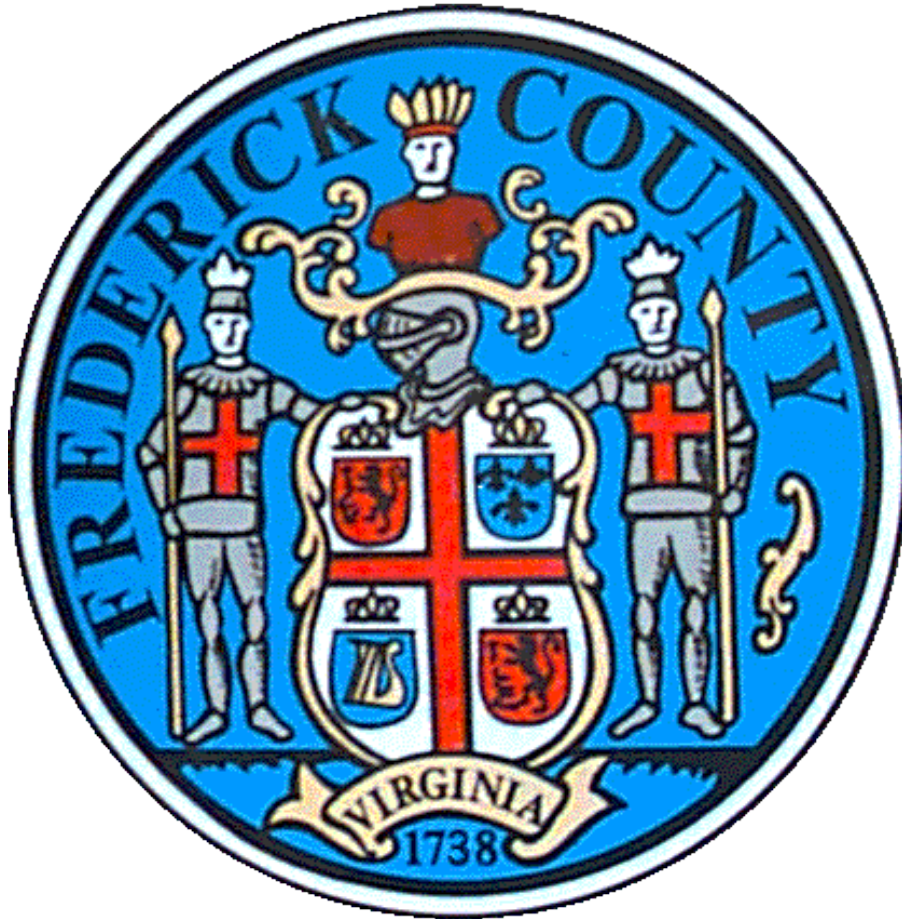


# SITE PLAN APPLICATION PACKAGE



## Frederick County, Virginia

Department of Planning and Development  
107 North Kent Street, Suite 202  
Winchester, Virginia 22601  
Telephone: (540) 665-5651 - FAX: (540) 665-6395

Website: [www.fcva.us](http://www.fcva.us)

(Revised 01.04.24)

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*Please read all instructions carefully. Application forms and comment sheets necessary for a site plan review are included in this package.*

*If you have any questions regarding this application or your site plan, please feel free to contact us at (540) 665-5651. A County planner will be happy to help you.*

## **SITE PLAN INSTRUCTIONS**

### **When is a site plan required?**

A site plan must be submitted to and approved by the county if new construction or additions to existing sites are proposed in the following zoning districts:

<b>B-1</b>	<b>Business Neighborhood District</b>	<b>RP</b>	<b>Residential Performance District</b>
<b>B-2</b>	<b>Business General District</b>	<b>R4</b>	<b>Residential Planned Community District</b>
<b>B-3</b>	<b>Industrial Transition District</b>	<b>R5</b>	<b>Residential Recreational Community District</b>
<b>OM</b>	<b>Office-Manufacturing Park District</b>	<b>MH-1</b>	<b>Mobile Home Community District</b>
<b>M-1</b>	<b>Light Industrial District</b>	<b>HE</b>	<b>Higher Education District</b>
<b>M-2</b>	<b>Industrial General District</b>	<b>MS</b>	<b>Medical Support District</b>
<b>EM</b>	<b>Extractive Manufacturing</b>		

A site plan is also required for the following types of development:

- (1) Any use in the business or industrial zoning districts, the EM Extractive Manufacturing District, the MS Medical Support District, or the HE Higher Education District.
- (2) Any nonresidential uses with automobile parking spaces.
- (3) Any of the following residential uses not required to submit a subdivision design plan for approval: Multiplexes, Townhouses/Back to Back Townhouses, Garden apartments, age-restricted multifamily residential buildings, other allowed multifamily uses and mobile home parks.
- (4) Convalescent and nursing homes.
- (5) Public and semipublic uses and buildings.
- (6) Required landscaped buffers and landscaped screens.
- (7) Required recreational facilities.
- (8) Any parcel of land proposed to contain more than one dwelling unit, except those residential units allowed as agricultural accessory uses.
- (9) Non-residential uses permitted in the RP, R4 and R5 Zoning Districts.
- (10) The use, change of use or construction of any improvement or facility that is to be reviewed by the Planning Commission to determine conformance with the Comprehensive Plan under § 15.2-2232 of the Code of Virginia.

### **Will a proposed addition be considered as a “minor” or “major” site plan?**

If the proposed addition(s) or modification(s) do not alter the intensity of the primary use, does not exceed 10,000 square feet of building or disturbed area, and does not increase the existing structure area by 20%, then the site plan will be considered “minor”.

## STEPS FOR APPROVAL OF A SITE PLAN

### 1. Site Plan Preparation

The site plan must be prepared by a certified engineer, architect, or surveyor licensed in the Commonwealth of Virginia, and shall meet all the requirements of the Frederick County Code. Site plans must show **all** the information specified on the site plan checklists.

### 2. Technical Review Committee

The Technical Review Committee (TRC) allows applicants to discuss site plan concepts and design issues with all relevant review agencies prior to a formal submission of a site plan application. Applicants are not required to meet with the TRC; however, the TRC serves as a mechanism that helps streamline the site plan review process by providing instant feedback on potential design issues. The TRC is open to anyone who wishes to present a concept or site plan design; however, meeting with the TRC does not substitute for individual agency reviews that are necessary for a site plan approval.

The Technical Review Committee meets every first and third Thursday of each month. The cut-off date for all agenda items is the close of business the Thursday prior to the meeting. Applicants must contact the Department of Planning and Development at (540) 665- 5651 to be placed on the first available agenda.

### 3. Agency Comments Review and Application Submission

**A. Agency Comment Period:** The applicant must circulate copies of the site plan to applicable review agencies for comments. The attached comment sheets for each review agency must be completed and submitted with the required number of copies of the site plan. The required number of site plans needed is specified on each comment sheet. It is suggested that applicants contact the Department of Planning and Development to determine which agency review comments are required.

Each applicable review agency will review the site plan to determine if it has all the necessary information. The site plan checklist included in this package specifies the information required to be shown on or attached to a site plan. If all the information is complete, the appropriate agency will review and provide comments *within 15 working* days from the time the site plan is submitted to them. **\* If** information is missing or incomplete, the site plan will not be accepted for review and returned to the applicant. Approvals must be received from the applicable review agencies prior to the site plan being approved by the Planning Department.

\*Note: Reviews conducted by the Virginia Department of Transportation may take up to 60 days.

- B. Application Submission and Review Fee:** The submission of a site plan application begins when the Department of Planning and Development receives a site plan for comment review. **At the time the Department of Planning and Development accepts a site plan for comment, the applicant must also submit a completed application form (pages 8 and 9) and the review fee.** Review fees are specified on the attached Development Review Fee Schedule.

4. **Final Site Plan Approval**

A site plan will receive final approval once all required information and approved review agency comments are submitted to the Department of Planning and Development. All final site plans are approved administratively by the Zoning Administrator.

- A.** During the review by the Department of Planning and Development, the Zoning Administrator may determine that a site plan shall be reviewed by the Planning Commission due to the scale, intensity, or potential impacts of the proposed development. In this case, the site plan will be included on the agenda of the next regular meeting of the Planning Commission. It will be the responsibility of the applicant to ensure that all required materials are complete and filed with the Planning Department at least 12 working days prior to the regular meeting of the Planning Commission in order for the site plan to be placed on this agenda.
- B.** Five full sets of final plans must be submitted to the Planning Department for final approval.
- C.** A PDF copy of the final site plan must be submitted with the final sets.

5. **Construction Activity**

Limited construction activity is permitted prior to final site plan approval. This allows applicants to move ahead and prepare the site while approval is pending. Applicants may apply for the following permits:

- A. Land Disturbance Permit:** This permit is issued by the Frederick County Department of Public Works once a grading plan has been submitted and reviewed by the Frederick County Engineer. The cost of this permit is indicated on the attached Development Review Fee Schedule. The County Engineer may be contacted Monday through Friday from 8:00 a.m. to 4:00 p.m. at (540) 665-5643.
- B. Footing Foundation Permit:** Applicants may apply for a footing foundation permit prior to final site plan approval. This permit may be obtained at the applicant's risk. Any revisions specified by the final site plan may affect footing foundations already set in place.

Two copies of an engineered footing foundation drawing shall be submitted to the Department of Building and Inspections. The Plans Review Specialist will review and approve a Footing Foundation Permit once adequate footing details, basement details (if necessary), and groundwork details are provided. The Plans Review Specialist can be contacted Monday through Friday from 8:00 a.m. to 4:00 p.m. at (540) 665-5650.

