



Application and Checklist for

# SITE PLANS

**King George County  
Department of Community  
Development**

10459 Courthouse Drive, Suite 104  
King George, VA 22485

Office: (540) 775-7111  
Fax: (540) 775-3139

[www.kinggeorgecountyva.gov](http://www.kinggeorgecountyva.gov)

### SITE PLAN APPLICATION

**Please be advised that applicants are required to schedule a meeting with the Development Committee prior to submitting a complete application. During this meeting the applicant may submit Concept Plans for preliminary review, comment, and recommendation by the Zoning Administrator or Agent, and other Development Committee members. Meetings can be scheduled by calling the Community Development Director at (540) 775-8550.**

- The following items are included within this packet:
  - Checklist
  - Application
  - Certification of Real Estate Tax Payment Form
- All development within the County requires approval of a Site Plan in accordance with the procedures and standards found in Article 3, Division 6 of the King George County Zoning and Subdivision Ordinance, with the following exceptions:
  - Additions to existing single-family dwellings that would have a land disturbance of less than 2,500 sq. ft.;
  - Accessory structures or improvements less than 256 sq. ft. in area, or that have a land disturbance of less than 2,500 sq. ft.;
  - Bona fide agricultural operations and the customary accessory uses and/or structures associated with bona fide agricultural operations; and
  - Repairs of a general nature to existing buildings.
- Upon written request by an applicant, the Zoning Administrator or Agent may waive or modify a submission requirement(s) upon a determination that the information is not necessary to evaluate the merits of the application. Such waivers or modifications are for application requirements only and do not include variances or modifications from district or use standards.
- Additional application information may be required as deemed necessary by the Zoning Administrator or Agent.
- Once your application has been received by the Community Development Office, the Site Plan application will be processed in the following manner:
  - The Zoning Administrator or Agent shall review the application for conformity with applicable development regulations and approved Concept Plans.
  - Site Plans will be provided to the County Engineer and other relevant County departments and reviewing agencies for written comment.
  - Site Plans for Planned Development Districts shall be provided to the Planning Commission for review and recommendation to the Board of Supervisors, who then provide the final determination.
  - The Zoning Administrator or Agent shall notify the applicant of any action(s) taken with respect to the Site Plan, which may include approval or disapproval. Final decision shall be made within 60 days of official submittal, or if state agency review is required, within 35 days of receiving all approvals from reviewing agencies.

**SITE PLAN CHECKLIST**

<u>Plan Sheet Number</u>	<u>KG ZO Section</u>	<u>Plan Sheet Number Checklist Key:</u> If not applicable, write "N/A." Otherwise, write the page number where the associated checklist item can be found  <u>Checklist Key:</u> <input checked="" type="checkbox"/> =Yes <input type="checkbox"/> =No    N/A= Not applicable	<u>Staff</u>
<b>General Site Plan Requirements</b>			
_____	Section 3-6-4 (A)	<ul style="list-style-type: none"> <li>Prepared by persons professionally certified in the Commonwealth of Virginia to do such work;</li> </ul>	<input type="checkbox"/>
_____	Section 3-6-4 (B)	<ul style="list-style-type: none"> <li>Prepared to the scale of 1-inch equals 50 ft. or larger with no sheet exceeding 42 inches in any dimension;</li> </ul>	<input type="checkbox"/>
_____	Section 3-6-4 (C)	<ul style="list-style-type: none"> <li>If multiple sheets, match lines shall be clearly indicated where the several sheets join;</li> </ul>	<input type="checkbox"/>
_____	Section 3-6-4 (D)	<ul style="list-style-type: none"> <li>If multiple sheets, a cover sheet shall be provided;</li> </ul>	<input type="checkbox"/>
_____	Section 3-6-4 (E)	<ul style="list-style-type: none"> <li>Profiles must be submitted on plan sheets;</li> </ul>	<input type="checkbox"/>
_____	Section 3-6-4 (E)	<ul style="list-style-type: none"> <li>Special studies, as required, may be submitted on standard cross section paper at an appropriate scale;</li> </ul>	<input type="checkbox"/>
_____	Section 3-6-4 (F)	<ul style="list-style-type: none"> <li>Horizontal distances shall be shown in feet and decimals of a foot to be closest to one tenth of a foot;</li> </ul>	<input type="checkbox"/>
_____	Section 3-6-4 (F)	<ul style="list-style-type: none"> <li>All bearings in degrees, minutes, and seconds to the nearest ten seconds;</li> </ul>	<input type="checkbox"/>
_____	Section 3-6-4 (G)	<ul style="list-style-type: none"> <li>If development is to be constructed in stages or units, a final development schedule shall be included with the Site Plan showing the order of construction of such stages, an approximate completion date for construction of each phase, and final cost estimate of all improvements within each stage;</li> </ul>	<input type="checkbox"/>
_____	Section 3-6-4 (H)	<ul style="list-style-type: none"> <li>Site Plan for a particular development stage other than the first shall not be approved until the immediately preceding stage has been approved; and</li> </ul>	<input type="checkbox"/>
_____	Section 3-6-4 (I)	<ul style="list-style-type: none"> <li>6 paper and 1 digital copies of the Site Plan.</li> </ul>	<input type="checkbox"/>
<b>Minor (Section 3-6-5 A ) and Major (Section 3-6-6 A ) Site Plan Requirements</b>			
_____		<p>Title page containing the following:</p> <ul style="list-style-type: none"> <li>Title of the project, tax map reference, magisterial district, and street address;</li> </ul>	<input type="checkbox"/>
_____		<ul style="list-style-type: none"> <li>Name, mailing and emailing address, and phone number of the applicant and property owner;</li> </ul>	<input type="checkbox"/>
_____		<ul style="list-style-type: none"> <li>Name, mailing and emailing address, phone number, signature, seal, and registration number of the plan preparer, and date of plan preparation;</li> </ul>	<input type="checkbox"/>

