



**Chesterfield County
Planning Department
Chesterfield, VA 23832**

*Planning to sustain,
build and enhance
Chesterfield County*

**tel: (804) 748-1050
fax: (804) 717-6295
website:
www.chesterfield.gov/plan**

FOR OFFICE USE ONLY	
Rec'd by _____	Case No. _____
Date Rec'd _____	Fee Amount _____
Time Rec'd _____	Receipt No. _____
Reviewed by _____	Anticip. Hearing Date _____

SITE PLAN REVIEW APPLICATION

(commercial, industrial, multi-family, office and/or institutional)

APPLICANT TO COMPLETE THE FOLLOWING INFORMATION IN FULL

Project Name: _____

Location: _____

Approx. # feet to nearest intersection: _____

Enterprise Zone? Yes No

Reviewed and approved by (check one):
 Director of Planning (A) (Admin. Review)
 Planning Commission (C) (Public Hearing)
 Attached Letter of Designated Authorized
 Representative (required)

Project Type (check one):
 Agricultural (AG) Commercial (C)
 Industrial (I) Multi-Family (MF)
 Public/Semi-Public (PS)

Submittal Type with # of plans required to be submitted for review (check one):

- Erosion Control (4)
- Development Standards Waiver (8)
- Landscape Plan (2)
- Minor Site Plan (8)
- Schematic (8)
- Site Plan (13)
- Appeal (no plans)
- Site Plan Adjustment (12) Case# _____

Statistical Summary:

- A. Hotel/motel (Y/N) # of rooms _____
- B. Multi-family/condo/mobile home (Y/N) _____
- C. # of dwelling units _____
- D. Maximum building height in feet _____
- E. Number of floors _____
- F. Number of buildings _____
- G. Total gross bldg. Sq. ft. _____
- H. Public water (Yes / No) _____
- I. Public sewer (Yes / No) _____
- J. Total site acreage _____
- K. Total disturbed acreage (base fee on this amount) _____

List all related zoning cases & attach copies of all approved minutes:

Comments: _____

APPLICANT INFORMATION	
If applicant or others associated with project are not already registered with the planning department, please complete applicant registration form. Previously registered information must be verified for accuracy.	
Applicant One _____ (Owner and/or Developer)	Regist. No. _____
Applicant Two _____ (Co-Applicant)	Regist. No. _____
Agent One _____ (Site Design Consultant)	Regist. No. _____
Agent Two _____ (Attorney or other)	Regist. No. _____

SUBJECT PARCEL INFORMATION

This data can be obtained from the Planning Department.

Tel (804) 748-1050

Fax (804) 717-6295

E-mail: planning@chesterfield.gov

Attach a GIS map showing location(s) of subject parcel(s).

Contact Environmental Engineering at (804) 748-1035.

Submitted with (check one)

Site Plan

Minor Site Plan

FOR OFFICE USE ONLY

GPIN		Partial Parcel?	Site Acreage	Zoning	Existing Land Use	Zoning Sheet	Magisterial District	Plan Area
Address		YES NO						
GPIN		Partial Parcel?	Site Acreage	Zoning	Existing Land Use	Zoning Sheet	Magisterial District	Plan Area
Address		YES NO						
GPIN		Partial Parcel?	Site Acreage	Zoning	Existing Land Use	Zoning Sheet	Magisterial District	Plan Area
Address		YES NO						
GPIN		Partial Parcel?	Site Acreage	Zoning	Existing Land Use	Zoning Sheet	Magisterial District	Plan Area
Address		YES NO						
GPIN		Partial Parcel?	Site Acreage	Zoning	Existing Land Use	Zoning Sheet	Magisterial District	Plan Area
Address		YES NO						
GPIN		Partial Parcel?	Site Acreage	Zoning	Existing Land Use	Zoning Sheet	Magisterial District	Plan Area
Address		YES NO						
GPIN		Partial Parcel?	Site Acreage	Zoning	Existing Land Use	Zoning Sheet	Magisterial District	Plan Area
Address		YES NO						
GPIN		Partial Parcel?	Site Acreage	Zoning	Existing Land Use	Zoning Sheet	Magisterial District	Plan Area
Address		YES NO						



Submitted with (check one):
 Site Plan Application
 Minor Site Plan Application
 Subdivision Plan Application

CHESTERFIELD COUNTY

REGISTRATION FORM for APPLICANT or AGENT

Client # _____
 OFFICE USE ONLY

Registration Code (check one):

Developer

or

Agent (Select type):