6. **Final Certificate of Occupancy**

Once all site development is complete, the applicant must contact the County Planner in charge of the site plan review to schedule an inspection of the site. The inspection is necessary to ensure that all requirements shown on the approved site are complete. A final or temporary certificate of occupancy permit will be issued once the required improvements are complete or adequately bonded with Frederick County.

7. **Bonding**

If all improvements depicted on an approved site plan have not been completed the property owner can bond the incomplete items if deemed appropriate by the Zoning Administrator. When the improvements are permitted to be bonded the applicant must complete the Monetary Guaranty Estimate Worksheet. This worksheet needs to be completed and affixed with an engineer's seal, and provided to the Planning Department for review. Once the review of the worksheet has been completed and the amount approved by the Planning Department, the developer/owner will need to establish an Irrevocable Letter of Credit, a Performance Bond or cash for the monetary guarantee.

# SITE PLAN APPLICATION

*- Office Use Only -*

**Date Application Received:** \_\_\_\_\_ **Application #:** \_\_\_\_\_

**Fees Received:** \_\_\_\_\_ **Receipt #:** \_\_\_\_\_ **Initials:** \_\_\_\_\_

1. Project Title: \_\_\_\_\_
  
2. Project Description: \_\_\_\_\_  
\_\_\_\_\_
  
3. Location of Property: \_\_\_\_\_  
(Street address) \_\_\_\_\_  
\_\_\_\_\_
  
4. Applicant/Designer:  
  
Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
  
Primary Point of Contact: \_\_\_\_\_ email: \_\_\_\_\_  
  
Address: \_\_\_\_\_  
\_\_\_\_\_
  
5. Property Owner (if different than above):  
  
Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
  
Address: \_\_\_\_\_  
\_\_\_\_\_
  
6. Property Information:
  - a. Property Identification Number: \_\_\_\_\_
  - b. Total acreage of the parcel to be developed: \_\_\_\_\_
  - c. Total disturbed area of the parcel: \_\_\_\_\_
  - d. Present Use: \_\_\_\_\_
  - e. Proposed Use: \_\_\_\_\_
  - f. Magisterial District(s) \_\_\_\_\_



7. Site Plan Type:

a. Is this an original or new site plan? Yes \_\_\_\_ No \_\_\_\_

b. Is this a revised site plan? Yes \_\_\_\_ No \_\_\_\_

If yes provide all previous site plan numbers:

c. Is this a minor site plan? Yes \_\_\_\_ No \_\_\_\_

If yes provide all previous site plan numbers: \_\_\_\_\_

8. Zoning Information:

a. Current Zoning: \_\_\_\_\_

b. Was this property Rezoned? Yes \_\_\_\_ No \_\_\_\_

c. If yes provide the rezoning number for this property: \_\_\_\_\_

d. Are there any proffers for this property? Yes \_\_\_\_ No \_\_\_\_

e. Has a MDP been approved for this property? Yes \_\_\_\_ No \_\_\_\_

f. If yes provide the MDP number for this property: \_\_\_\_\_

9. Adjoining property zoning and use:

	<u>USE</u>	<u>ZONING</u>
North	_____	_____
East	_____	_____
South	_____	_____
West	_____	_____

I have read the material included in this package and understand what is required by the Frederick County Planning Department. I also understand that all required material will be complete prior to the submission of my site plan.

Signature: \_\_\_\_\_

Name (Printed): \_\_\_\_\_

Date: \_\_\_\_\_

# SITE PLAN APPLICATION CHECKLIST

The checklist shown below specifies the information which is required to be submitted as part of the site plan application. The Department of Planning & Development will review the application to ensure that it is complete prior to accepting it. If any portion of the application is not complete, it will be returned to the applicant(s).

- \_\_\_\_\_ (1) One (1) set of approved comment sheets are required from each relevant review agency **prior to final approval of a site plan**. It is recommended that applicants contact the Department of Planning & Development to determine which review agencies are relevant to their site plan application. A list of potentially relevant review agencies is shown below:
  - \_\_\_\_\_ Frederick County Department of Planning & Development
  - \_\_\_\_\_ Virginia Department of Transportation (VDOT)
  - \_\_\_\_\_ Department of GIS (Geographic Information Services)
  - \_\_\_\_\_ Frederick Water
  - \_\_\_\_\_ Frederick County Building Inspections Department
  - \_\_\_\_\_ Frederick County Department of Public Works
  - \_\_\_\_\_ Frederick County Fire Marshal
  - \_\_\_\_\_ Virginia Department of Health
  - \_\_\_\_\_ Frederick County Department of Parks & Recreation
  - \_\_\_\_\_ City of Winchester
  - \_\_\_\_\_ Town of Stephens City
  - \_\_\_\_\_ Town of Middletown
  - \_\_\_\_\_ Winchester Regional Airport Authority
  - \_\_\_\_\_ Frederick County Public Schools (for residential plans)
  - \_\_\_\_\_ Frederick County Department of Planning & Development – Transportation
- \_\_\_\_\_ (2) One (1) copy of the Site Plan application form.
- \_\_\_\_\_ (3) Payment of the site plan review fee.
- \_\_\_\_\_ (4) Two (2) copies of the site plan for review.
- \_\_\_\_\_ (5) Completed Special Limited Power of Attorney (original).
- \_\_\_\_\_ (6) Traffic Impact Analysis (if applicable).

# **SITE PLAN CHECKLIST**

The Site Plan Checklist, shown below, lists the information which is required to be on each site plan. Site plans which are incomplete or missing information will be returned to the applicant (s) for revision.

## *Project Information Section*

- \_\_\_\_\_ (1) A title that includes the name of the proposed or existing business and a subtitle which describes the proposed development.
- \_\_\_\_\_ (2) The name, address, and phone number of the land owner, developer, and designer.
- \_\_\_\_\_ (3) The Frederick County Property Identification Number (PIN) of all lots included on the site plan.
- \_\_\_\_\_ (4) The number and type of dwelling units included on the site plan for residential uses.
- \_\_\_\_\_ (5) The total land area and total developed land area of all lots included on the site plan.
- \_\_\_\_\_ (6) A detailed description of the proposed use or uses of the development, as well as a description of the existing use or uses.
- \_\_\_\_\_ (7) A reference to any other site plan, master development plan approved by the county for the site.
- \_\_\_\_\_ (8) The date the site plan was prepared and a list of all revisions made, including the date and a description of why the site plan was revised.
- \_\_\_\_\_ (9) A table of contents including all pages of the site plan.
- \_\_\_\_\_ (10) A list of all proposed utility providers, with their address and phone number.
- \_\_\_\_\_ (11) A location map showing the location of the site, along with the location of streets, roads and land uses within five hundred (500) feet of the property.
- \_\_\_\_\_ (12) A statement listing all requirements and conditions placed on the land included in the site plan resulting from approval of conditional zoning or a conditional use permit.
- \_\_\_\_\_ (13) A description of setbacks or conditions placed on the site as a result of an approved variance.
- \_\_\_\_\_ (14) The name of the Magisterial District the property is located within.

## *Calculations Section*

- \_\_\_\_\_ (15) Calculations showing the Floor Area Ratio (FAR) of the site, including the maximum allowed FAR, total ground floor area, total floor area, and total lot area.
- \_\_\_\_\_ (16) Calculations showing the total number of required and proposed parking spaces,

including the total number of existing and proposed spaces.

- \_\_\_\_\_ (17) Calculations showing the total number of required handicap spaces, including the total number of existing and proposed spaces.
- \_\_\_\_\_ (18) Calculations showing the total number of required loading spaces, including the total number of existing and proposed spaces.
- \_\_\_\_\_ (19) Calculations showing the total number of required perimeter and interior trees required, including the number of provided trees.
- \_\_\_\_\_ (20) Calculations showing the percentage of the property that will be landscaped and the percentage of woodlands disturbed.

*Site Plan & Details Section*

- \_\_\_\_\_ (21) The location of all adjoining lots with the owner's name, specific use, zoning, and zoning boundaries shown.
- \_\_\_\_\_ (22) The location of all existing or planned right-of-ways and easements that are located on or adjoin the property, with street names, widths, and speed limits shown.
- \_\_\_\_\_ (23) All nearby entrances that are within two hundred (200) feet of any existing or proposed entrances to the site.
- \_\_\_\_\_ (24) All existing and proposed driveways, parking and loading spaces, parking lots and a description of surfacing material and construction details to be used. The size and angle of parking spaces, aisles, maneuvering areas, and loading spaces shall be shown.
- \_\_\_\_\_ (25) A North arrow.
- \_\_\_\_\_ (26) A graphic scale and statement of scale.
- \_\_\_\_\_ (27) A legend describing all symbols and other features that need description.
- \_\_\_\_\_ (28) A boundary survey of the entire parcel and all lots included with distances described at least to the nearest hundredth of a foot.
- \_\_\_\_\_ (29) The present zoning of all portions of the site, with the location of zoning boundaries.
- \_\_\_\_\_ (30) The location of all existing and proposed structures, with the height, specific use, ground floor area, and total floor area labeled.
- \_\_\_\_\_ (31) The location of all existing and proposed outdoor uses, with the height, specific use, and land area labeled.
- \_\_\_\_\_ (32) Existing topographic contour lines at intervals acceptable to the Zoning Administrator. Proposed finished grades shall be shown by contour.
- \_\_\_\_\_ (33) The location of the front, side, and rear yard setback lines required by the applicable zoning district.

