



Application and Review Procedure for Site Plans
 Powhatan County, Virginia
 Department of Community Development

Site plans are reviewed to ensure that the layout and general design of proposed development is compatible with surrounding uses and complies with local development standards.

Unless listed below, all development within Powhatan County must receive site plan approval prior to issuance of a zoning compliance permit [Sec. 83-123(g)]:

- Agricultural development and activities, except for agricultural/animal confinement development and activities;
- Single-family detached development;
- Change in use when the new use generates less than 50 cumulative external trip ends per day; and
- Expansion of an existing conforming development by less than 20% or 3,000 square feet of floor area over three (3) years, whichever is less, when the expansion will generate less than 30 external trip ends per day.

REVIEW PROCESS

1. Pre-Application Conference

The applicant must meet with representatives from the Department of Community Development to discuss the proposal and the review process.

3. Application Submittal and Acceptance

After the pre-application meeting is held, a site plan application may be submitted to the Department of Community Development. A complete site plan application will include the following attachments:

Application	Statement of Validity of Information
List of Adjacent Property Owners	Permission for Inspection of Property
Ownership Disclosure	Site Plan (2 Physical Copies + Electronic Copy)
Consent of Owner(s) to Application	Building Plans
Site Plan Review Checklist	
Required Fees	
• First Submittal + Second Submittal w/ Requested Revisions	\$500.00 + \$50.00/acre and portion of
• Additional Submittals	\$250.00 per resubmittal

Incomplete applications will not be processed.

4. Staff Review

The application will be reviewed by the Department of Community Development and other local and state agencies to ensure that the proposal adheres to local development standards.

4. Approval

If the site plan complies with all local development standards, it will be approved by the Director of Community Development or his/her designee.



**County of Powhatan,
Virginia**
Site Plan Application

For Office Use Only

Case Number

Powhatan County, Virginia
Department of Community Development
3834 Old Buckingham Road: Suite F
Powhatan, VA 23139

Applicant Information	
Name of Applicant	
Mailing Address	
Phone Number	
Email Address	

Owner Information (Complete this section if the applicant is not the current property owner)	
Name of Owner	
Mailing Address	
Phone Number	
Email Address	

If the applicant is not the owner, the applicant must provide written documentation that the current property owner consents to the application (see form entitled *Consent of Owner(s) to Site Plan Application*).

If there are multiple owners, all owners must sign the application or provide other documentation consenting to the application (see form entitled *Ownership Disclosure*).

Applicant Representative (Complete this section if correspondence should be directed to someone other than the applicant)	
Name of Representative	
Mailing Address	
Phone Number	
Email Address	

Parcel Information	
Tax Map Number	
Physical Address	
General Description of Property Location	
Election District	
Magisterial District	
Total Acreage	
Current Zoning	
Proffered Conditions (If Applicable, Attach Approved Proffered Conditions)	
Countywide Future Land Use: Land Use Designation	

Proposed Use	
Describe Proposed Use/Structures	
Current/Previous Uses on Property	
Are there existing structures on the subject property?	
Will the proposed use connect to public water and/or sewer?	

Statement of Validity of Information

Every applicant shall sign the following document to substantiate the validity of submitted information.

I, being duly sworn, depose and say that I am the Lessee/Owner of the property involved in the application. If I am not the Lessee/Owner, I will provide written certification from the owner granting me the right to submit this application.

I declare that I have familiarized myself with the rules and regulations pertaining to preparing and filing this application. I further declare that the foregoing statements and answers provided throughout the various sections of this application are in all respects true and correct to the best of my knowledge and belief.

Signature of Applicant

Name of Applicant (Printed)

Commonwealth of Virginia
County of _____, to wit:

Sworn and subscribed to before me a Notary Public in and for the jurisdiction aforesaid by _____, whose name is signed to the above, on this _____ day of _____ 20_____.

Notary Public		Seal
Commission Expires		
Notary Number		

Ownership Disclosure

List below the names and addresses of all owners or parties in interest of the land subject to this request.
 If this request is in the name of a corporation, artificial person, joint venture, trust, or other form of ownership, all officers, directors, and any stock holders owning ten percent or more of such stock must be listed.

Name	Address

I, _____, do hereby swear and affirm to the best of my knowledge and belief, the above information is true and that I am the applicant requesting site plan approval.
 If the information listed above changes at any time while this request is being considered, I will provide Powhatan County with an updated list of owners.

Signature of Applicant

Name of Applicant (Printed)

Commonwealth of Virginia
 County of _____, to wit:
 Sworn and subscribed to before me a Notary Public in and for the jurisdiction aforesaid by _____, whose name is signed to the above, on this _____ day of _____ 20_____.

Notary Public		Seal
Commission Expires		
Notary Number		

Consent of Owner(s) to Site Plan Application

If the applicant is not the owner, the applicant must provide written documentation that the current property owner consents to the site plan application.

I, _____, am the owner of the property involved in the site plan application (Tax Map _____) and consent to the site plan application submitted by _____ for that property.

Signature of Owner	
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Name of Owner (Printed)	
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Commonwealth of Virginia
 County of _____, to wit:
 Sworn and subscribed to before me a Notary Public in and for the jurisdiction aforesaid by _____, whose name is signed to the above, on this _____ day of _____ 20____.

Notary Public		Seal
Commission Expires		
Notary Number		

Permission for Inspection of Property		
<p>I, _____, hereby grant access to the Director of Community Development, Zoning Administrator, or assigns thereof, to enter my property during reasonable hours without prior notice to make inspections as deemed necessary for the evaluation of my application.</p>		
Signature of Applicant		
Name of Applicant (Printed)		
<p>Commonwealth of Virginia County of _____, to wit:</p> <p>Sworn and subscribed to before me a Notary Public in and for the jurisdiction aforesaid by _____, whose name is signed to the above, on this _____ day of _____ 20_____.</p>		
Notary Public		Seal
Commission Expires		
Notary Number		