<u>Plan Sheet Number</u>	<u>KG ZO Section</u>	<u>Plan Sheet Number Checklist Key:</u> If not applicable, write "N/A." Otherwise, write the page number where the associated checklist item can be found <u>Checklist Key:</u> <input checked="" type="checkbox"/> =Yes <input checked="" type="checkbox"/> =No    N/A= Not applicable	<u>Staff</u>
<div></div> <div></div> <div></div> <div></div>		<ul style="list-style-type: none"> <li>• 4-inch x 4-inch blank space to serve as signature panel for approving authority;</li> <li>• North point, scale, and vicinity map;</li> <li>• A table (with computations) estimating the lot coverage ratio and impervious surface ratio;</li> <li>• A table (with computations) stating the total number of acres in the project and the percentage and acreage thereof proposed to be allocated to the dwelling type(s).</li> </ul>	<div></div> <div></div> <div></div> <div></div>
<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>		<p>Plan sheets containing:</p> <ul style="list-style-type: none"> <li>• Legend for all symbols shown on the plan;</li> <li>• Existing zoning and zoning district boundaries, including overlay districts, on the property to be developed and on immediately adjacent properties;</li> <li>• The boundaries of the property, including all proposed and existing property lines;</li> <li>• The location of any watercourses, waterways, wetlands, or lakes, and other existing physical features in or adjoining the project. If on an adjoining property, physical features such as watercourses, waterways or lakes need only be shown in approximate scale and proportion;</li> <li>• Any proposed and existing easements or right-of-way;</li> <li>• The locations, dimensions, height, and setbacks for proposed buildings, structures, and other improvements;</li> <li>• Topography of the project area with contour intervals of 2 ft. or less;</li> <li>• The proposed and existing location and width of all access points including roads, streets, alleys, and/or driveways;</li> <li>• Points of connection to public water and sewer and/or location of wells and septic systems and reserve drainfields;</li> <li>• The location and size of sanitary and storm sewers, water mains, sewer lines, fire hydrants, gas, telephone, electric and other utility lines, culverts, and other underground structures;</li> <li>• The proposed nature and manner of grading the site, including proposed treatment of slopes more than 10% to prevent soil erosion and excessive runoff. In cases where an erosion and sedimentation control permit is required, the</li> </ul>	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>