- \_\_\_\_\_ (34) The location and boundaries of existing environmental features, including streams, floodplains, lakes and ponds, wetlands, natural stormwater retention areas, steep slopes, and woodlands.
- \_\_\_\_\_ (35) The location of outdoor trash receptacles with details for all required screening elements.
- \_\_\_\_\_ (36) A Photometric Plan per §165-201.07.
- \_\_\_\_\_ (37) The location, dimensions, and height of all signs.
- \_\_\_\_\_ (38) The location of required buffers, landscaping buffers, and landscaped screens, including examples, typical cross sections or diagrams of screening to be used. The location and dimensions of required fencing, berms, and similar features shall be specified.
- \_\_\_\_\_ (39) The location of recreational areas and common open space.
- \_\_\_\_\_ (40) The location of all proposed landscaping with a legend. The caliper, scientific name, and common name of all deciduous trees. The height at planting, scientific name, and common name of all evergreen trees and shrubs.
- \_\_\_\_\_ (41) The height at planting, caliper, scientific name, and common name shall be provided for all proposed trees. The height at planting, scientific name and common name shall be provided for all shrubs.
- \_\_\_\_\_ (42) The location of sidewalks and walkways, including all sidewalks or bicycle paths required along any road right of way.
- \_\_\_\_\_ (43) The location and width of proposed easements and dedications.
- \_\_\_\_\_ (44) A stormwater management plan describing the location of all stormwater management facilities with design calculations and details.
- \_\_\_\_\_ (45) A soil erosion and sedimentation plan describing methods to be used.
- \_\_\_\_\_ (46) The location and size of sewer and water mains and laterals serving the site.

- \_\_\_\_\_ (47) Facilities necessary to meet the requirements of the Fire Code.
  
- \_\_\_\_\_ (48) A signed seal of the certified Virginia land surveyor, architect, or engineer who prepared the plan. The seal and signature of the engineer, surveyor or architect shall be on each sheet of the site plan.
  
- \_\_\_\_\_ (49) A space labeled “Approved by the Frederick County Zoning Administrator” for the signature of the Zoning Administrator, approval date, and a statement that reads “site plan valid for five (5) years from approval date.”
  
- \_\_\_\_\_ (50) All requirements specified elsewhere in the County Code, including but not limited to the Subdivision Ordinance.

**REQUEST FOR SITE PLAN COMMENTS**



**Virginia Department of Transportation**

**Mail to:**

Virginia Department of Transportation  
Attn: Resident Engineer  
14031 Old Valley Pike  
Edinburg, Virginia 22824  
Phone: (540) 984-5600

**Hand deliver to:**

Virginia Department of Transportation  
Attn: Resident Engineer  
14031 Old Valley Pike  
Edinburg, Virginia 22824

**Applicant:** Please fill out the information as accurately as possible in order to assist the Virginia Department of Transportation with their review. **Please attach two (2) copies of the site plan with traffic generation data and drainage calculations with this sheet.**

Applicant's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of development and description of the request:

\_\_\_\_\_  
\_\_\_\_\_

Location of Property:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Virginia Department of Transportation Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**-VDOT USE ONLY-**

Date Received \_\_\_\_\_  
Date Reviewed \_\_\_\_\_  
Revision Required \_\_\_\_\_

Review Number 1 2 3 4 5 (circle one)  
Date Approved \_\_\_\_\_

VDOT Signature & Date: \_\_\_\_\_

**\*\* Please Return Form to Applicant\*\***

**REQUEST FOR SITE PLAN COMMENTS**



**Frederick County Department of  
Planning & Development**

**Mail to:**

Frederick County  
Department of Planning & Development  
107 North Kent Street  
Winchester, Virginia 22601  
Phone: (540) 665-5651

**Hand deliver to:**

Frederick County  
Department of Planning & Development  
107 North Kent Street, 2<sup>nd</sup> Floor  
Winchester, Virginia 22601

**Applicant:** It is your responsibility to complete this form as accurately as possible in order to assist the agency with their review. Please attach two (2) copies of the Site Plan with this sheet.

Applicant's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of development and description of the request:  
\_\_\_\_\_  
\_\_\_\_\_

Location of Property:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Department of Planning & Development Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**-PLANNING DEPARTMENT USE ONLY-**

Date Received \_\_\_\_\_ Review Number 1 2 3 4 5 (circle one)  
Date Reviewed \_\_\_\_\_  
Revision Required \_\_\_\_\_ Date Approved \_\_\_\_\_  
Signature & Date: \_\_\_\_\_

**\*\* Please Return Form to Applicant\*\***



**REQUEST FOR SITE PLAN COMMENTS**



**Request for Street Name Comment**

**Mail to:**

Frederick County  
Information Technologies, GIS Division  
Attn: GIS Manager  
107 North Kent Street  
Winchester, Virginia 22601

**Hand deliver to:**

Frederick County  
Information Technologies, GIS Division  
107 North Kent Street, 1<sup>st</sup> Floor  
Winchester, Virginia 22601  
Phone: (540) 665-5614

**Applicant:** It is your responsibility to complete this form as accurately as possible in order to assist the agency with their review. Please attach two (2) copies of the Site Plan with this sheet.

Applicant's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of development and description of the request:  
\_\_\_\_\_  
\_\_\_\_\_

Location of Property:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

GIS Manager Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**-GIS MANAGER USE ONLY-**

Date Received \_\_\_\_\_ Review Number 1 2 3 4 5 (circle one)  
Date Reviewed \_\_\_\_\_ Date Approved \_\_\_\_\_  
Revision Required \_\_\_\_\_  
Signature & Date: \_\_\_\_\_

**\*\* Please Return Form to Applicant\*\***

**REQUEST FOR SITE PLAN COMMENTS**



**Frederick County Inspections  
Department Comment**

**Mail to:**

Frederick County Inspections Department  
Attn: Building Official  
107 North Kent Street  
Winchester, Virginia 22601

**Hand deliver to:**

Frederick County Inspections Dept.  
107 North Kent Street, 2<sup>nd</sup> Floor  
Winchester, Virginia 22601  
Phone: (540) 665-5650

**Applicant:** It is your responsibility to complete this form as accurately as possible in order to assist the agency with their review. Please attach one (1) copy of the Site Plan with this sheet.

Applicant's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of development and description of the request:  
\_\_\_\_\_  
\_\_\_\_\_

Location of Property:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Inspections Department Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**-FREDERICK COUNTY INSPECTIONS DEPARTMENT USE ONLY-**

Date Received \_\_\_\_\_ Review Number 1 2 3 4 5 (circle one)  
Date Reviewed \_\_\_\_\_  
Revision Required \_\_\_\_\_ Date Approved \_\_\_\_\_  
Signature & Date: \_\_\_\_\_

**\*\* Please Return Form to Applicant\*\***

**REQUEST FOR SITE PLAN COMMENTS**



**Frederick County Public Works Comment**

**Mail to:**

Frederick County Public Works Department  
Attn: County Engineer  
107 North Kent Street  
Winchester, Virginia 22601

**Hand deliver to:**

Public Works Department  
107 North Kent Street, 2<sup>nd</sup> Floor  
Winchester, Virginia 22601  
Phone: (540) 665-5643

**Applicant:** It is your responsibility to complete this form as accurately as possible in order to assist the agency with their review. Please attach one (1) copies of the Site Plan with this sheet.

Applicant's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

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

Name of development and description of the request:

\_\_\_\_\_  
\_\_\_\_\_

Location of Property:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Public Works Department Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**-FREDERICK COUNTY PUBLIC WORKS DEPARTMENT USE ONLY-**

Date Received \_\_\_\_\_

Review Number 1 2 3 4 5 (circle one)

Date Reviewed \_\_\_\_\_

Revision Required \_\_\_\_\_

Date Approved \_\_\_\_\_

Signature & Date: \_\_\_\_\_

**\*\* Please Return Form to Applicant\*\***

# Review Checklist

Frederick County, Virginia  
 Department of Public Works



Subdivision/Site Plan Name: \_\_\_\_\_  
 Engineer/Surveyor Name: \_\_\_\_\_  
 Engineer/Surveyor Phone: \_\_\_\_\_  
 Tax Map (PIN): \_\_\_\_\_

*Note: Provide sheet number(s) for each item or indicate if not applicable.*

Requirements	Sheet	N/A	FC Check
Provide a note pertaining to temporary and permanent stabilization of denuded areas.			
Provide a note pertaining to stabilization requirements for soil stockpiles.			
Provide a note stating that vegetative stabilization shall be uniform, mature enough to survive and adequate to inhibit erosion.			
Provide sediment trapping facilities as the first phase of land disturbing activity.			
Provide a note requiring that dams, dikes and diversions be stabilized immediately after construction.			
Sediment traps and basins shall be installed if necessary and in the correct location. Basins shall maintain structural integrity during 100-year 24 hour storm event. (§79-3.A.1 Frederick County Code).			
Cut and fill slopes shall be adequately stabilized. Fill slopes steeper than 3:1 will require a slope stability analysis and maintenance plan.			
Provide adequate temporary or permanent channel, flume or slope drain for all concentrated runoff down cut or fill slopes.			
Provide adequate drainage or other protection whenever water seeps from a slope face.			
Provide adequate inlet protection for all operational storm sewer inlets.			
Provide adequate channel protection for open conveyance and receiving channel, provide adequate outlet protection for pipes and channels.			
Provide measures to minimize channel damage when conducting in-stream construction.			
Install temporary stream crossings of non-erodible material			
All applicable federal, state and local regulations pertaining to working in or crossing live watercourses shall be met - all applicable permits shall be submitted with Land Disturbance application (§79-3.A.2 Frederick County Code).			
Provide a note stating that the bed and banks of a watercourse shall be stabilized immediately after work in the watercourse is completed.			
Provide appropriate notes regarding trenching practices in accordance with 4VAC50-30-40 subsection 16.			

