



Rockingham County General Site Plan Review

Site Plan Defined

Per the Rockingham County Code of Ordinances, a site plan is defined as a detailed, engineering drawing of proposed improvements to a given lot. A site plan shall include, as applicable, but not limited to:

- building footprint
- drainage facilities
- lighting
- travel ways
- sanitary sewer and waterlines
- landscaping
- parking
- trails

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 and design calculations through a Virginia licensed engineer, architect, landscape architect, or land surveyor.

STEP 3

Submit all completed application forms, checklists, site plans, design calculations, 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 that 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 General 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.

Submitted By

Print Applicant's/Agent's Name

Applicant's/Agent's Signature

Date

Staff Contact List

Rockingham County	
	Casey Armstrong, County Administrator (540) 564-3031 carmstrong@rockinghamcountyva.gov
	Trish Davidson, Deputy County Administrator (540) 564-3018 tdavidson@rockinghamcountyva.gov
	Rachel Salatin, Director of Community Development (540) 564-1513 rsalatin@rockinghamcountyva.gov
	Dylan Nicely, Deputy Director of Community Development (540) 830-9435 dnicely@rockinghamcountyva.gov
	Kayla Yankey, County Planner (540) 564-5074 kyankey@rockinghamcountyva.gov
	Kelly Getz, Zoning Administrator (540) 564-6063 kgetz@rockinghamcountyva.gov
	Daniel Barnett, Deputy Zoning Administrator (540) 578-1120 dbarnett@rockinghamcountyva.gov
	Joe Shifflett, Building Official (540) 564-3041 jshifflett@rockinghamcountyva.gov
	Ben Terry, Deputy Building Official (540) 564-3046 bterry@rockinghamcountyva.gov
	Philip Rhodes, Director of Public Works (540) 564-3024 prhodes@rockinghamcountyva.gov
	Logan Borrer, Deputy Director of Public Works (540) 564-3044 lborrer@rockinghamcountyva.gov
	Nathan Puffenbarger, Senior Utilities Inspector/Utility Plan Reviewer (540) 564-3044 npuffenbarger@rockinghamcountyva.gov
	Adam Hancock, Environmental Manager (540) 564-1529 ahancock@rockinghamcountyva.gov

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

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