



# Rockingham County Minor Site Plan Review

## Site Plan Defined

Per the Rockingham County Code of Ordinances, a minor site plan is defined as any required site plan meeting the following criteria:

1. The site development involves new construction or use of less than one thousand (1,000) square feet of gross floor area.
2. The site development involves an addition to an approved site and the addition is less than twenty-five hundred (2,500) square feet of gross floor area and has no increase in the parking required in this chapter or a change in utilities.
3. The site does not require additional ingress/egress or alteration of existing ingress/egress.
4. The site does not require engineering work to develop the building or site.

## Site Plan Submittal Procedure and Review Process

### Step 1:

Schedule a pre-application meeting to discuss the proposed development. At this meeting the applicant (or agent) will explain their project to the staff members and regulatory agencies listed below.

County Departments

- Building
- Economic Development
- Engineering
- Environmental
- Fire and Rescue
- Planning
- Public Works
- Zoning

Regulatory Agencies

- Virginia Department of Environmental Quality
- Virginia Department of Health
- Virginia Department of Transportation

Local Government (if project is in or adjacent to)

- Incorporated Towns
- City of Harrisonburg

Other

- Harrisonburg Rockingham Regional Sewer Authority

Staff will perform an early technical review of the proposed development to identify potential issues and confirm the property's zoning to determine if the proposed use is permitted as a matter of right under the current zoning classification. Staff will also work with the applicant to establish a submittal timeline and review submission criteria (i.e. application forms, checklist, plan review fees, etc.). Please bring any information, photographs, sketches, plats, or preliminary plans that will aid in the review and better illustrate the proposal.

Meetings may be conducted in person at the Community Development Department located at the County Administration Building, 20 East Gay Street, Harrisonburg or via video teleconference (Zoom). To schedule an appointment time, contact the Community Development Department at (540) 564-3030.

### STEP 2

Prepare site plans using the minimum site design information checklist outlined on the *Minor Site Plan Submittal Application Form*. Though not required, applicants may consult a Virginia licensed engineer, architect, landscape architect, or land surveyor to complete project documents.

### STEP 3

Submit all completed application forms, site plans, and plan review fees to the attention of the County Engineer in the Engineering Department.

*Note: Site plans and design calculations are to be submitted in a digital format (PDF) only! Hardcopies will be requested upon final site plan approval as stated in Step 5.*

Incomplete submissions will not be accepted. Staff will determine if the submission is complete and, if so, will begin the plan review process. It is the goal for County and regulatory agencies to have site plans reviewed and revision comments returned within ten (10) business days of submission. Note that larger or more complex designs may take longer to review. In which case the applicant will be notified of any additional time required and may be provided partial comments in advance. Once all comments have been made by the review staff, a single response letter will be drafted and sent to the applicant (or their designee) outlining revisions for consideration.

#### **STEP 4**

Revise site plans per the comment letter and provide any further design information as requested. Resubmit site plans along with a letter describing how each comment was or was not addressed and why. This step will be repeated until final site plan approval is issued.

#### **STEP 5**

Once site plans meet all County and regulatory agency requirements, the County will issue a letter approving the final site plan. Note that approved plans are valid for five (5) years from the approval date – meaning applicants may apply for their land disturbance and/or building permit within this time frame.

As notified by staff, submit requested number of hard and digital plan sets. Sets will be stamped “APPROVED” for record keeping and field use. One set will be returned to the applicant for their records. Pay any remaining applicable fees and obtain all required permits. To ensure that all improvements shown on the site plan are properly completed, the County may require a security agreement in the form of a letter of credit or a performance bond.

*Note: An approved site plan is required before issuance of a land disturbance and/or building permit.*



# Rockingham County Minor Site Plan Submittal Application Form

## Contact Information

**Business Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Property Owner:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

## Property Information

**Property Address:** \_\_\_\_\_

**Property Location:** (N S E W) of (Road Name) \_\_\_\_\_ (Route #) \_\_\_\_\_

approximately \_\_\_\_\_ miles/feet (N S E W) of (Road Name) \_\_\_\_\_

(Route #) \_\_\_\_\_ **Election District #:** \_\_\_\_\_ **Current Zoning District:** \_\_\_\_\_

**Property Tax Map Number(s):** \_\_\_\_\_

**Site Acreage:** \_\_\_\_\_ **Disturbed Acreage:** \_\_\_\_\_

**Special Use Permit #:** \_\_\_\_\_ **Rezoning Case #:** \_\_\_\_\_

*For all previously approved Special Use permits and rezonings, please include a list of all approved proffers with this application.*

## Business Information

**Type of Business:** \_\_\_\_\_ **Hours of Operation:** \_\_\_\_\_

**Proposed Use of Building(s) and/or Site:** \_\_\_\_\_

**Size of Building:** Existing: \_\_\_\_\_ Proposed: \_\_\_\_\_

**Number of Employees:** Existing: \_\_\_\_\_ Proposed: \_\_\_\_\_

**Number of Parking Spaces:** Existing: \_\_\_\_\_ Proposed: \_\_\_\_\_

**Indicate Method of:** \_\_\_\_\_ **Projected Water Usage (gallons per day):** \_\_\_\_\_

**Water Supply:**  County Water/City Water \*  Community System Well  Cistern

**Sewage Disposal:**  County Sewer/City Sewer \*  Community Septic System  Alternative: \_\_\_\_\_

*If City water and/or sewer are selected, applicant must have full approval by City and County prior to submitting application.*

## Minimum Site Design Information

Complete the following checklist and indicate if the required information is shown on the site plan sheet.

- County GIS map showing accurately scaled layout of parcel including property lines, setbacks, and existing and/or proposed buildings on site
- Project name, site address, and tax map #
- Property owner's name, address, email address, and telephone number
- Date site plan was generated
- Proposed use of site (if not contained in building)
- General location of existing utilities on site
- Number and location of off-street parking spaces
- Access to and from property
- Provisions for fire protection in buildings and/or on site
- Provisions for solid waste and recycling storage containers on site
- Any planned screening or landscaping on site
- Any planned additional lighting on site
- Location of FEMA designated floodplain on site
- Any other information needed to process the site plan application or assist the plan review

## Submitted By

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**Print Applicant's/Agent's Name**

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**Applicant's/Agent's Signature**

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**Date**