<b>Requirements</b>	<b>Sheet</b>	<b>N/A</b>	<b>FC Check</b>
Provide a note requiring cleaning/removal of any sediment on public or private roadways.			
Provide a note requiring that all temporary controls be removed within 30-days once no longer needed; trapped sediment must be removed and stabilized.			
Provide adequate protection from erosion and sediment deposition for downstream properties and waterways.			
Demonstrate that concentrated stormwater runoff leaving the site discharges directly into an adequate natural or manmade channel.			
Demonstrate that two (2)-year runoff from the site does not overtop banks of natural channels and does not cause erosion.			
Demonstrate that discharge into the previously constructed man-made channels are not overtopped by a ten (10)-year storm and the two (2)-year storm does not cause erosion			
Demonstrate that closed storm sewer systems contain the ten (10)-year storm. Provide calculations and show ten (10)-year HGL in the storm sewer profiles.			
If offsite improvements are proposed, provide evidence of obtained easements, etc.			
Provide an analysis of the existing and ultimate characteristics of the watershed.			
Provide responsible party and maintenance plan for the proposed detention facilities to include access, what is to be maintained?, how often?, who pays?			
Provide energy dissipaters at the outfall of all detention facilities.			
Provide calculations demonstrating that onsite ditches are adequate.			
All sheet flow leaving the site shall be at or below pre-developed rates or it must be diverted to an adequate channel, pipe system or detention facility.			
All calculations and assumptions shall pertain to the entire development and its ultimate build-out.			
All measures utilized shall minimize the impact on waters of the State.			
Project description - Describe the nature and purpose of the land disturbing activity and area (acres) to be disturbed.			
Existing Site Conditions - Provide a description of the existing topography, vegetation and drainage.			
Adjacent Areas - Provide a description of neighboring areas such as streams, lakes, residential areas, roads, etc., which might be affected by the land disturbance.			
Off-site areas - Describe any off-site land-disturbing activities that will occur.			
Soils - Provide a brief description of the soils on the site giving such information as soil name, mapping unit, erodibility, permeability, depth, texture and soil structure.			
Geology - Provide a brief description of the geology on the site related to construction; i.e. methods of removal, use as engineered fills, Karst potential, etc.			

<b>Requirements</b>	<b>Sheet</b>	<b>N/A</b>	<b>FC Check</b>
Critical areas - Provide a description of areas on the site which have potentially serious erosion problems.			
E&S control measures - Provide a description of the methods which will be used to control erosion and sedimentation on the site.			
Permanent stabilization - Provide a brief description, including specifications, of how the site will be stabilized after construction is completed.			
Stormwater runoff narrative - Will the development of the site cause an increase in peak runoff rates? Will it cause flooding? Describe the strategy to control stormwater runoff.			
Calculations - detailed calculations for the design of temporary sediment basins, permanent stormwater detention basins, diversions, channels, etc. Include calculations for pre- and post-development runoff			
Provide a vicinity map.			
Provide a North arrow and scale on all plan sheets.			
Delineate the proposed limits of clearing and grading.			
Show and label existing contours.			
Show and label final contours.			
Show existing vegetation.			
Show boundaries of different soil types.			
Show existing drainage patterns including the acreage of each drainage area.			
Label areas with potentially serious erosion problems.			
Show and label all proposed site improvements.			
Label all storm pipe systems on grading plan sheets (pipe size, material, structure numbers).			
Show elevations for the proposed basement floor, first floor and garage slab for all buildings and finished grade elevations at building corners.			
Show location of all retaining walls with elevations for proposed top and bottom of walls.			
Conveyance system protection and flood protection analysis provided at every discharge point of concentrated flow originating from site improvements.			
Show location of all erosion and sediment control measures using VESCH standard symbols.			
Show all off-site land disturbing activities and erosion and sediment control measures. Provide letter of permission or show temporary construction easements as necessary.			
Provide stage-storage, stage-discharge and routing data for all SWM/BMP ponds.			
Provide VRRM spreadsheet data.			

Requirements	Sheet	N/A	FC Check
Drainage area map showing individual and cumulative drainage area contributing to each point of concentration.			
Provide a maintenance schedule including regular inspection and repair of erosion and sediment control measures.			
Provide the Responsible Land Disturber signature block on the plans.			
Provide a seeding schedule in accordance with VESCH standard 3.31 and 3.32.			
Provide a 20-foot drainage easement for all concentrated flows within on- or off-site residential lots.			
Provide a minimum of 2% slope on grass channels. If less than 2%, provide an alternative design.			
Any area in which drainage collects from more than three (3) lots shall be placed within a platted drainage easement.			
All silt fence shall be wire reinforced.			
Drop Inlets in areas accessible to the public will require an appropriately sized grate opening. Please specify the grate type in the plans.			
Ensure that the backwater condition for the post-developed 100-year storm does not impact adjacent properties.			
Show the location and extent of the overland relief flow paths provided for SWM conditions and to clear buildings for the 100-year storm.			
Provide the dewatering structure details for the proposed sediment basins. The details shall include elevations, type of structures, pipe sizes, etc.			

\_\_\_\_\_  
 Engineer's Signature

\_\_\_\_\_  
 Date

**REQUEST FOR SITE PLAN COMMENTS**



**Frederick County Fire Marshal Comment**

**Mail to:**

Frederick County Fire Marshal  
Attn: Fire Marshal  
1080 Coverstone Drive  
Winchester, Virginia 22602

**Hand deliver to:**

Public Safety Building  
1080 Coverstone Drive  
Winchester, Virginia 22602  
Phone: (540) 665-6350

**Applicant:** It is your responsibility to complete this form as accurately as possible in order to assist the agency with their review. Please attach two (2) copies of the Site Plan with this sheet.

Applicant's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

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

Name of development and description of the request:

\_\_\_\_\_  
\_\_\_\_\_

Location of Property:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Fire Marshal Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**-FREDERICK COUNTY FIRE MARSHAL USE ONLY-**

Date Received \_\_\_\_\_

Review Number 1 2 3 4 5 (circle one)

Date Reviewed \_\_\_\_\_

Revision Required \_\_\_\_\_

Date Approved \_\_\_\_\_

Signature & Date: \_\_\_\_\_

**\*\* Please Return Form to Applicant\*\***





**John J. Bauserman**  
Deputy Chief  
Fire Marshal  
Life Safety Division

## **Requirements for Site Plan submittals**

A dedicated “Life Safety” sheet or sheets will be required in addition to the standard site plan submittals. This sheet(s) shall be created for the purposes of reviewing and clearly identifying fire lane markings/striped areas as per Frederick County ordinance, “No Parking” fire lane signs as per Frederick County Fire Prevention Code, fire department access, and life safety features. This sheet(s) shall consist of showing but not limited to the structure(s), roads with dimensions, curbs, parking lines, water lines, fire hydrants, fire department connections and any item that might be pertinent to life safety as per the Frederick County Fire Prevention Code and Frederick County Local ordinance.

Some examples of items not to be included on the “Life Safety” sheet(s) are right of ways, sewer lines, landscaping and geographic lines.

Also when designing, reference the Frederick County Fire Prevention Code Appendix D and Frederick County Ordinance 90-4.

# Frederick County, VA

Local ordinance referenced from <http://ecode360.com/8705949>

## **§90-4 General requirements**

The following requirements shall apply to all construction or land development activities in areas of the County to which this article applies:

### **A. Means of access for Fire Department apparatus.**

- (1) The means of access for Fire Department apparatus and personnel shall consist of fire lanes, private streets, streets, parking lot lanes or a combination thereof.
- (2) Parking in any means of access shall not be permitted within 15 feet of a fire hydrant, sprinkler or standpipe connection or in any other manner which will obstruct or interfere with the Fire Department's use of the hydrant or connection.
- (3) "No parking" signs or another designation indicating that parking is prohibited shall be provided at all normal and emergency access points to structures and within 15 feet of each fire hydrant, sprinkler or standpipe connection.

### **B. Fire lanes.**

- (1) The Fire Marshal or his/her designated representative, in concert with the local volunteer fire company, may designate both public and private fire lanes as required for the efficient and effective use of fire apparatus. Said fire lanes shall be marked in a manner prescribed by the Fire Marshal or his/her designated representative. Parking in a designated fire lane shall be controlled by Chapter 158, Vehicles and Traffic, of the Frederick County Code.
- (2) Fire lanes shall be at least 20 feet in width, with the road edge closest to the structure at least 10 feet from the structure, be constructed of a hard all-weather surface adequately designed to support any fire apparatus likely to be operated in such fire lane or be of subsurface construction designed to support the same loads as the above surfaces and be covered with no more than three inches of soil or sod, or both, and be designed with radii of sufficient length to allow for safe turning by any fire apparatus likely to be operated on such fire lane.
- (3) Fire lanes connecting to public streets, roadways or private streets shall be provided with curb cuts extending at least two feet beyond each edge of the fire lane.
- (4) Chains or other barriers may be provided at the entrance to fire lanes or private streets, provided that they are installed according to the requirements of the Authority Having Jurisdiction.

### **C. Parking lot lanes.**

Parking lot lanes shall have a minimum of 15 feet clear width between rows of parked vehicles for vehicular access and movement.