Engineer

Surveyor

Lawyer

Landscape Architect

Other

Individual or Business Name _____

Contact Person (if business name listed above) _____

Fax Number (_____) _____ E-Mail _____

Address _____

City _____ State _____ Zip Code _____

Area Code (_____) Phone Number (H) _____ (W) _____

Mailing Address (if different from address listed above) _____

City _____ State _____ Zip Code _____

**Please complete the above form, print and submit it to the
 Chesterfield County Planning Department. Thank you.**

INVESTIGATION WORKSHEET FOR GRAVES, MEMORIALS AND PLACES OF BURIAL

SUBMITTED WITH THE FOLLOWING (CHECK ONE)

Site Plan Application

Minor Site Plan Application

Tentative Subdivision Application

Final Check Subdivision Application

Parcel Plat

I have investigated property located at _____

And described as _____ and _____ which is
(Geographic Parcel Identification Number) (Tax Map Number)

undergoing either site plan or subdivision review by Chesterfield County and find that:

Select One: Graves, objects or structures marking places of burial **exist** on the property.

Graves, object or structures marking places of burial **do not exist** on the property.

This information was verified by (check one or more)

Deed Description

Visual Verification

Soil Borings

Other (specify) _____

Any such feature has been identified on the proposed Site Plan or Subdivision Plat and generally is comprised by the following: _____

Signature: _____ Date: _____

Printed Name: _____ Phone Number: _____

The following space is for use by the Historical Society

Verified by: _____ Phone Number: _____

Date: _____ Fax Number: _____

Comments: _____

If you have any questions regarding this form or the level of site investigation required, please telephone the Planning Department at (804) 748-1050 or (804) 717-6295 (fax).

Submitted with (check one):

Site Plan

Minor Site Plan

Subdivision Plan

SITE UTILIZATION SURVEY FORM

CHESTERFIELD COUNTY
INDUSTRIAL WASTE PRETREATMENT PROGRAM
DEPARTMENT OF UTILITIES
P.O. BOX 608
CHESTERFIELD COUNTY, VIRGINIA 23832-9998



BUSINESS NAME: _____ ACCOUNT NUMBER: _____

SERVICE ADDRESS: _____ SIC CODE # _____
(Standard Industrial Classification)

MAILING ADDRESS: _____ SIC CODE TITLE/DESCRIPTION/GROUP: _____
(City/County) _____ (State) _____

PHONE NUMBER: () _____

CERTIFICATION STATEMENT

I CERTIFY THAT THE INFORMATION PROVIDED IS TRUE AND REPRESENTS, TO THE BEST OF MY KNOWLEDGE, THE INFORMATION REQUESTED. I ALSO ACKNOWLEDGE THAT I AM THE MOST QUALIFIED PERSON ON SITE TO ASSESS THE OPERATIONS OF THIS BUSINESS.

SIGNATURE TITLE COMPANY NAME DATE

PRINT or TYPE NAME

QUESTIONS	YES Y	NO Y
Does the facility utilize Chesterfield County's Sanitary Sewer System? If YES, please answer the following: Average Estimated Daily Wastewater Discharged _____ Gallons/CCF per day (You may write in the CCF total from your most recent water bill in lieu of gallons per day) Total Number of Employees _____	—	—
Are hauled waste services utilized at any time of the year? If yes, please check all that apply: Septic Tank _____ Grease Trap _____ Grit Trap _____ Oil/Water Separator _____ Other: (describe) _____	—	—
Is this facility located in a strip mall or other multi-unit building?	—	—
Does your business discharge, or have the potential to discharge, a waste product to the sewer system <i>OTHER THAN</i> normal sanitary wastewater?	—	—

5. Provide a brief description of the business(es) at this address. Also, list any operations or processes which may be associated with this address.

Submitted with (check one):

- Site Plan**
- Minor Site Plan**

**SIZING WATER SERVICE LINES AND METERS
DEPARTMENT OF UTILITIES CHESTERFIELD COUNTY, VIRGINIA**

Business Name:	Address of Building:	
Development Name:	Project Number	Type of Use _____ Map I.D. No. _____
<p>I certify that the information on this form is true and correct.</p> <p>Applicant Name (Print) _____ Phone # _____ (Signature) _____ (Local Phone # Desired) _____</p>		

