

COUNTY OF CUMBERLAND, VIRGINIA

Site Development Plan Checklist

Revised by Planning Staff 10/25/2024

I. Site Plan General Information

- ✓ Site plan submission is complete after fees, plans, and application materials have been received, and when all review comments (including planning department comments) have been addressed [74-1102]
- ✓ After complete, the planning commission MAY review and comment on the plan. Commission review depends on the scale/intensity, potential impacts or possible traffic hazards among other things [74-1102]
- ✓ Planning commission can make recommendations concerning the site plan. The zoning administrator shall incorporate such recommendations into the review of the site plan. The site plan shall be finally approved or denied by the zoning administrator.
- ✓ **Approval of the site plan shall expire within 2 years of the approval date unless building permits have been obtained for construction.**

II. Site Plan Submittal Information

- Applicants shall submit 2 copies of the preliminary site plan, a complete application and application fee of **\$250.00**. [74-1102]
- Applicants is responsible for forwarding copy of site plan to VDOT, Health Dept (as applicable) and any other federal or state agencies for review. Applicant shall provide planning department with reviewer feedback [74-1102]
- A site plan submission shall be considered to be complete when the fees, plans, application materials and comments have been received and when the zoning administrator has reviewed the plan, if required [74-1102]

III. General Site Plan Requirements

The site plan shall be clearly legible and shall be drawn at a scale acceptable to the zoning administrator. The site plan shall include three general sections, the project information section, the calculations section, and the site plan and details section. The information required for each section is listed below:

STAFF REVIEW COMMENTS