#### **D. Location of structures.**

- (1) At least three perimeter walls of all industrial, commercial, public or semipublic or residential structures with three or more dwelling units per structure shall be within 200 feet of a street, fire lane, or private street.
- (2) Structures exceeding 30 feet in height shall not be set back more than 50 feet from a street, fire lane or private street.
- (3) When any combination of private fire-protection facilities, including but not limited to fire-resistive roofs, fire separation walls, space separation and automatic fire-extinguishing systems, is provided, and approved by the Fire Marshal or his/her designated representative as an acceptable alternative, Subsection D(2) shall not apply.
- (4) The Fire Marshal or his/her designated representative may, in concert with the local volunteer fire company; require at least two means of access for fire apparatus to all commercial and industrial structures. Those access ways shall meet the requirements of Subsection B(3).
- (5) Landscaping or other obstructions shall not be placed around structures or hydrants in a manner so as to impair or impede accessibility for fire-fighting and rescue operations.

#### **E. Water supply.**

- (1) Water supply systems shall be designed so as to be capable of supplying at least 1,000 gallons per minute at 20 pounds per square inch. Water supplies shall be made available and operational before combustibles are on site during construction.
- (2) In areas developed with single-family detached or duplex dwelling units, there shall be a fire hydrant within 400 feet of all units. In areas developed with three to five dwelling units per structure, there shall be a hydrant within 300 feet of all units. In areas developed with six or more dwelling units per structure, there shall be at least two hydrants within 300 feet of all units. In areas developed with industrial or commercial development(s), there shall be a hydrant within 300 feet of all portions of any structure. Where one hydrant is dedicated to the operation of a standpipe system, there shall be at least one other hydrant meeting the distance requirements set forth above. The hydrant dedicated to the operation of the standpipe system shall not be farther than 50 feet from the standpipe. Distance measurements under this section shall be along center-line roadway surfaces or along surfaces meeting the requirements of a fire lane (designated or undesignated) where appropriate, but in all cases access to each hydrant shall be directly from a roadway and/or fire lane.
- (3) Fire hydrants shall be marked in accordance with the Frederick County Sanitation Authority policy.
- (4) Fire hydrants located in parking areas shall be protected by barriers that will prevent physical damage from vehicles.
- (5) Fire hydrants shall be located within three feet of the curb line of fire lanes, streets or private streets when installed along such access ways.
- (6) Fire hydrants shall be installed in accordance with the standards of the Frederick County Sanitation Authority.
- (7) Threads on fire hydrant outlets shall conform to Frederick County Sanitation Authority policy.
- (8) Fire hydrants shall be supplied by not less than a six-inch diameter main.

# APPENDIX D FIRE APPARATUS ACCESS ROADS

Referenced From The 2012 Frederick County Fire Prevention Code



## SECTION D101 GENERAL

### D101.1 Scope

Fire apparatus access roads shall be in accordance with this appendix and all other applicable requirements of the International Fire Code.

## SECTION D102 REQUIRED ACCESS

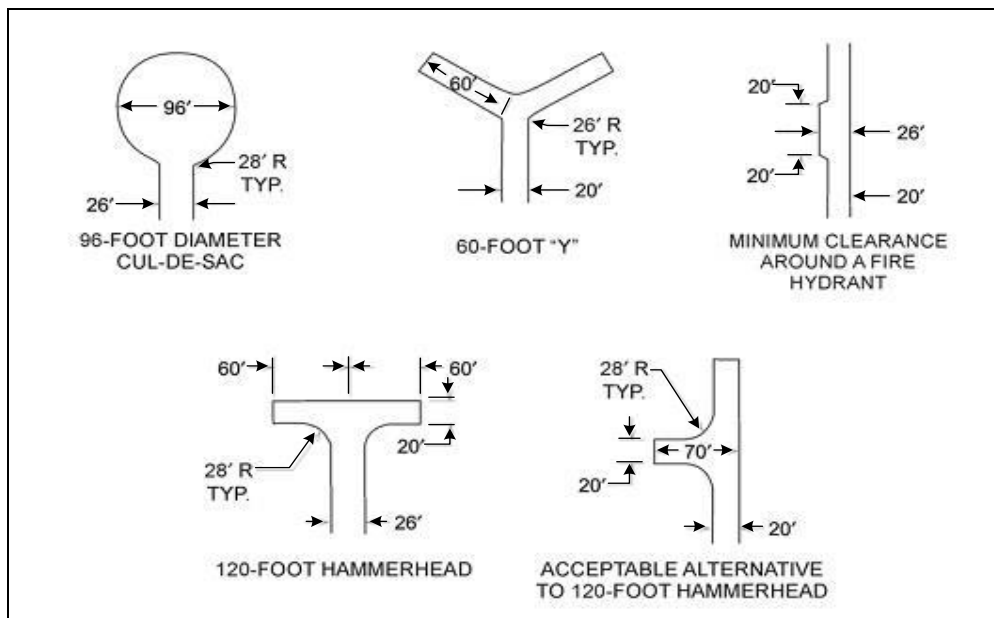
### D102.1 Access and loading

Facilities, buildings or portions of buildings hereafter constructed shall be accessible to fire department apparatus by way of an approved fire apparatus access road with an asphalt, concrete or other approved driving surface capable of supporting the imposed load of fire apparatus weighing at least 75,000 pounds (34 050 kg).

## SECTION D103 MINIMUM SPECIFICATIONS

### D103.1 Access road width with a hydrant

Where a fire hydrant is located on a fire apparatus access road, the minimum road width shall be 26 feet (7925 mm), exclusive of shoulders (see Figure D103.1).



For SI: 1 foot = 304.8 mm.

**FIGURE D103.1 DEAD-END FIRE APPARATUS ACCESS ROAD TURNAROUND**

### D103.2 Grade

Fire apparatus access roads shall not exceed 10 percent in grade.

Exception: Grades steeper than 10 percent as approved by the fire chief.

# APPENDIX D FIRE APPARATUS ACCESS ROADS

Referenced From The 2012 Frederick County Fire Prevention Code



## D103.3 Turning radius

The minimum turning radius shall be determined by the fire code official.

## D103.4 Dead ends

Dead-end fire apparatus access roads in excess of 150 feet (45 720 mm) shall be provided with width and turnaround provisions in accordance with Table D103.4.

**TABLE D103.4 REQUIREMENTS FOR DEAD-END FIRE APPARATUS ACCESS ROADS**

LENGTH (feet)	WIDTH (feet)	TURNAROUNDS REQUIRED
0 - 150	20	None Required
151 - 500	20	120-foot Hammerhead, 60-foot "Y" or 96-foot diameter cul-de-sac in accordance with Figure D103.1
501-750	26	120-foot Hammerhead, 60-foot "Y" or 96-foot diameter cul-de-sac in accordance with Figure D103.1
Over 750		Special approval required

For SI: 1 foot = 304.8 mm.

## D103.5 Fire apparatus access road gates

Gates securing the fire apparatus access roads shall comply with all of the following criteria:

1. The minimum gate width shall be 20 feet (6096 mm).
2. Gates shall be of the swinging or sliding type.
3. Construction of gates shall be of materials that allow manual operation by one person.
4. Gate components shall be maintained in an operative condition at all times and replaced or repaired when defective.
5. Electric gates shall be equipped with a means of opening the gate by fire department personnel for emergency access. Emergency opening devices shall be approved by the fire code official.
6. Manual opening gates shall not be locked with a padlock or chain and padlock unless they are capable of being opened by means of forcible entry tools or when a key box containing the key(s) to the lock is installed at the gate location.
7. Locking device specifications shall be submitted for approval by the fire code official.
8. Electric gate operators, where provided, shall be listed in accordance with UL 325.
9. Gates intended for automatic operation shall be designed, constructed and installed to comply with the requirements of ASTM F 2200.

# APPENDIX D FIRE APPARATUS ACCESS ROADS

Referenced From The 2012 Frederick County Fire Prevention Code



## D103.6 Signs

Where required by the fire code official, fire apparatus access roads shall be marked with permanent NO PARKING—FIRE LANE signs complying with Figure D103.6. Signs shall have a minimum dimension of 12 inches (305 mm) wide by 18 inches (457 mm) high and have red letters on a white reflective background. Signs shall be posted on one or both sides of the fire apparatus road as required by Section D103.6.1 or D103.6.2.

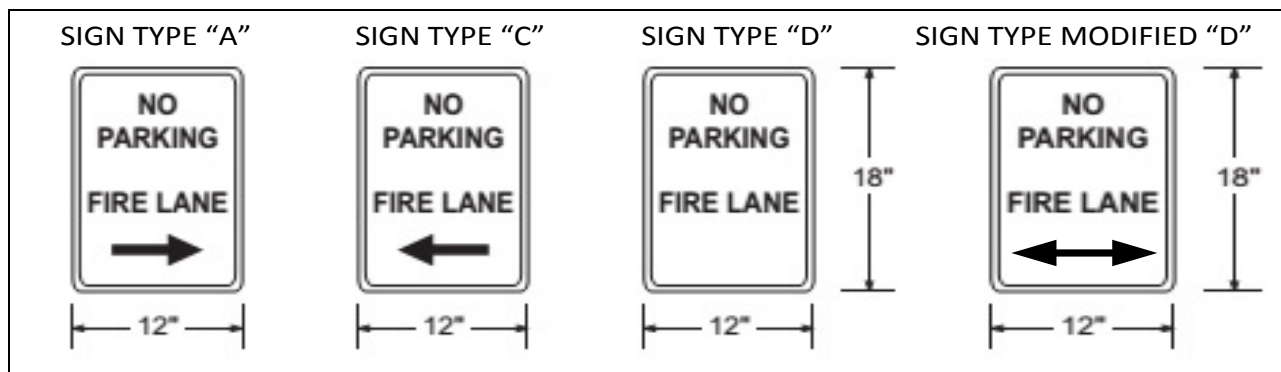


FIGURE D103.6 FIRE LANE SIGNS

### D103.6.1 Roads 20 to 26 feet in width

Fire lane signs as specified in Section D103.6 shall be posted on both sides of fire apparatus access roads that are 20 to 26 feet wide (6096 to 7925 mm).

