



# Rockingham County Minor Site Plan Review

## Site Plan Defined

Per Section 17 of the Rockingham County Code of Ordinances, a minor site plan is defined as proposed improvements to a given property that meet 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.

Please note that minor site plans do not require the seal of a professional engineer, architect, landscape architect, or land surveyor and may be prepared by the applicant for submission. Refer to Page 4 of this packet for the minimum site design information to be shown on the plans.

Per Section 6B and Section 6C of the Rockingham County Code of Ordinances, any land disturbing activities equal to or greater than 10,000 square feet in size require an engineered erosion and sediment control plan be submitted for review and approval.

Lastly, all new developments, improvements, or changes to a property shall be evaluated for the overall (cumulative) stormwater runoff quantity and quality impacts on the surrounding environment. Additional professional designs and calculations and permits may be required for review and approval. Consult County staff for more information.

## 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.*

**Please complete one of the following sections for commercial business or agricultural operation**

## Commercial 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.*

## Agricultural Operation Information

Type of Agricultural Operation: \_\_\_\_\_

Use of Farmland - Percent of Farm In Each Use: Crops: \_\_\_\_\_ Hay: \_\_\_\_\_ Pasture: \_\_\_\_\_ Other: \_\_\_\_\_

Total Number of Buildings On Site: Existing: \_\_\_\_\_ Proposed: \_\_\_\_\_

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

Proposed Size of Building: \_\_\_\_\_ Disturbed Acreage: \_\_\_\_\_

Existing Buildings Onsite (including engineered poultry houses, dairy barns, warehouses, etc.):

Use: \_\_\_\_\_ Size: \_\_\_\_\_

Areas of Pavement or Gravel (including driveways): 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

A minor site plan shall include, as applicable, the following design information:

- County GIS map showing accurately scaled layout of parcel including property lines, setbacks, easements, and zoning
- 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 and/or building
- Label, use, and size of all existing and proposed buildings on site
- General location of existing utilities on site
- Number and location of off-street parking spaces
- Road or driveway access to and from property
- Provisions for fire protection in buildings and/or on site
- Provisions for handicap access to buildings and/or on site features
- Provisions for solid waste and/or recycling storage containers on site
- Any planned screening or landscaping on site
- Any planned additional outdoor lighting
- Location of FEMA designated floodplain on site
- List of any Special Use Permit conditions or proffer statements (may be attached)
- Any other information needed to process the site plan application or assist the plan review

## Submitted By

\_\_\_\_\_  
Print Applicant's/Agent's Name

\_\_\_\_\_  
Applicant's/Agent's Signature

\_\_\_\_\_  
Date

## Staff Contact List

| Rockingham County |  |
|-------------------|--|
|                   | <b>Casey Armstrong, County Administrator</b><br>(540) 564-3031<br>carmstrong@rockinghamcountyva.gov                                    |
|                   | <b>Trish Davidson, Deputy County Administrator</b><br>(540) 564-3018<br>tdavidson@rockinghamcountyva.gov                               |
|                   | <b>Rachel Salatin, Director of Community Development</b><br>(540) 578-2659<br>rsalatin@rockinghamcountyva.gov                          |
|                   | <b>Dylan Nicely, Deputy Director of Community Development</b><br>(540) 830-9435<br>dnicely@rockinghamcountyva.gov                      |
|                   | <b>Kayla Yankey, County Planner</b><br>(540) 564-5074<br>kyankey@rockinghamcountyva.gov  |
|                   | <b>Julia Cottrell, County Planner</b><br>(540) 830-9435<br>jcottrell@rockinghamcountyva.gov  |
|                   | <b>Kelly Getz, Zoning Administrator</b><br>(540) 810-5024<br>kgetz@rockinghamcountyva.gov  |
|                   | <b>Daniel Barnett, Deputy Zoning Administrator</b><br>(540) 578-1120<br>dbarnett@rockinghamcountyva.gov                                |
|                   | <b>Joe Shifflett, Building Official</b><br>(540) 578-1558<br>jshifflett@rockinghamcountyva.gov   |
|                   | <b>Ben Terry, Deputy Building Official</b><br>(540) 564-3046<br>bterry@rockinghamcountyva.gov  |
|                   | <b>Philip Rhodes, Director of Public Works</b><br>(540) 564-3024<br>prhodes@rockinghamcountyva.gov                                     |
|                   | <b>Logan Borrer, Deputy Director of Public Works</b><br>(540) 564-3044<br>lborrer@rockinghamcountyva.gov                               |
|                   | <b>Nathan Puffenbarger, Senior Utilities Inspector/Utility Plan Reviewer</b><br>(540) 564-3044<br>npuffenbarger@rockinghamcountyva.gov |
|                   | <b>Adam Hancock, Environmental Manager</b><br>(540) 564-1529<br>ahancock@rockinghamcountyva.gov  |
|                   | <b>Owen Ferguson, Stormwater Compliance</b><br>(540) 478-9181<br>oferguson@rockinghamcountyva.gov                                      |

| Rockingham County  |   |
|--|---|
|  | <b>Ross Morland, PE, Director of Engineering, Site Plan Review Coordinator</b><br>(540) 564-6095<br>rmorland@rockinghamcountyva.gov |
|  | <b>Joshua Gooden, Economic Development and Tourism Coordinator</b><br>(540) 574-1896<br>jjgooden@rockinghamcountyva.gov             |
|  | <b>Jason Fox, Sheriff's Department</b><br>(540) 564-3820<br>jfox@rockinghamcountyva.gov   |
|  | <b>Joe Mullens, Deputy Fire Marshal</b><br>(540) 564-3175<br>jmullens@rockinghamcountyva.gov  |
|  | <b>Todd Spitzer, Assistant Fire Marshal</b><br>(540) 564-3175<br>tspitzer@rockinghamcountyva.gov                                    |
| Rockingham County Public Schools   |   |
|  | <b>Chris Sours, Transportation Supervisor</b><br>(540) 433-2458<br>csours@rockingham.k12.va.us                                      |
| Virginia Department of Transportation, Harrisonburg Residency                    |   |
|  | <b>Burgess Lindsey, PE, Area Land Use Engineer</b><br>(540) 434-2587<br>burgess.lindsey@vdot.virginia.gov                           |
|  | <b>Jeff Nicely, Land Development Engineer</b><br>(540) 434-2587<br>jeff.nicely@vdot.Virginia.gov                                    |
| Central Shenandoah Health District   |   |
|  | <b>Lacy Stevens, Environmental Health Supervisor</b><br>(540) 332-7830 ext. 352<br>lacy.stevens@vdh.virginia.gov                    |
|  | <b>Jason Weakley, Environmental Health Manager</b><br>(540) 332-7830 ext. 348<br>jason.weakley@vdh.virginia.gov                     |
| Virginia Department of Health - Office of Drinking Water, Lexington Field Office |   |
|  | <b>Steve Kvech, PE, Deputy Field Director</b><br>(540) 463-0424<br>steve.kvech@vdh.virginia.gov                                     |

*A check mark ( ✓ ) next to contact indicates that they were present at the pre-application meeting.*