

MINOR SITE PLAN
MINOR SITE PLAN AMENDMENT
APPLICATION



February 25, 2015

City of Fredericksburg

Department of Planning & Community Development

715 Princess Anne Street, Room 209
P O Box 7447
Fredericksburg, VA 22404

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www.fredericksburgva.gov

Procedures for this application can be found in
Part 2 Section K of the UDO Procedures Manual.

Application Submittal Checklist

- Pre-Application TRC Date _____

- Completed "Project Information and Primary Contacts" Form

- Completed "Detailed Project Description" Form

- Signed "Statements of Understanding" from the owners and applicant

- Completed "Checklist for Minor Site Plan" signed by the engineer who prepared the plan

- Nine (9) 24"x36" sets

FOR OFFICIAL USE:

RECEIVED DATE _____ INITIALS _____	OFFICIALLY SUBMITTED DATE _____ INITIALS _____
POST APPLICATION TRC DATE _____	PROJECT NUMBER _____

Project Information & Primary Contacts

Select One:

Minor Site Plan

Minor Site Plan Amendment

PROJECT INFORMATION

PROJECT NAME _____

ADDRESS (IF AVAILABLE) _____

LOCATION OF PROJECT _____

TOTAL SITE ACREAGE _____

GPIN # _____

ZONING DISTRICT _____

APPLICANT /AGENT

PRIMARY CONTACT PERSON

NAME _____

COMPANY _____

ADDRESS _____

CITY _____

STATE _____

ZIP _____

PHONE NUMBER _____

CELL NUMBER _____

EMAIL ADDRESS _____

OWNER (Provide attachments if multiple owners)

PRIMARY CONTACT PERSON

NAME _____

COMPANY _____

ADDRESS _____

CITY _____

STATE _____

ZIP _____

PHONE NUMBER _____

CELL NUMBER _____

EMAIL ADDRESS _____

PROFESSIONAL (ENGINEER, SURVEYOR, etc.)

PRIMARY CONTACT PERSON

NAME _____

COMPANY _____

ADDRESS _____

CITY _____

STATE _____

ZIP _____

PHONE NUMBER _____

CELL NUMBER _____

EMAIL ADDRESS _____

STATEMENTS OF UNDERSTANDING

I as owner/co-owner of the property subject to this application, do hereby certify that I have read and understood the requirements of this submission for review and approval as provided under the Code, and, further, that this submittal is in compliance with the requirements and applicable provisions of the Unified Development Ordinance, Chapter 72 of the Fredericksburg City Code for the zoning districts in which this project is located.

Signature of Owner/Co-Owner	Printed Name	Date
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Signature of Owner/Co-Owner	Printed Name	Date
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Signature of Owner/Co-Owner	Printed Name	Date
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I, as Applicant or Agent for the Owner(s) of the property subject to this application, do hereby certify that I have read and understood the requirements of this submission for review and approval as provided under the Code, and further, that this submittal is in compliance with the requirements and applicable provisions of the Unified Development Ordinance, Chapter 72 of the Fredericksburg City Code for the zoning districts in which this project is located.

Signature of Applicant/Agent	Printed Name	Date
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DETAILED PROJECT DESCRIPTION

CLEARLY INDICATE ALL INFORMATION THAT APPLIES TO THIS PROJECT.

DESCRIPTION (INCLUDING USE): _____

SITE STATISTICS:

_____ # Project Acres	_____ # of Buildings	_____ Public Streets
_____ # Impervious Acres	_____ # of Building SF	_____ Private Streets
_____ # of Open Space Acres	_____ # of Dwelling Units	_____ # SWM Facilities
	_____ # of Stories	

ZONING:

Zoning District: _____

Are there any **CONDITIONS** associated with this application?

Special Use Permit (s)	YES <input type="checkbox"/>	Res# _____	NO <input type="checkbox"/>
Rezoning (s)	YES <input type="checkbox"/>	Ord# _____	NO <input type="checkbox"/>
Special Exception (s)	YES <input type="checkbox"/>	Res# _____	NO <input type="checkbox"/>
Waiver(s), Appeal(s), Exception(s)	YES <input type="checkbox"/>	# _____	NO <input type="checkbox"/>

PLAN AMENDMENTS:

Is this a **REVISION** to a previously approved Minor Site Plan? YES NO

If YES, provide original Project #: _____

If YES, please provide Amendment Description: _____

MINOR SITE PLAN FEES Revised: February 13, 2008

Minor Site Plan Original Submission Fee	\$500	Fee	
Minor Site Plan Amendment Fee	\$200	Fee	
Total Fee Due			

Checklist for Minor Site Plan and Minor Site Plan Amendment

1	Application and nine (9) minor site plans.	
2	The scale of the plan, the name of the individual who prepared the plan and north arrow shall be shown.	
3	Owner names and Geographic Parcel Identification Number labeled for land being developed and adjoining properties	
4	The zoning classification for the area being developed and for adjoining properties. As applicable, a copy of the conditional zoning ordinance, variance approval, special exception, and/or special use permit resolution for the property being developed with narrative and graphic description how proffers and/or conditions will be implemented shall be included on the plan	
5	Names and locations of abutting property owners and subdivisions shall be identified.	
6	<p>The following information shall also be shown:</p> <ul style="list-style-type: none"> a. Project narrative explaining the changes to the site and proposed use; b. The boundaries of the subject property and building setback lines; c. The location and dimension of all existing and proposed structures; d. The location of all parking and loading spaces; e. Calculations for required and proposed parking; f. Calculations for required and proposed open space area; g. Calculations for the required and proposed floor area ratio; h. Existing and proposed ingress/egress to and from the property; i. The location of required buffer yards and landscape areas; j. The location of existing and proposed fire hydrants; k. Any other information which the Development Administrator may deem necessary in order to fully evaluate the Minor Site Plan. 	
7	<p>Approval Block containing, signature lines for the Development Administrator, Zoning Administrator, Stormwater Administrator, Public Works, and Fire Marshal with the following notations:</p> <p>Approved for Fire Lanes and Signage, Hydrant locations and Color Coding, FDC and PIV Locations, Turning Radii and Roadway Width for Emergency Vehicles</p> <p>_____</p> <p>Fire Marshal</p> <p>Approved for Work Related to Public Water, Sewer, Storm Drainage, Street Trees and Rights-of-Ways</p> <p>_____</p> <p>Department of Public Works</p>	

I, _____, do hereby certify that the plan submitted with this checklist conforms to the requirements of the Fredericksburg City Code. I further certify that the above checklist is complete and accurate.

Signature

Printed Name

Date