### D103.6.2 Roads more than 26 feet in width

Fire lane signs as specified in Section D103.6 shall be posted on one side of fire apparatus access roads more than 26 feet wide (7925 mm) and less than 32 feet wide (9754 mm).

## SECTION D104 COMMERCIAL AND INDUSTRIAL DEVELOPMENTS

### D104.1 Buildings exceeding three stories or 30 feet in height

Buildings or facilities exceeding 30 feet (9144 mm) or three stories in height shall have at least two means of fire apparatus access for each structure.

### D104.2 Buildings exceeding 62,000 square feet in area

Buildings or facilities having a gross building area of more than 62,000 square feet (5760 m<sup>2</sup>) shall be provided with two separate and approved fire apparatus access roads.

Exception: Projects having a gross building area of up to 124,000 square feet (11 520 m<sup>2</sup>) that have a single approved fire apparatus access road when all buildings are equipped throughout with approved automatic sprinkler systems.

# APPENDIX D FIRE APPARATUS ACCESS ROADS

Referenced From The 2012 Frederick County Fire Prevention Code



## D104.3 Remoteness

Where two fire apparatus access roads are required, they shall be placed a distance apart equal to not less than one half of the length of the maximum overall diagonal dimension of the lot or area to be served, measured in a straight line between accesses.

## SECTION D105 AERIAL FIRE APPARATUS ACCESS ROADS

### D105.1 Where required

Where the vertical distance between the grade plane and the highest roof surface exceeds 30 feet (9144 mm), approved aerial fire apparatus access roads shall be provided. For purposes of this section, the highest roof surface shall be determined by measurement to the eave of a pitched roof, the intersection of the roof to the exterior wall, or the top of parapet walls, whichever is greater.

### D105.2 Width

Aerial fire apparatus access roads shall have a minimum unobstructed width of 26 feet (7925 mm), exclusive of shoulders, in the immediate vicinity of the building or portion thereof.

### D105.3 Proximity to building

At least one of the required access routes meeting this condition shall be located within a minimum of 15 feet (4572 mm) and a maximum of 30 feet (9144 mm) from the building, and shall be positioned parallel to one entire side of the building. The side of the building on which the aerial fire apparatus access road is positioned shall be approved by the fire code official.

### D105.4 Obstructions

Overhead utility and power lines shall not be located over the aerial fire apparatus access road or between the aerial fire apparatus road and the building. Other obstructions shall be permitted to be placed with the approval of the fire code official.

## SECTION D106 MULTIPLE-FAMILY RESIDENTIAL DEVELOPMENTS

### D106.1 Projects having more than 100 dwelling units

Multiple-family residential projects having more than 100 dwelling units shall be equipped throughout with two separate and approved fire apparatus access roads.

Exception: Projects having up to 200 dwelling units may have a single approved fire apparatus access road when all buildings, including nonresidential occupancies, are equipped throughout with approved automatic sprinkler systems installed in accordance with Section 903.3.1.1 or 903.3.1.2.

# APPENDIX D FIRE APPARATUS ACCESS ROADS

Referenced From The 2012 Frederick County Fire Prevention Code



## D106.2 Projects having more than 200 dwelling units

Multiple-family residential projects having more than 200 dwelling units shall be provided with two separate and approved fire apparatus access roads regardless of whether they are equipped with an approved automatic sprinkler system.

## SECTION D107 ONE- OR TWO-FAMILY RESIDENTIAL DEVELOPMENTS

### D107.1 One- or two-family dwelling residential developments

Developments of one- or two-family dwellings where the number of dwelling units exceeds 30 shall be provided with two separate and approved fire apparatus access roads, and shall meet the requirements of Section D104.3.

Exceptions:

1. Where there are more than 30 dwelling units on a single public or private fire apparatus access road and all dwelling units are equipped throughout with an approved automatic sprinkler system in accordance with Section 903.3.1.1, 903.3.1.2 or 903.3.1.3 of the International Fire Code, access from two directions shall not be required.
2. The number of dwelling units on a single fire apparatus access road shall not be increased unless fire apparatus access roads will connect with future development, as determined by the fire code official.

## D108 REFERENCED STANDARDS

ASTM F 2200—05 Standard Specification for Automated Vehicular Gate Construction	D103.5
ICC IFC—12 International Fire Code	D101.5, D107.1
UL 325—02 Door, Drapery, Gate, Louver, and Window Operators and Systems, with Revisions through February 2006	D103.5



**REQUEST FOR SITE PLAN COMMENTS**



**Frederick Water Comment**

**Mail to:**

Frederick Water  
Attn: Engineer  
P.O. Box 1877  
Winchester, Virginia 22604

**Hand deliver to:**

Frederick Water  
315 Tasker Road  
Stephens City, Virginia 22655  
Phone: (540) 868-1061

**Applicant:** It is your responsibility to complete this form as accurately as possible in order to assist the agency with their review. Please attach two (2) copies of the Site Plan with this sheet.

Applicant's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of development and description of the request:  
\_\_\_\_\_  
\_\_\_\_\_

Location of Property:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Frederick Water:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**-FREDERICK WATER AUTHORITY USE ONLY-**

Date Received \_\_\_\_\_ Review Number 1 2 3 4 5 (circle one)  
Date Reviewed \_\_\_\_\_  
Revision Required \_\_\_\_\_ Date Approved \_\_\_\_\_  
Signature & Date: \_\_\_\_\_

**\*\* Please Return Form to Applicant\*\***

**REVIEW CHECKLIST**

This checklist is to be completed by the Design Professional and submitted with the Site Plan.

FREDERICK WATER

Subdivision/Site Plan Name: \_\_\_\_\_

Design Professional Name: \_\_\_\_\_

Design Professional Phone: \_\_\_\_\_

Tax Map (PIN): \_\_\_\_\_

Submission Date: \_\_\_\_\_

Submission Number: \_\_\_\_\_

REQUIREMENTS	Design Professional	1st Review	Review Key	
			✓	O.K.
			O	Incomplete
			N	Not Applicable
			X	Unacceptable

GENERAL	NOTES
---------	-------

1	Owner's and Developer's contact information			
2	Magisterial district, tax map; and address if applicable			
3	Utility contact information			
4	North arrow on all plan sheets			
5	Scale references on all plan sheets			
6	Current FW Standards and Specifications have been reviewed for compliance at <a href="http://www.FW-water.com">www.FW-water.com</a>			
7	Current FW construction notes are on plans			
8	All existing easements are shown including deed book & page or instrument number			
9	Vicinity map			
10	General layout sheet			
11	Current existing water and sanitary sewer infrastructure is shown and described			
12	Required onsite FW easements are identified			
13	Required off site FW easements are identified			
14	Note has been added to landscape drawings that no trees or shrubs shall be placed on FW easements			
15	Project Acceptance Requirements per FW standards (page 4) have been considered in project phasing			
16	Existing site conditions are shown and labeled ie. ex. structures, utilities etc.			
17	Master development plan reviewed for compliance and MDP #, date included. Any variance from MDP water or sewer requirements is explained			

18	Proffer statement reviewed for compliance and copy included			
19	Exceptions to FW requirements are described			
20	Length of water and sewer lines on private property to be owned by FW kept to minimum			
21	Lot numbers, building numbers and street names are shown on all sheets			
22	All plan sheets have been reconciled to reflect the same information			
23	Existing FW infrastructure requiring field adjustment where grade changes occur has been shown			
24	Existing FW facilities to be removed or abandoned are noted accordingly. Significant items, fire hydrants, valves etc. are noted to be furnished to FW inspector			
25	Ownership of existing and proposed, water and sanitary sewer is labeled			
26	Continuity of service to adjacent parcels has been considered and easements provided			
27	FW easements are exclusive. Crossings permitted only as necessary			
28	Street ownership (VDOT or private) is shown			
29	Water and sanitary sewer usage form is completed			
WATER				
30	Project water system has been modeled			
31	Air release has been evaluated and shown			
32	FW's water infrastructure has been evaluated and can meet project demands			
33	Water meter size(s) are shown			
34	Fire line(s) to building show gate valve 10'-20' off building with ownership line, valve is the end of FW ownership			
35	Double detector size and location is shown			
36	Water segments are labeled on plan and profile			
37	Sanitary sewer crossings are shown under water lines with min. 18" separation			
38	Sanitary lateral crossings have lot number and elevation shown on profile			
39	All crossings are labeled including min. 18" separation			
40	Connection to existing lines are labeled and include party responsible for field connection			
41	Special conditions; service disruption, by pass piping, etc. is clearly detailed			
42	Existing and proposed line diameters, pipe types etc. are shown			
43	Water lines shall be CL 52 DIP			
44	Water lines under permeable pavers should be minimized			
45	Bollards around fire hydrants in truck and other vulnerable areas are shown			
46	Applicable FW detail drawings are included			
47	Restrained joints in fill areas and 20' onto original ground are reflected			

