

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

General:

- ___ Name & address of owner and developer
- ___ Original date, revision date(s), scale of plan
- ___ Name and address of person preparing the plan
- ___ Zoning district, tax parcel #, parcel id #, and address
- ___ Owner names, tax parcel # and zoning district for all adjacent properties
- ___ Current use of the parcel
- ___ Boundary and dimensions of site
- ___ Vicinity map at a scale not less than 1" = 2000" and north arrow
- ___ Signature block and approval statement for owner and/or developer
- ___ Signature block and approval statement for zoning administrator
- ___ Copy of proffers, special use conditions or Board of Zoning Appeals actions
- ___ County approval date and conditions present on site plan
- ___ One (1) Copy of Plan submitted for review
- ___ Four (4) Copies of Revised Plan for Signature

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 & aisles.
- Dimensions of parking and loading spaces shown on plan.

Signage (Section 10-45):

- Location and square footage of all existing and proposed signs, if any.

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 name, botanical name 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.
- Compliance with additional requirements set forth by the governing bodies (i.e., proffers, SUP, variance, etc.)
- 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 agreement for future co-location provided
- Written agreement for prompt removal of tower upon abandonment
- Copy of FAA approval

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:** _____

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