PART A <u>Fixture</u>	Fixture Value 60 psi	X	No. of Fixtures	=	Total Fixture Value
Bathtub	8	X	_____	=	_____
Bedpan Washers	10	X	_____	=	_____
Bidet	2	X	_____	=	_____
Dental Unit	2	X	_____	=	_____
Drinking Fountain – Public	2	X	_____	=	_____
Kitchen Sink	2.2	X	_____	=	_____
Lavatory	1.5	X	_____	=	_____
Showerhead (Shower Only)	2.5	X	_____	=	_____
Service Sink	4	X	_____	=	_____
Toilet - Flush Valve	35	X	_____	=	_____
- Tank Type	4	X	_____	=	_____
Urinal - Pedestal Flush Valve	35	X	_____	=	_____
- Wall Flush Valve	16	X	_____	=	_____
Wash Sink (Each Set of Faucets)	4	X	_____	=	_____
Dishwasher	2	X	_____	=	_____
Washing Machine	6	X	_____	=	_____
Hose (50 ft Wash Down) - 1/2 in.	5	X	_____	=	_____
- 5/8 in.	9	X	_____	=	_____
- 3/4 in.	12	X	_____	=	_____
Combined Fixture Value Total					_____

Line

PART B 1. Domestic Demand (Verification by County Staff - See Conversion Table) = _____ gpm

2. Fixed Demand (To include all demands except for domestic & irrigation) = _____ gpm

3. Irrigation Demand (From Data Supplied by Site Engineer) = _____ gpm

4. Total Demand = _____ gpm

5. Meter Size based on Total Demand

(Verification by Co. Staff - Use Water Meter Sizing Table – Attachment B of Development Section Procedure #344)= =====

COUNTY USE ONLY Actual Meter Size _____ Virtual Meter Size _____

Sized By _____ Date _____ Public Sewer Ready Yes____ No____

Treatment Plant _____

MINOR SITE PLAN REVIEW CHECKLIST

Project Name _____

Site Plan Number _____

The following is a list of information Chesterfield County may require to be displayed on a minor site plan in order to approve it for construction. General information sheet #2 **MUST BE COMPLETE & APPEAR ON THE SITE PLAN.** (Can be "sticky-back" or retyped on plan). If you have any questions, telephone the Planning Department at (804) 748-1050.

PLANNING

Approved _____

1. Display the project name _____
2. Display a north arrow _____
3. Show location/detail of street address sign

4. Show a vicinity sketch _____
5. Display the following notes:
 - Parking spaces shall be delineated with 4" white lines
 - Signs over 8 sq. ft. require a sign permit
 - All utilities including electrical service must be located underground

6. Provide a plan sheet size no larger than 24" X 36"

7. Provide the names of adjacent property owners _____
8. Show distance _____ is set back from prop
9. Show the existing/proposed number of stories _____
10. Display length / width of driveways _____
11. Proposed use of building/site _____
12. Show location of dumpster _____
13. Provide detail of dumpster pad & enclosure _____
14. Provide pavement design detail _____
15. Show _____ ft. buffer along _____ prop line
16. List typical types of material which will be stored in outdoor storage area _____
17. Label existing improvements as existing _____
18. Provide landscaping plan _____
19. Provide lighting plan/fixture type/fixture orientation / height locations _____
20. Provide bldg elevations, bldg colors, bldg materials

21. Provide location / screening of mechanical equipment

22. Indicate phasing of proposed improvements

23. Provide detail/location of handicapped parking spaces / signs / ramps _____

UTILITIES

Approved _____

24. Show location/size sewer/water lines _____
25. Show location/size of water meter _____
26. Complete site utilization form _____

FIRE DEPT.

Approved _____

27. Show location of existing / proposed fire hydrants

28. Display location of fire lanes/signs/pavement marking

29. Show location of fire department connection

30. Show/describe location of water for fire protection

31. Describe/locate backflow/sprinkler systems

32. List/provide fire flow calculations _____
33. Show location of all fences or obstacles to fire fighting

ENVIR. ENGINEERING

Approved _____

34. Display finished floor elevation of building _____
35. Stipple all pavement _____
36. Indicate manner site complies with Chesapeake Bay Act

37. Show location/detail of erosion control measures / construction entrance/silt fence/inlet protection

38. Provide drainage area map with contours _____
39. Display/describe roof drainage system

40. Show top of curb elevations _____ foot intervals
41. Show 100 year floodplain elevations _____
42. Show location/deed book/page # of existing drainage easements _____
43. Show location/detail of oil-grit separator _____

TRANSPORTATION

Approved _____

44. Show existing/proposed access _____
45. Show both horizontal & vertical sign distance; profiles, and cross access easements agreements. _____
46. Show location utilities/pedestals/poles/transformer within ROW and adjacent to the site. _____
47. Provide agreement/commitment to dedicate ROW _____
48. Show existing/proposed Road improvements _____