48	Existing FW laterals, services, main stubs etc unutilized are shown with details for disconnection and removal			
49	Protectus 3 meter including size, is shown for private underground fire lines			
50	Fire lines are shown as CL 52 DIP and restrained			
51	Pipe types are shown on plan and profile for all segments			
52	Valves are shown on all branches of tees, crosses, wyes etc.			
53	Mininum 25' pre blast is shown for main line stubs			
54	Air release and vacuum breaker valves have been evaluated and shown			
55	Appropriate FW detail drawings are included			
56	Virginia Department of Health's Project Summary Report is completed and included, see <a href="http://www.vdh.virginia.gov/content/uploads/sites/14/2016/04/General-Permit-Project-Summary-Report.pdf">http://www.vdh.virginia.gov/content/uploads/sites/14/2016/04/General-Permit-Project-Summary-Report.pdf</a>			
<b>SANITARY SEWER</b>				
57	Project sanitary sewer system has been modeled			
58	FW's sanitary sewer infrastructure has been evaluated and can meet project demands			
59	Manhole rim elevations are shown			
60	Sewer segments are labeled on plan and profile			
61	Water line crossings are shown above sewer min. 18" separation			
62	All crossings are labeled including min. 18" separation			
63	Connection points are labeled and identify party performing connection			
64	Special conditions; service disruption, by pass piping, etc. is clearly detailed			
65	Line diameters, pipe types etc. are shown			
66	Sewer lines under permeable pavers should be minimized			
67	Applicable FW detail drawings are included			
68	Existing FW laterals, services, main stubs etc unutilized are shown with details for disconnection and removal			
69	Restrained joints in fill areas and 20' onto original ground are reflected			
70	Drop connections are noted on plans and profiles			
71	Multiple inside drop connections into same manhole have been evaluated and larger manhole is identified			
72	Manholes larger than 4' in diameter are labeled			
73	Deep sewer laterals are noted on plans and profiles			
74	Pipe types are shown on plan and profile for all segments			
75	Mininum 25' pre blast is shown for main line stubs			

76	Air release and vacuum breaker valves have been evaluated and shown			
77	Appropriate FW detail drawings are included			
<b>SANITARY SEWER PUMP STATIONS</b>				
78	Show all proposed site improvements.			
79	Pump station wet well accessible by vector truck			
80	Personnel door accessible to full size pick up truck (suction lift pumps only)			
81	Show and label existing contours.			
82	Show and label final contours.			
83	Show proposed utilities, including electrical, telephone services information			
84	Show transformer and generator location and dimensions			
85	Provide 100-year floodplain elevation and note on PS plan			
86	Fence is shown on property line			
87	Gently sloping minimum 3' gravel outside fence perimeter			
88	Surface water is directed away from pump station lot			
89	Paving and stone areas are labeled			
90	Gate size is shown and post is min. 1' off pavement			
91	Access road provides heavy truck access and slopes no greater than 10 %			
92	Station information sheets are complete including interim and buildout as applicable			
93	Appropriate FW detail drawings are included			
94				
95				
96				
97				
98				
99				
100				
101				
102				
103				
104				
105				

**REQUEST FOR SITE PLAN COMMENTS**



**Frederick County Parks and Recreation Comment**

**Mail to:**

Frederick County  
Department of Parks & Recreation  
107 North Kent Street  
Winchester, Virginia 22601

**Hand deliver to:**

107 North Kent Street  
Second Floor  
Winchester, Virginia 22601  
Phone: (540) 665-5678

**Applicant:** It is your responsibility to complete this form as accurately as possible in order to assist the agency with their review. Please attach one (1) copy of the Site Plan with this sheet.

Applicant's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of development and description of the request:  
\_\_\_\_\_  
\_\_\_\_\_

Location of Property:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parks and Recreation Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**-FREDERICK COUNTY PARKS AND RECREATION USE ONLY-**

Date Received \_\_\_\_\_ Review Number 1 2 3 4 5 (circle one)  
Date Reviewed \_\_\_\_\_  
Revision Required \_\_\_\_\_ Date Approved \_\_\_\_\_  
Signature & Date: \_\_\_\_\_

**\*\* Please Return Form to Applicant\*\***

**REQUEST FOR SITE PLAN COMMENTS**



**Virginia Department of Health**

**Mail to:**

Virginia Department of Health  
Attn: Sanitation Engineer  
107 North Kent Street  
Winchester, Virginia 22601

**Hand deliver to:**

2<sup>nd</sup> Floor – Suite 201  
107 North Kent Street  
Winchester, Virginia 22601  
Phone: (540) 722-3480

**Applicant:** It is your responsibility to complete this form as accurately as possible in order to assist the agency with their review. Please attach one (1) copy of the Site Plan with this sheet.

Applicant's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

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

Name of development and description of the request:

\_\_\_\_\_  
\_\_\_\_\_

Location of Property:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Health Department Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**-VIRGINIA DEPARTMENT OF HEALTH USE ONLY-**

Date Received \_\_\_\_\_

Review Number 1 2 3 4 5 (circle one)

Date Reviewed \_\_\_\_\_

Revision Required \_\_\_\_\_

Date Approved \_\_\_\_\_

Signature & Date: \_\_\_\_\_

**\*\* Please Return Form to Applicant\*\***

**REQUEST FOR SITE PLAN COMMENTS**



**Winchester Regional Airport Comment**

**Mail to:**

Winchester Regional Airport  
Attn: Executive Director  
491 Airport Road  
Winchester, Virginia 22602

**Hand deliver to:**

491 Airport Road  
(Rt. 645 off of Rt. 522 South)  
Winchester, Virginia 22602  
Phone: (540) 662-5786

**Applicant:** It is your responsibility to complete this form as accurately as possible in order to assist the agency with their review. Please attach one (1) copy of the Site Plan with this sheet.

Applicant's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

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

Name of development and description of the request:

\_\_\_\_\_  
\_\_\_\_\_

Location of Property:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Airport Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**-AIRPORT USE ONLY-**

Date Received \_\_\_\_\_

Review Number 1 2 3 4 5 (circle one)

Date Reviewed \_\_\_\_\_

Revision Required \_\_\_\_\_

Date Approved \_\_\_\_\_

Signature & Date: \_\_\_\_\_

**\*\* Please Return Form to Applicant\*\***



**REQUEST FOR SITE PLAN COMMENTS**



**City of Winchester Comment**

**Mail to:**

Winchester Planning Department  
Attn: Planning Director  
15 North Cameron Street  
Winchester, Virginia 22601

**Hand deliver to:**

Rouss City Hall  
15 North Cameron Street  
Winchester, Virginia 22601  
Phone: (540) 667-1815

**Applicant:** It is your responsibility to complete this form as accurately as possible in order to assist the agency with their review. Please attach one (1) copy of the Site Plan with this sheet.

Applicant's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

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

Name of development and description of the request:

\_\_\_\_\_  
\_\_\_\_\_

Location of Property:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

City of Winchester's Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**-CITY OF WINCHESTER USE ONLY-**

Date Received \_\_\_\_\_

Review Number 1 2 3 4 5 (circle one)

Date Reviewed \_\_\_\_\_

Revision Required \_\_\_\_\_

Date Approved \_\_\_\_\_

Signature & Date: \_\_\_\_\_

**\*\* Please Return Form to Applicant\*\***

**REQUEST FOR SITE PLAN COMMENTS**



**City of Winchester Comment - Utilities**

**Mail to:**

Engineering Department  
Attn: City Engineer  
15 North Cameron Street  
Winchester, Virginia 22601

**Hand deliver to:**

Rouss City Hall  
15 North Cameron Street  
Winchester, Virginia 22601  
Phone: (540) 667-1815

**Applicant:** It is your responsibility to complete this form as accurately as possible in order to assist the agency with their review. Please attach one (1) copy of the Site Plan with this sheet.

Applicant's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

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

Name of development and description of the request:

\_\_\_\_\_  
\_\_\_\_\_

Location of Property:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

City of Winchester's Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**-CITY OF WINCHESTER USE ONLY-**

Date Received \_\_\_\_\_

Review Number 1 2 3 4 5 (circle one)

Date Reviewed \_\_\_\_\_

Revision Required \_\_\_\_\_

Date Approved \_\_\_\_\_

Signature & Date: \_\_\_\_\_

**\*\* Please Return Form to Applicant\*\***

**REQUEST FOR SITE PLAN COMMENTS**



**Town of Stephens City Comment**

**Mail to:**

Town of Stephens City  
Attn: Town Manager  
P.O. Box 250  
Stephens City, Virginia 22655

**Hand deliver to:**

1033 Locust Street  
Stephens City Town Hall  
Stephens City, Virginia 22655  
Phone: (540) 869-3087

**Applicant:** It is your responsibility to complete this form as accurately as possible in order to assist the agency with their review. Please attach three (3) copies of the Site Plan with this sheet.

Applicant's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

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

Name of development and description of the request:

\_\_\_\_\_  
\_\_\_\_\_

Location of Property:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Town of Stephens City Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**-TOWN OF STEPHENS CITY USE ONLY-**

Date Received \_\_\_\_\_

Review Number 1 2 3 4 5 (circle one)

Date Reviewed \_\_\_\_\_

Revision Required \_\_\_\_\_

Date Approved \_\_\_\_\_

Signature & Date: \_\_\_\_\_

**\*\* Please Return Form to Applicant\*\***

**REQUEST FOR SITE PLAN COMMENTS**



**Town of Middletown Comment**

**Mail to:**

Town of Middletown  
Attn: Planning Director  
7875 Church Street  
Middletown, Virginia 22645

**Hand deliver to:**

Middletown Town Hall  
7875 Church Street  
Middletown, Virginia 22645  
Phone: (540) 869-2226

**Applicant:** It is your responsibility to complete this form as accurately as possible in order to assist the agency with their review. Please attach one (1) copy of the Site Plan with this sheet.