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_____	Section 3-6-5 (A)	<ul style="list-style-type: none"> <li>Proposed and required off street-parking and loading areas, including parking and access for persons with a disability;</li> </ul>	<input type="checkbox"/>
_____	Section 3-6-5 (A)	<ul style="list-style-type: none"> <li>Location of proposed method of supply of adequate electric power, police, fire and rescue protection;</li> </ul>	<input type="checkbox"/>
_____	Section 3-6-5 (A)	<ul style="list-style-type: none"> <li>A table estimating the daily public water usage and sewage flow attributable to the proposed development in gallons per day, including the timing of any necessary connections;</li> </ul>	<input type="checkbox"/>
_____	Section 3-6-5 (A)	<ul style="list-style-type: none"> <li>Location and general design of outdoor lighting;</li> </ul>	<input type="checkbox"/>
_____	Section 3-6-5 (A)	<ul style="list-style-type: none"> <li>Landscape plan showing the location, dimensions, and material descriptions of all existing and proposed screens, bufferyards, or landscaping. The plan shall include the location, height, type, and material of all fences, walls, screen planting, and landscape details of all buildings and grounds;</li> </ul>	<input type="checkbox"/>
_____	Section 3-6-5 (A)	<ul style="list-style-type: none"> <li>Location of all trees existing on the site prior to construction with a caliper of 8 inches or greater. The Site Plan shall show wooded areas which shall be designated by symbols coincident with the area of trees and an indication of which trees are to be retained and which are to be removed;</li> </ul>	<input type="checkbox"/>
_____	Section 3-6-5 (A)	<ul style="list-style-type: none"> <li>Location and screening materials for dumpsters or other outdoor trash receptacles;</li> </ul>	<input type="checkbox"/>
_____	Section 3-6-5 (A)	<ul style="list-style-type: none"> <li>Location and dimensions of proposed recreation areas, open spaces, recreation facilities, and other amenities and improvements, including a statement of whether such open areas are to be dedicated to the public;</li> </ul>	<input type="checkbox"/>
_____	Section 3-6-5 (A)	<ul style="list-style-type: none"> <li>Location of any grave, object, or structure marking a place of burial;</li> </ul>	<input type="checkbox"/>
_____	Section 3-6-5 (A)	<ul style="list-style-type: none"> <li>Location of any known historic building or feature;</li> </ul>	<input type="checkbox"/>
_____	Section 3-6-5 (A)	<ul style="list-style-type: none"> <li>Plan or report indicating the extent, timing, and estimated cost of all off-site improvements, such as roads, sewer, and drainage facilities deemed necessary to construct the proposed development, and the extent, timing, and estimated cost of all facilities deemed necessary to serve the development such as schools, libraries, and police substations. This plan or report shall relate to the sequence of the development schedule if the development is to be constructed in stages or units.</li> </ul>	<input type="checkbox"/>

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_____	Section 3-6-5 (A)	<ul style="list-style-type: none"> <li>A copy of all covenants, restrictions, and conditions pertaining to the use, maintenance, and operation of all open space areas;</li> </ul>	<input type="checkbox"/>
<b>Special Requirements for Certain Minor Site Plans</b>			
_____	Section 3-6-6 (B)	Properties utilizing private septic must also include the following statements: <ul style="list-style-type: none"> <li>The parcel(s) shown hereon are subject to having sewage disposal system pumped out every five years.</li> <li>A primary and reserve sewage disposal system must be provided and system sites cannot be altered by construction or excavation.</li> </ul>	<input type="checkbox"/>  <input type="checkbox"/>
_____	Section 3-6-6 (C)	A minor site plan for any development within the Military Compatibility Area Overlay District (MCAOD) shall include: <ul style="list-style-type: none"> <li>Notation of the MCAOD Subarea in which the subject property is found.</li> </ul>	<input type="checkbox"/>
<b>Special Requirements for Certain Major Site Plans</b>			
_____	Section 3-6-5 (B)	Properties or uses that have commercial food processing or preparation, including restaurants and manufacturing uses shall also include: <ul style="list-style-type: none"> <li>Location of an appropriately sized and designed in-ground grease and oil separator device that is designed to prevent grease and oil entry into the wastewater system.</li> </ul>	<input type="checkbox"/>
_____	Section 3-6-5 (C)	Properties utilizing private septic must include the following statements: <ul style="list-style-type: none"> <li>The parcel(s) shown hereon are subject to having sewage disposal system pumped out every five years.</li> <li>A primary and reserve sewage disposal system must be provided, and system sites cannot be altered by construction or excavation.</li> </ul>	<input type="checkbox"/> <input type="checkbox"/>
_____	Section 3-6-5 (D)	A major site plan for any Planned Development, including either a Resort Community District (RC) or a Mixed-Use Development District (M-U) shall include: <ul style="list-style-type: none"> <li>A plat as required for Preliminary Plat approval by Article X, Subdivisions.</li> </ul>	<input type="checkbox"/>



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_____	Section 3-6-5 (E)	A major site plan for any development within the Highway Overlay Corridor District (HCOD) shall include: <ul style="list-style-type: none"> <li>A traffic impact analysis that shall be prepared in accordance with the applicable Virginia Department of Transportation standards.</li> </ul>	<input type="checkbox"/>
_____	Section 3-6-5 (F)	A major site plan for any development within the Military Compatibility Area Overlay District (MCAOD) shall include: <ul style="list-style-type: none"> <li>A traffic impact analysis that shall be prepared in accordance with the applicable Virginia Department of Transportation standards. <ul style="list-style-type: none"> <li>Residential uses are exempt from providing a traffic impact analysis, except for Multi-family Dwellings and Townhouse Dwellings.</li> </ul> </li> <li>Notation of the MCAOD Subarea in which the subject property is found.</li> </ul>	<input type="checkbox"/>
_____	Section 3-6-5 (G)	A Major Site Plan for industrial uses as specified in Article VI, Division 3 shall include a noise analysis prepared by a qualified member of the Acoustical Society of America (ASA), a Board Certified member of the Institute of Noise Control Engineering (INCE), or other credentialed professional as approved by the Zoning Administrator or Agent.	<input type="checkbox"/> <input type="checkbox"/>



**SITE PLAN APPLICATION**

**PROJECT TYPE:**

☐ Major Site Plan

☐ Minor Site Plan

**Minor Site Plans** are required for:

1. Single-family dwellings;
2. Two-family dwellings;
3. Additions to existing single-family or two-family dwellings that have a land disturbance of 2,500 sq. ft. or greater; and
4. Accessory structures or improvements greater than 256 sq. ft., or that have a land disturbance of 2,500 sq. ft. or greater.