(USE BACK FOR ADDITIONAL COMMENTS)

(To Be Applied as a “sticky back” to plans)

MINOR SITE PLAN DATA

GENERAL INFORMATION

Tax Map and GPIN Parcel # _____

Owner’s/Developer’s Name _____

Owner’s/Developer’s Address _____

Owner’s/Developer’s Phone/Fax # _____

Scale _____

Date of Plan _____

Revision # and Date _____

Magisterial District _____

Zoning of Property _____

Proposed Use of Property _____

Existing/Proposed Area of
Building in gross square feet _____

Street Address of Site _____

Proposed Number of Parking Spaces _____

Chesterfield Site Plan Number _____

Parcel Creation Date: _____

Minor Site Plan Process

The minor site plan process was developed as incentive to encourage small business development and reinvestment in commercial properties. The county hopes that by easing the time and cost of the typical **review**, process owners will be encouraged to make improvements to their properties, which will facilitate their business goals and improve the vitality of our community.

Which Projects Can Use This?

Any parcel that meets all 10 eligibility requirements **for the minor site plan review**:

1. land disturbance or building addition of 2,500 to 10,000 square feet;
2. no water/sewer mainline extensions are required
3. industrial uses have sufficient independent water supply
4. VDOT reviews can be handled by residency staff
5. not adjacent to residential occupied property, unless proper notification is provided
6. improvements do not require significant access changes, road improvements; or internal circulation changes
7. site has existing site improvements
8. site improvements require no buffer modifications
9. drainage improvements do not require dedication of easements to county
10. improvements meet Chesapeake Bay regulations; **AND**
11. Any project **approved** by site plan team.

What Does it Cost?

There is no fee for this process.

How Long Does it Take?

One hour in a Wednesday Staff/Developer meeting. If revisions are required, an additional hour on a subsequent Wednesday will be necessary.

What is Needed to Apply?

- Completed site plan application
- 8 copies of a site plan showing applicable information from the Minor Site Plan Checklist

How Does it Work?

- The initial meeting is to review the plan for eligibility and approval
 - IF complete, an approval letter is issued. Land disturbance permit, if required, can be obtained through Environmental Engineering
 - IF not complete, a checklist showing revisions needed is provided
- The follow-up meeting is to review the revised plan for completeness
 - IF complete, an approval letter is issued. Land disturbance permit, if required, can be obtained through Environmental Engineering

- IF not complete, the project is disqualified and must be brought through the site plan process and applicant must pay required fees

WHO TO CONTACT?

- Initial meeting may be arranged through the Planning Department, Administration Building, Room 203, Chesterfield, VA (804) 748-1050
- Specific departments:
 - Environmental Engineering..... 748-1035
 - Fire..... 748-1360
 - Police..... 748-1266
 - Transportation..... 748-1037
 - Utilities..... 748-1271

For additional information, see:

- *“Participating in the Site Plan Process”*
- *“Submitting Site Plans”*
- *“Obtaining Water and Sewer Plan Approval”*
- *“Obtaining Road Plan Approval”*
- *“Obtaining a Land Disturbance Permit”*
- *“Obtaining a Building Permit”*
- Chesterfield County Zoning Ordinance
- Chesterfield County Erosion Control Ordinance

If you would like copies of these brochures, or any other information, please fee free to call the Planning Department at (804) 748-1050.

SUGGESTED STANDARD FORM LETTER TO BE USED FOR MINOR SITE PLANS:

NOTE: To be able to use the Minor Site Plan process, you must notify by registered mail, return receipt requested, all property owners of adjacent property zoned R, R-TH or R-MF or that are occupied by a residence of your Minor Site Plan submittal.

PLACE THE FOLLOWING INFORMATION ON YOUR LETTERHEAD OR CLEARLY IDENTIFY WHO YOU ARE AND WHAT YOUR FIRM OR BUSINESS IS.

Dear Neighbor,

We are interested in (expanding, using or developing) the (existing business, existing house, or site) located at _____ for the purpose of _____.

We have submitted a minor site plan to Chesterfield County Planning Department for review and approval. County code provides for a fifteen (15) day public comment period from the date that this certified mail is received. If you have any concerns, please contact Greg Allen with the Chesterfield County Planning Department at 748-1072 within this fifteen (15) day period. Please reference the minor site plan titled “_____.”

Optional additional language:

If you wish to contact use, we can be reached at _____.