Applicant's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

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

Name of development and description of the request:

\_\_\_\_\_  
\_\_\_\_\_

Location of Property:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Town of Middletown Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**-TOWN OF MIDDLETOWN USE ONLY-**

Date Received \_\_\_\_\_

Review Number 1 2 3 4 5 (circle one)

Date Reviewed \_\_\_\_\_

Revision Required \_\_\_\_\_

Date Approved \_\_\_\_\_

Signature & Date: \_\_\_\_\_

**\*\* Please Return Form to Applicant\*\***

**REQUEST FOR SITE PLAN COMMENTS**



**Frederick County Public Schools Comment**

**Mail to:**

Frederick County Public Schools  
Attn: School Superintendent  
1415 Amherst Street  
Winchester, Virginia 22601

**Hand deliver to:**

Administration Building  
1415 Amherst Street  
Winchester, Virginia 22601  
Phone: (540) 662-3888

**Applicant:** It is your responsibility to complete this form as accurately as possible in order to assist the agency with their review. Please attach one (1) copy of the Site Plan with this sheet.

Applicant's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of development and description of the request:  
\_\_\_\_\_  
\_\_\_\_\_

Location of Property:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of residences to be built in this development: \_\_\_\_\_

Approximate date first house/residence will be occupied: \_\_\_\_\_

Estimated completion date of development (build out): \_\_\_\_\_

Public Schools Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**-FREDERICK COUNTY PUBLIC SCHOOLS USE ONLY-**

Date Received \_\_\_\_\_  
Date Reviewed \_\_\_\_\_  
Revision Required \_\_\_\_\_

Review Number 1 2 3 4 5 (circle one)  
Date Approved \_\_\_\_\_

Signature & Date: \_\_\_\_\_

**\*\* Please Return Form to Applicant\*\***

**REQUEST FOR SITE PLAN COMMENTS**



**Frederick County Department of  
Planning & Development – Transportation**

**Mail to:**

Frederick County  
Department of Planning & Development  
107 North Kent Street  
Winchester, Virginia 22601  
Phone: (540) 665-5651

**Hand deliver to:**

Frederick County  
Department of Planning & Development  
107 North Kent Street, 2<sup>nd</sup> Floor  
Winchester, Virginia 22601

**Applicant:** It is your responsibility to complete this form as accurately as possible in order to assist the agency with their review. Please attach one (1) copy of the Site Plan with this sheet.

Applicant's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of development and description of the request:  
\_\_\_\_\_  
\_\_\_\_\_

Location of Property:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Department of Planning & Development – Transportation Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**-PLANNING DEPARTMENT USE ONLY-**

Date Received \_\_\_\_\_ Review Number 1 2 3 4 5 (circle one)  
Date Reviewed \_\_\_\_\_  
Revision Required \_\_\_\_\_ Date Approved \_\_\_\_\_  
Signature & Date: \_\_\_\_\_

**\*\* Please Return Form to Applicant\*\***



**Special Limited Power of Attorney  
County of Frederick, Virginia  
Frederick Planning Website: [www.fcva.us](http://www.fcva.us)**

**Department of Planning & Development, County of Frederick, Virginia  
107 North Kent Street, Winchester, Virginia 22601  
Phone (540) 665-5651 Facsimile (540) 665-6395**

**Know All Men By These Presents That:**

\_\_\_\_\_  
Name of Property Owner/Applicant

Please note: If the property owner/applicant is an entity, the name of the entity should appear above.  
If multiple persons own the property or are applicants, an executed power of attorney from each owner will be needed.

\_\_\_\_\_  
Mailing Address of Property Owner/Applicant

\_\_\_\_\_  
Telephone Number

**as owner of, or applicant with respect to, the tract(s) or parcel(s) of land in Frederick County, Virginia, identified by following property identification numbers:**

**do hereby make, constitute, and appoint:**

\_\_\_\_\_  
Name of Attorney-In-Fact

\_\_\_\_\_  
Mailing Address of Attorney-In-Fact

\_\_\_\_\_  
Telephone Number

**to act as my true and lawful attorney-in-fact for and in my name, place, and stead, with the same full power and authority I would have if acting personally, to file and act on my behalf with respect to application with Frederick County, Virginia for the following, for the above identified property:**

- |  |   |
|--|---|
| <input type="checkbox"/> <b>Rezoning</b>                                   | <input type="checkbox"/> <b>Subdivision</b>               |
| <input type="checkbox"/> <b>Conditional Use Permit</b>                     | <input type="checkbox"/> <b>Site Plan</b>                 |
| <input type="checkbox"/> <b>Master Development Plan (prelim. or final)</b> | <input type="checkbox"/> <b>Variance or Zoning Appeal</b> |

**and, further, my attorney-in-fact shall have the authority to offer proffered conditions and to make amendments to previously approved proffered conditions except as follows:**

\_\_\_\_\_.

**This appointment shall expire one year from the day that it is signed, or at such sooner time as I otherwise rescind or modify it.**

Signature \_\_\_\_\_

Title (if signing on behalf of an entity) \_\_\_\_\_

State of \_\_\_\_\_, County/City of \_\_\_\_\_, To wit:

I, \_\_\_\_\_, a Notary Public in and for the jurisdiction aforesaid, certify that the person who signed the foregoing instrument personally appeared before me and has acknowledged the same before me in the jurisdiction aforesaid this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

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

My Commission Expires: \_\_\_\_\_  
Registration Number: \_\_\_\_\_

**FREDERICK COUNTY  
DEVELOPMENT REVIEW FEES**

Revised - 03/21/2023

**COMPREHENSIVE PLAN AMENDMENT**

\$3,000 non-refundable

**REZONING**

\$1,000 – Proffer amendments not requiring a public hearing

\$5,000 base + \$100/acre – 2 acres or less

\$10,000 base + \$100/acre

More than 2, less than 150

\$10,000 base + \$100/acre first 150

+ \$50/acre over 150 acres

**SUBDIVISION**

**Non-Residential** \$1,000 base

Design Plan \$200/lot

Plat \$100/lot

**Residential (RP, R4, R5)**

Design Plan \$2,500/base \$100/lot

Plat \$200/lot to 50 lots

\$100/lot over 50 lots

**Rural Areas (RA)**

Sketch (Design) \$2,500 base \$200/acre

Plat \$200/lot

**Rural Areas (RA)**

**Minor** – 3 lots or less \$200/lot

**Lot Consolidation** \$200/lot

**Boundary Line Adj.** \$200/lot

**VARIANCE** \$400

**BZA APPEAL** \$250

**ZONING CERTIFICATION LETTER** \$250

**ZONING DETERMINATION LETTER** \$100

**SUBDIVISION ORDINANCE  
EXCEPTION** \$500

**MASTER DEVELOPMENT PLAN**

\$3,000 base + \$100/acre for first 150

+\$50/acre over 150 acres

**CONDITIONAL USE PERMIT**

Cottage Occupation \$75

Telecommunication Tower greater than 50-FT in height \$750

Other \$750

**ADMINISTRATIVE TOWERS PER 165-204.19**

Up to five facilities/structures \$100

Each additional facility \$50

Small Cell Facilities \$50

Co-location on an existing wireless structure \$50

**SITE PLAN**

**Non-residential:** \$2,500 base  
\$200/acre to 5 acres  
\$100/acre over 5 acres

**Residential:** \$3,500 base  
\$300/unit to 20 units  
\$100/unit over 20 units

**Minor Site Plan:** \$500 for a new site plan that does not exceed 10,000 SF of disturbed area and/or that increases existing structure area by 20% or less.

**POSTPONEMENT** of any Public Hearing or Public Meeting by Applicant after Advertisement, to include Applicant requests to **TABLE** an agenda item \$750/occurrence.

**THIRD & SUBSEQUENT PLAN REVIEWS**

(Including County Attorney review) for a single development application \$500/review.

**BOND MANAGEMENT**

Establishment of bond \$ 500

Reduction/Release \$ 300

Replacement \$ 300

**TDR PROGRAM**

TDR Application Review \$300

(\*Review includes TDR Letter of Intent)

TDR Certificate \$200

Certificate Ownership Transfer \$50

Receiving Property Approval \$200

Review of Sending Property

Deed Covenant \$100

Review of Deed of Transfer (Extinguishment Document)

\$100

**CHAPTER 161 FEES**

Installation License \$300

Septic Haulers Permit \$200

Residential Pump and Haul \$50

Commercial Pump and Haul \$500

**SHORT-TERM LODGING (STL)**

Permit \$200

STL Permit Renewals \$100



# Application Process Evaluation

We would like to learn how we might improve this process. Please complete this form and submit it to the Planning Department. You can submit it to us separately from the application if you wish. You may submit it anonymously.

1. Which type of application did you complete?

Rezoning _____	Site Plan _____
Master Development Plan _____	Subdivision _____
Conditional Use Permit _____	Variance _____
  
2. Which part, if any, of the application process did you find particularly difficult? (Check as many as you wish)

Completing the application form _____
Tax verification _____
Agency review comments _____
Adjoiner identification information _____
Other (Please Specify) _____
  
3. Did you have a discussion with a staff member before submitting the application?  
Yes \_\_\_\_\_ No \_\_\_\_\_
  
4. Were you able to receive the assistance or information that you needed from the staff?  
Yes \_\_\_\_\_ No \_\_\_\_\_
  
5. What portion of this process took the longest for you?

Completing plans _____
Completing the application _____
Tax Verification _____
Agency review comments _____
Other (Please Specify) _____
  
6. What do you think could have been done differently to make this process quicker?
  
7. Do you have any suggestions about what we could do to make this process work better?