**Major Site Plans** are required for:

1. All development except for the exemptions listed in Section 3-6-3 (A) of the Zoning and Subdivision Ordinance, or when a minor site plan is required.
2. All development within a Planned Development district, including R-C, Resort Community districts, and M-U, Mixed-Use districts.

Name of Project:

Proposed Use(s):

Name or ID of any relevant previously approved applications:

**PROPERTY OWNER INFORMATION:**

Name:

Mailing Address:

City:

State:

Zip Code:

Phone (Business):

Phone (Home):

Email:

**APPLICANT INFORMATION** (if different from owner):

Name:		
Mailing Address:		
City:	State:	Zip Code:
Phone (Business):	Phone (Home):	
Email:		
Plan Review Deposit Fee: \$	Date Paid:	
Application Fee: \$	Date Paid:	

**PROFESSIONAL INFORMATION (SURVEYOR, ENGINEER):**

Name:	
Company:	
Address:	
Phone:	Email:

**PROPERTY INFORMATION:**

Primary Contact Person: <input type="checkbox"/> Owner <input type="checkbox"/> Applicant <input type="checkbox"/> Engineer/Professional		
Tax Map:	Parcel:	Zoning:
Location/Physical Address:		
Acreage or Lot Size:		
Utilities - Public or Private? Existing or New? <input type="checkbox"/> Public <input type="checkbox"/> Private <input type="checkbox"/> Existing <input type="checkbox"/> New		

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Proposed Residential	Proposed Non-residential
Type of Units: _____ Number of Buildings: _____ Square Footage of Buildings: _____ Size of Site: _____ Amount of disturbed area: _____	<input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Public/Civic Number of Buildings: _____ Square Footage of Buildings: _____ Size of Site: _____ Amount of disturbed area: _____

I hereby certify that I have read and understood the relevant sections of the King George County Zoning and Subdivision Ordinance and believe, to the best of my knowledge, that my proposed development will not violate any portion of the Zoning and Subdivision Ordinance or King George County Code of Ordinances.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Property Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

### FOR OFFICE USE ONLY

Application #: \_\_\_\_\_ Date Received: \_\_\_\_\_

Submittal Number: ☐ 1<sup>st</sup> ☐ 2<sup>nd</sup> ☐ 3<sup>rd</sup> ☐ Other: \_\_\_\_\_

Plan Review Deposit Fee \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_

Application Fee \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_

Submission to other Agencies and Departments Date: \_\_\_\_\_

Notes/Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

☐ Approved

☐ Denied

King George County Community Development Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**CERTIFICATION OF REAL ESTATE TAX PAYMENT**

In accordance with Section 2-6-1 of the King George County Zoning and Subdivision Ordinance:

Pursuant to the Code of Virginia § 15.2-2286 (B), as amended, prior to the initiation of an application by the owner of the subject property, the owner's agent, or any entity in which the owner holds an ownership interest greater than 50%, for a Special Exception, Variance, Rezoning, or other land disturbing permit, including Building Permits and Erosion and Sediment Control Permits, or prior to the issuance of final approval, the authorizing body may require the applicant to produce satisfactory evidence that any delinquent real estate taxes, nuisance charges, stormwater management utility fees, and any other charges that constitute a lien on the subject property, that are owned to the locality and have been properly assessed against the subject property, have been paid, unless otherwise authorized by the treasurer. Upon receipt of an application, together with supplementary materials and payment of the application fee and provision of proof that all outstanding payments set forth in this section have been paid and satisfied. The Zoning Administrator or Agent may waive this requirement for reasons of health, safety, or public welfare, provided that the applicant or owner has entered into a plan with the County Treasurer to pay all delinquent taxes, fees and charges as set for the in this Ordinance.

Tax Map # \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

I certify that Real Estate Taxes have been paid in full for the above referenced property, as required by Section 2-6-1 of the King George County Zoning and Subdivision Ordinance.

Property Owner/Applicant Signature: \_\_\_\_\_

\_\_\_\_\_

King George County Treasurer Staff Name: \_\_\_\_\_

King George County Treasurer Verified Date: \_\_\_\_\_