



CITY OF BUENA VISTA
SITE PLAN APPLICATION
Standard

CITY OF BUENA VISTA
Office of Planning and Zoning
2039 Sycamore Avenue
Buena Vista VA 24416
(540) 261-8607

Submission Date: _____

APPLICANT INFORMATION

Name:					
Address:					
City:		State:		Zip:	
Phone & Email:					

PROPERTY OWNER INFORMATION

Name:					
Address:					
City:		State:		Zip:	
Phone:					

ARCHITECT/ENGINEER/SURVEYOR INFORMATION

Name & Firm:					
Address:					
City:		State:		Zip:	
Phone & Email:					

PHYSICAL LOCATION OF PROPERTY

Address:				
If none, describe location:				
Tax Map Number:		Zoning:		

SITE & OPERATIONS INFORMATION

Describe source of water and sewer (public/well/septic)

Number of employees working onsite, if any:

Number and type of business-use vehicles to be kept at site, if any:

Describe any proposed signage (Note: you must also submit a Sign Permit application):

APPLICANT SIGNATURE

Printed Name:		Title:	
Signature:		Date:	

APPLICATION RECEIVED (Signature does not imply approval)

Zoning Administrator:		Date:	
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Staff Comments:**SITE PLAN CHECKLIST BELOW**

- Boundary Survey or Plat less than ten years old**
- Erosion and Sediment Control Plan, if land disturbance greater than 10,000 square feet**
- Site Plan, to include:**
 - Scale and North arrow
 - Owner, Project Name, and Date of drawing
 - Ownership, zoning, and present use of adjoining properties (1502.03)
 - Location and description of all easements, encumbrances, and rights-of-way (1502.03)
 - Location of floodplain, if applicable, and FEMA classification
 - Existing and proposed elevation and topography as depicted by contour lines and/or spot elevations (1502.10, 11)
 - Clear indication (through text or shading) of any areas of steep slope (15% to 25%, or > 25%)
 - Area of total land disturbance, in square feet or acres
 - Existing and proposed streets, roads, and alleyways, showing location, location, widths, and names (1502.03)
 - Existing and proposed water and sanitary sewer facilities, indicating pipe sizes, types, and grades (1502.08)
 - Existing and proposed utilities, above and underground (1502.03)
 - Provision for storm water management, including location, size, and type of ditches, catchbasins, pipes, and the like (1502.09)
 - Layouts and orientation of buildings and improvements, including setbacks from property lines and restriction lines
 - For all buildings, number of floors, height; and number, size, and type of dwelling units if any (1502.07)
 - Conceptual architectural design of buildings and structures
 - Proposed vehicular and pedestrian circulation plan, right-of-way improvements, access points, travel ways, sidewalks, and trails (1502.04)
 - Proposed parking, loading, and stacking indicating surfacing, size, angle of stalls, width of aisles, and number of spaces (1502.06)
 - Proposed open space, buffer areas, conservation areas
 - Location and design of proposed landscaping, fencing, screening, and retaining walls (1502.05, 12)
 - Proposed lighting

SITE PLAN APPLICATION PROCESS

In most cases, new non-residential construction requires submittal of a site plan to the Office of Planning & Zoning and review by the Planning Commission. Additionally, and land disturbance of 10,000 square feet or more requires and engineered Erosion and Sediment Control Plan (“E&S Plan”) to meet state requirements. The standard Site Plan process is governed by [Article 15](#) of the Buena Vista Land Use Regulations.

1. Discuss project with Zoning Administrator to ensure proposal is permitted by zoning, or if conditional use permit is needed. ZA can also advise of specific requirements or regulations. Obtain Site Plan Application.
2. If project requires an Erosion & Sediment Control Plan, meet with E&S Coordinator to discuss what is needed for compliance.
3. Submit completed Site Plan Application with Site Plan.
4. Zoning Administrator will review Site Plan to ensure Plan includes all elements needed for review as outlined on the Site Plan Checklist, and for compliance with regulations. The ZA will complete review within 30 days of submission, or will provide applicant written notice of need to extend review period.
5. Erosion & Sediment Control Plan, if applicable, must be approved by E&S Coordinator.
6. Zoning Administrator will submit Site Plan and E&S Plan to Planning Commission for review. Site Plan must be received by ZA no less than two (2) weeks prior to Planning Commission meeting to allow sufficient review by ZA prior to meeting. ZA may require additional review time for large or complex projects.
7. Planning Commission will review project at regular monthly meeting (second Tuesday of each month). Applicant is strongly encouraged to attend meeting to answer questions from Commission members. Commission may approve application, approve with conditions, delay vote, or deny application.
8. Once Site Plan application has been approved, Zoning Administrator will Zoning Construction Permit(s) that are in accordance to the approved Site Plan. Building Inspector will issue building permits that are in accordance with the approved Site Plan.