



PLANNING COMMISSION

BOARD OF ZONING APPEALS

GREENE COUNTY PLANNING DEPARTMENT

Post Office Box 358

Stanardsville, Virginia 22973

Tel: 434-985-5282

Fax: 434-985-1459

Website: www.gcva.us

Email: planning@gcva.us

Case # \_\_\_\_\_

Date of Application \_\_\_\_\_

Choose **one** from the following:

**Subdivision**

- Major Preliminary
- Major Final
- Minor Division/Family Division
- Lot Line/Easement/Miscellaneous

**Site Plan Review**

- Preliminary
- Final
- Amendment
- Letter of Revision

**Erosion & Sediment Control (complete the Application for Grading & E & S Control)**

**E & S Plan**

- Submitted
- Not Submitted

**Stormwater Management Plan**

- Submitted
- Not Submitted

**Applicant** \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ Email \_\_\_\_\_

**Owner of Record** \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ Email \_\_\_\_\_

**Owner/Applicant Must Read and Sign**

**I hereby certify that I own the subject property, or have the legal power to act on behalf of the owner in filing this application. I also certify that the information provided on this application and accompanying information is accurate, true, and correct to the best of my knowledge.** By signing this application, I am consenting to written comments, letters and or notifications regarding this application being provided to me or my designated contact via fax or email. This consent does not preclude such written communication from also being sent via first class mail. I also consent to giving Planning/Zoning Staff the right to enter this property to conduct inspections, if necessary.

Signature of Owner/Agent or Contract \_\_\_\_\_

Purchaser \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Phone number of Signatory \_\_\_\_\_

Tax Map Number \_\_\_\_\_

**SPR/SDV Fee: \$ \_\_\_\_\_ Date Paid \_\_\_\_\_ Receipt # \_\_\_\_\_ Initials \_\_\_\_\_**

**E & S Fee: \$ \_\_\_\_\_ Date Paid \_\_\_\_\_ Receipt # \_\_\_\_\_ Initials \_\_\_\_\_**

**Application Checklist: Must Be Completed for Official Submission:**

**All applications require the following:**

- Completed Application (including a description of the request)
- Application Fee (see Fee Schedule)
- If Erosion & Sediment (E & S) Control Review is necessary, the following must be submitted for an E & S review to be performed:
  - Completed E & S application
  - E & S fee (see Fee Schedule)
  - 3 copies of the E & S and/or SWM plans
  - Completed E & S/SWM Checklist signed by the plan preparer

\*NOTE: An E & S review will not be performed until the items listed above have been submitted. E & S is required for all Site Development Plan Review and Subdivision submittals requiring public or private roads.

**Additional Requirements for the following Applications:**

**Subdivision:**

Preliminary Plat:

- Minimum of 3 preliminary plats; more copies may be required.
- Subdivision
  - Subdivision Name
  - Proposed Road Names
  - Proposed # of Lots
  - Current Road Right-of-Way Width
  - Additional Fee for Street Signs and their installation, etc.
- Boundary Line Adjustment
- Lot Line Vacation

Final Plat:

- Minimum of 4 final plats; more copies may be signed at applicant's request
- Must be submitted with owner's original signatures (notorized)
- Must include the surveyor's signature and seal
- The approved plat must be recorded within 6 months of approval or it will become null and void.

**Site Development Plan Review:**

- 8 copies of the Site Development Plan showing the following:
- Project Title, Date, and Projected Completion Date
- Name and Address of Engineer, Surveyor, and/or Developer
- Signature Panel with Property Owners Consent
- North Arrow
- Graphic Scale
- Vicinity sketch drawn to a scale of one (1) inch equals 2,000 feet (Quad-Sheet Scale) with landmarks sufficient to identify the location of the property
- Zoning of site and adjacent properties
- Owners of parcels and title sources
- Owners of adjoining properties
- Property boundaries
- Building setback lines
- Existing property features (street, buildings, etc.) to be retained or removed
- Contours (existing and proposed) and grading to 100 feet beyond boundary
- Limits of Construction, with total disturbed area noted
- Erosion & Sediment Control Plan
- Stormwater Management Plan
- Utilities (existing and proposed) and easements
- Proposed streets and names and right-of-way easements
- Ingress and Egress
- Outdoor Lighting Plan
- Curbs, Sidewalks, Gutters, Etc.
- Drainage patterns and facilities, and plan with easements

- Proposed structures (number, type, size, etc.)
- One-hundred (100) year flood plain
- Existing trees and clearing areas and proposed landscaping, screening, and walkways as may be required to preserve neighborhood character
- Location and Size of Signs
- Garbage Storage
- Off-street parking areas, loading areas, and internal circulation aisles
- Proposed density
- Outdoor rental and sales areas; outdoor display areas
- Recreation and open space amenities
- Land to be dedicated to the County
- Total project area with percent used for building, parking, and open space
- Engineering Design Report, including narratives
- Submit documentation and sketches on a floppy disk or cd in PDF or jpeg format
- List of Adjoining Property Owners and current mailing address in Excel Format (current information can be found at the Commissioner of the Revenue's office)

**Fee Schedule:**

**Item & Fees**

**Site Plan: Preliminary**

**\$1,000**

**Site Plan: Final**

**\$500**

**Site Plan : Amendments**

**\$500**

**Site Plan : Letter of Revision**

**\$100**

**Subdivision: Major Preliminary**

**\$1,000+\$100/Lot**

**Subdivision: Major Final**

**\$500+\$50/Lot**

**Subdivision: Minor Division**

**\$500+\$50/Lot**

**Subdivision: Lot Line/Easement/Family Division, etc**

**\$100**

**E & S Fee:**

**Single Family Dwelling**

**\$150/Lot**

**Subdivisions/Trailer Parks**

**\$500 + \$50/Lot**

**Commercial/Industrial/Other**

**\$500 + \$150/disturbed acre\***

**\*for computing fees, disturbed areas shall be rounded to the next whole acre.**