



**Town of Orange
Department of Community Development**

119 Belleview Avenue, Orange, Virginia 22960 - 1401
Phone: (540) 672-6917 Fax: (540) 672-4435
Email – townplanner@townoforangeva.org

Town of Orange, Virginia Site Plan Review Package

- When a site plan is required, Chapter 19, Article 12 Site Development
- Site Plan Procedure Outline
- Site Plan Application
- Site Plan Review Checklist
- Sample Adjacent Property Owner Notification Letter

Pursuant to Chapter 19 Article 12 Site Development of the Town of Orange Zoning Ordinance, a Site development plan is required and shall be submitted for the following:

(Sec. 12-20.10)

(a) New development: on a vacant lot or parcel containing no buildings or structures, a site development plan shall be required for the following:

- 1) Construction of a new building or structure;*
- 2) Subdivision or development of a lot, parcel or tract requiring or involving the dedication or construction of, or substantial upgrades to, public facilities, including but not limited to buildings and structures, public streets and bridges, rights-of-way or easements, sidewalks, major public utilities, lighting, parks or public areas;*
- 3) Construction of parking areas or other impervious areas greater than 10,000 square feet in total area, with the exception of vehicle or equipment display areas, and provided that this provision shall not apply to the construction of such an area on a lot used principally for a single-family or duplex dwelling; or*
- 4) Land disturbing activities 10,000 square feet or greater in area as defined in Erosion and Sediment Control Ordinance of Orange County or of the Town of Orange, as applicable.*

b) Redevelopment: On a lot or parcel upon which buildings, structures or impervious areas have been previously constructed, a site development plan shall be required for the following:

- 1) Enlargement or expansion of the floor area of an existing permanent building by more than 10,000 square feet;*
- 2) Subdivision or redevelopment of a lot, parcel or tract requiring or involving the dedication or construction of, or substantial upgrades to, public facilities, including but not limited to buildings and structures, public streets and bridges, public rights-of-way or easements, sidewalks, major public utilities, lighting, parks or public areas;*
- 3) Enlargement of a parking area or other impervious area by more than 10,000 square feet, with the exception of vehicle or equipment display areas.*
- 4) Change in use of an existing parcel or building to a more intensive use category (e.g. commercial to industrial); or*
- 5) Land disturbing activities 10,000 square feet or greater in area as defined in the Erosion and Sediment Control Ordinance of Orange County or of the Town of Orange, as applicable.*

Site Plan Application

DATE: _____

CASE #: _____

Property location and Identification **Tax Map Identification #:** _____

Name of Development: _____

Name of Property Owner: _____

Physical Address of Proposed Site: _____

Mailing Address: _____

Telephone: _____ Fax: _____ Email: _____

Agents Name: _____

Agents Phone Number: _____ Agents Fax Number: _____

Agents Mailing Address: _____

Present Zoning Classification (Check one):

- Rural Residential (RR) Traditional Residential Low Density (TRL)
- Traditional Residential High Density (TRH) Traditional Town Center (TTC)
- Town Activity Center (TAC) Rural Commercial (RC) Traditional Industrial (TI)
- Traditional Neighborhood Development (TND) Urban Development Area (UDA)

Application Fee

Please include your non-refundable application fee:

- **Site Development Plan (½ acre or less) - \$500.00***
- **Site Development Plan (over ½ acre) - \$1,000.00 plus \$75.00 per acre***

Please make checks payable to the Town of Orange (*Applicant is responsible for all costs associated with advertising*)

***The applicant must submit twelve (16) copies of the Site Plan to the Town Zoning Administrator. All copies must be submitted to the Town and distribution of the copies will be made to the County for Erosion and Sediment Control review.**

