



Planning & Zoning  
P.O. Box 179  
Urbanna, Virginia 23175

804-758-2613 • Fax 804-758-0389

### Preliminary Site Design Plan Review Application

#### Property Information

Site address \_\_\_\_\_

Total site area \_\_\_\_\_ Square feet

Number of lots \_\_\_\_\_ Number of units \_\_\_\_\_

Tax Map ID number 20 A DC \_\_\_\_\_ Lot \_\_\_\_\_ Historic District \_\_\_\_\_ Yes \_\_\_\_\_ No

Flood Zone \_\_\_\_\_ Zone X \_\_\_\_\_ Zone AE

Chesapeake Bay \_\_\_\_\_ RPA \_\_\_\_\_ RMA

#### Owner Information

Owner of property \_\_\_\_\_

Address \_\_\_\_\_

Phone number \_\_\_\_\_ Email Address \_\_\_\_\_

Agent (if not owner) \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Phone number \_\_\_\_\_ Email Address \_\_\_\_\_

#### Project Description

Project type (mark one) \_\_\_\_\_ Commercial \_\_\_\_\_ Residential \_\_\_\_\_ Planned Unit Development

Maximum building height: \_\_\_\_\_ Total square footage of proposed structure \_\_\_\_\_

Description of proposed changes in the use of the property (if any): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Description of proposed project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Submittal Requirements Checklist (Mark each box as completed)**

Three (3) copies are required for submittals for preliminary site design. All submittal items should be folded and assembled as individual packages. There is no fee for preliminary site plan reviews. Once a determination is made as to what (if any) applicable you will be provided the appropriate permit application. If no permit is required, a zoning clearance letter will be issued.

- Proposed title of the project
- Owner(s) of the land
- Name of the engineer, architect, landscape architect or surveyor who prepared the plan
- Survey Plat provided or incorporated as part of the site plan
- North point (arrow), Scale, Date
- Existing zoning, zoning district boundaries and proposed changes in zoning, if applicable
- Location map of the property by an insert map
- Names and route numbers of adjoining roads
- Bodies of water, waterways
- Other landmarks used to clearly identify the location of the project
- Boundaries of the property involved
- Location of all existing easements and property lines
- Existing streets and buildings
- Flood plains
- Topography and prominent physical features in or adjoining project area
- Uses of adjoining properties, including identification of the owner(s) and legal identification of the properties, zoning of the properties
- Complete description of all land clearing and site alterations, tree and vegetation (grading, buffer removal, drainage, etc.)
- Location and character of proposed public and private recreational and open space areas
- Other requirements as set forth by the Zoning Administrator (requirements will be attached)

\_\_\_\_\_  
Signature of property owner

\_\_\_\_\_  
Date

Zoning Office Use		
Date Received:	_____	
Reviewed By:	_____	
Determination		
____ SUP	____ COA	____ ZCL