Signature of Property Owner

Date

1. A pre-application conference with the Zoning Administrator and other Town staff is recommended prior to submission of a site development plan. Applicants should schedule a pre-application conference with the Administrative Assistant in the Community Development Office to meet with the Zoning Administrator for an explanation of the requirements.
2. A minimum of twelve (12) clearly legible blue or black line copies of a site development plan must be submitted to the Zoning Administrator. Submitted plans shall include a completed application, checklist, and payment of review fees as established by the Town.
3. Staff will notify the Planning Commission of submittal and forward a copy of the plans and accompanying materials to the Planning Commission.
4. The Zoning Administrator will check the plan for completeness within twenty-one (21) days of receipt. If the plan does not contain all information required by this Article or by other provisions of this Ordinance, the Zoning Administrator may return the plans as incomplete, provided that he will identify the deficiencies or omissions in the submitted plan in writing to the applicant and stamp the plan "Incomplete". If the Zoning administrator determines that the omissions or deficiencies are minor in nature and will not affect the ability of the Town to adequately review the plan, he will accept the plans as substantially complete and identify the deficiencies or omissions in writing to the applicant and require that the applicant address the omissions or deficiencies prior to final approval.
5. The Zoning Administrator will forward to and request opinions from other departments, agencies, or officials including Orange County, Town of Orange Public Works, Police Department, Orange County Volunteer Fire Department, and Consulting Engineer. Comments or recommended corrections will be forwarded to the applicant upon receipt and must be corrected prior to the date when the plan is presented to the Planning Commission or prior to final approval.
6. The applicant shall mail a written notice, attached to all abutting property owners, and owners of property directly across the street from the site, indicating the general nature and intent of the proposed activities indicated on the site development plan as submitted. Notices must be sent by registered or certified mail to the last known address of such owner shown on the real estate tax assessment records of the Town at least 10 days prior to the Planning Commission meeting. The applicant shall provide copies of all such notices and receipts to the Zoning Administrator.
7. The Planning Commission will consider the Site Plan at its next regularly scheduled meeting following submission of the plan. Town staff will prepare a staff report to the Planning Commission. The Commission will make a non-binding recommendation to the Zoning Administrator to approve, approve with modifications, or disapprove the plan.
8. Approval, modifications with approval, or disapproval of a final Site Development Plan shall be made by the Zoning Administrator within sixty (60) calendar days of filing of all required documents. Approval with modifications shall be deemed preliminary approval of the site development plan, provided that the Zoning Administrator shall indicate final approval or disapproval of the plan with thirty (30) days of official acceptance of the revised plan containing the required modifications. If the plan is disapproved, written notification shall be provided to the applicant or the applicant's designated agent stating the deficiencies in the plan that caused the disapproval by reference to specific adopted ordinances, regulations, or policies and identifying the modifications or corrections that would permit approval of the plan.
9. All requests for modifications to the Site Plan must be filed with and approved by the Zoning Administrator.
10. Approval of a site development plan pursuant to this Article shall expire five (5) years after the date of approval unless a building permit has been obtained for construction in accordance with Section 15.2-2261 of

the Code of Virginia. The site plan shall be deemed final once it has been reviewed and approved by the Town if the only requirement remaining to be satisfied in order to obtain a building permit is the posting of any bonds and escrows. Extensions may be granted upon request by the applicant to the Zoning Administrator, sixty (60) days prior to lapse of approval, and may include a request to extend all bond and surety agreements. A six (6) month extension may be granted one time at the discretion of the Zoning Administrator taking into consideration the size and phasing of the proposed development. Further extension may be authorized only by Planning Commission approval upon demonstration of a good cause by the applicant and taking into consideration the time and phasing of the proposed development.

11. One (1) set of the final approved plans shall be at the job site at all times when work is being performed.

**TOWN OF ORANGE
SITE PLAN REVIEW CHECK LIST**

Tax map parcel #: _____ Site Plan #: _____

Name of Development:

Property owner:

Owners Mailing Address:

Agent Name: _____

Agent's phone number: _____ Agent's fax number: _____

Agent's mailing address:

Pre-submission Meeting held? yes no Date: _____

Date of Initial Plan Submission: _____ Date of Revised Plan Submission: _____

Planning Commission notification: Date: _____

Sent via Email: _____

Property Located within the Enterprise Zone YES NO

Required information on Site Plan:

a) General Information: (Section 12-20.40)

- Name of the proposed development.
- Existing and proposed uses of the property.
- Name and addresses of the owner of record and of the applicant.
- Names of any holders of easements affecting the property.
- Deed reference, instrument number, and tax map and parcel number and/or parcel identification number (PIN).
- Names, addresses, signatures, and registrations of professionals preparing the site plan.
- Date plan was drawn and date of any revision(s).
- Vicinity map at a scale not less than one inch equals 2,000 feet, indicating thereon roads and their names and numbers, Town Corporate Limits, subdivisions and other landmarks.
- Boundary survey, with an error of closure within the limit of one in ten thousand, certified by a licensed land surveyor and indicating the date completed. The survey must show the location and type of boundary evidence, except where a tract or site is a part of a subdivision of record. If only a portion of a parcel is proposed for development, the limits of development shall be shown.
- Existing zoning and all required building setback lines and/or build-to lines.
- Owner(s), zoning, tax map and parcel number and/or parcel identification number (PIN), and present use of each adjoining parcel.

- North arrow, date, and scale of drawing and number of sheets.
- A blank space four (4) inches by (4) inches in size on the plan face for the use of the approving authority.

b) Project Tabulations:

- Gross acreage of the total lot area to the nearest one-hundredth of an acre.
- Number of lots.
- Number of parking spaces required and provided based on the proposed use.
- Proposed permitted uses by square footage.
- Total square footage of all proposed buildings by floor area.
- Proposed floor area ratio (FAR) for non-residential buildings and uses.
- Gross residential density for each type of residential use.
- Total area of all open spaces areas, common areas and recreation areas by square footage and as a percentage of the lot.
- Total impervious area by square footage.
- Average lot or parcel size for residential subdivisions.

c) Existing & Proposed Site Conditions:

- Number of floors, floor area, height, general use, and location of each building.
- Location, type, size, and height of all fencing, walls and screening proposed and/or required under the provisions of this Ordinance.
- Location, name, route number and full width, if applicable, of existing and proposed streets and travelways, access easements, alleys and right-of-ways.
- Existing and proposed property lines.
- Existing and proposed topography with maximum two-foot contours for the entire site.
- All existing and proposed utilities of all types, including locations, sizes, dimensions, materials, profiles and grades of all public water, sanitary sewer, and storm drainage facilities and proposed connections to existing water lines, sanitary sewer lines, drainage channels and storm drainage structures. Meter sizes for all buildings and estimated water consumption must be indicated.
- Location of proposed fire hydrants and/or distance to nearest existing fire hydrant.
- Water courses, wetlands, and their names.
- One-hundred (100) year flood plain limits.
- Location, width, and pavement type of existing driveways, sidewalks, and access points on the property.
- Location, width and typical pavement section of all proposed entrances, parking lots, sidewalks, and trails.
- Projected average number of vehicle trips generated by the proposed use per day and per AM and PM peak hour based upon the latest edition of the ITE Trip Generation Manual.
- Boundaries, purposes, and widths of all easements.
- Archeological, natural and historic features and landmarks. The plan shall be revised to delineate such as discovered during the review process.
- Identification and location of areas of contamination, remediation, and other adverse environmental conditions of the property.
- Identification and location of any grave, object, or structure marking a place of burial.
- Location and type of all outdoor trash receptacles and dumpsters and proposed screening methods.
- Location and size of areas intended to be dedicated or reserved for public use, open space, or common areas, including location and design of facilities proposed within such areas.
- Locations, heights, and specifications of all outdoor lighting for parking lots, sidewalks and pedestrian walkways, public spaces and common areas, and all other areas designed or intended for use during evening hours, including a diagram of each type of outdoor luminaire and photometric plan indicating lighting patterns and footcandles.
- An indication of phases or sections within the proposed development and the order of development.

- The location, character, size, height and orientation of proposed signs.

d) Supplemental Information:

- Landscape Plan in conformance with Section 9-30.
- Erosion and Sediment Control Plan in conformance with the requirements of the Erosion and Sediment Control Ordinance of Orange County and/or the Town of Orange, as applicable.
- For sites with the presence of potential wetlands and jurisdictional streams, a Joint Permit and Virginia Water Protection Permit, approved by the U.S. Army Corps of Engineers and the Virginia Department of Environmental Quality, as applicable.
- A traffic impact statement or supplemental traffic analysis in conformance with Section 2-30.30, if applicable.
- A Virginia Stormwater Management Permit, approved by the Department of Environmental Quality, if the site disturbs more than one (1) acre.
- A deed of dedication with plat and/or deed of easement with plat for all rights-of-way, easements, or other properties which will be conveyed to the Town of Orange as a result of the development, in a form approved by the Town Attorney.
- Front elevations shall be shown on all commercial, industrial, townhouse, and Multifamily developments, regardless of height.
- If the development is not to be served by public water and/or sanitary sewer facilities, written approval of the proposed location of wells and sewage disposal systems shall be obtained from the Orange County Health Director or his designee.
- A bond estimate of public improvements as set forth in Section 12-50 of this Article.

Additional Requirements (Section 12-20.50)

All site development plans required by the provisions of this Article shall meet the following additional requirements:

- Site development plans, or any portion thereof, involving engineering, architecture, city planning, urban design, landscape architecture, or land surveying, will be prepared by persons qualified to do such work. Final site plans shall be certified by an architect, professional engineer, land surveyor, or certified landscape architect within the limits of their respective licenses authorized to practice by the Commonwealth of Virginia.
- Site development plans shall be prepared to the scale of one (1) inch equals fifty (50) feet or larger; sheets shall measure eighteen by twenty-four (18" X 24") at a minimum and no larger than thirty-six by twenty-four inches (36" X 24").
- The site development plan may be prepared on one (1) or more sheets. If prepared on more than one sheet, match lines shall clearly indicate where the several sheets join.
- A minimum of two (2) datum references for elevations used on plans and profiles and correlated, where practical, to a U.S. Geological Survey datum. At least one (1) datum reference shall be on-site.



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ADJOINING PROPERTY NOTIFICATION LETTER SAMPLE

[DATE]

[NAME]

[ADDRESS]

Dear [NAME]:

This letter is intended to comply with the requirements of the Town of Orange Zoning Ordinance and serve as a notice to advise you as an adjoining property owner that on *[date]* *[I or name of company]* *[have/has]* submitted a Site Plan to the Town of Orange for review and approval.

The Site Plan is submitted for the property located at *[address]* and consists of the following major items:

- 1.
- 2.
- 3.

The Site Plan is available for review at the office of the Town of Orange Zoning Administrator which is located at 119 Belleview Avenue, Orange, Virginia 22960. You may direct any comments and/or concerns you may have relative to this project to the Town Zoning Administrator at the above address in writing, by calling (540) 672-6917, or via Email at townplanner@townoforangeva.org.

Sincerely,

John G. Cooley AICP, CZA
Director of Community Development