

## Minor Site Plan Review Checklist

**Project Name** \_\_\_\_\_

**Site Plan Number** \_\_\_\_\_

The following is a list of information Chesterfield County may require to be displayed on a minor site plan in order to approve it for construction. General information sheet #2 **must be complete and appear on the site plan**. If you have any questions, telephone the Planning Department at 804-748-1050.

**Planning**

**Approved** \_\_\_\_\_

1. Display the project name \_\_\_\_\_
2. Display a north arrow \_\_\_\_\_
3. Show location/detail of street address sign  
\_\_\_\_\_
4. Show a vicinity sketch \_\_\_\_\_
5. Display the following notes:
  - Parking spaces shall be delineated with 4" white lines
  - Signs over 8 sq. ft. require a sign permit
  - All utilities including electrical service must be located underground\_\_\_\_\_
6. Provide a plan sheet size no larger than 24" X 36"  
\_\_\_\_\_
7. Provide the names of adjacent property owners \_\_\_\_\_
8. Show distance \_\_\_\_\_ is set back from prop
9. Show the existing/proposed number of stories \_\_\_\_\_
10. Display length / width of driveways \_\_\_\_\_
11. Proposed use of building/site \_\_\_\_\_
12. Show location of dumpster \_\_\_\_\_
13. Provide detail of dumpster pad & enclosure \_\_\_\_\_
14. Provide pavement design detail \_\_\_\_\_
15. Show \_\_\_\_\_ ft. buffer along \_\_\_\_\_ prop line
16. List typical types of material which will be stored in outdoor storage area \_\_\_\_\_
17. Label existing improvements as existing \_\_\_\_\_
18. Provide landscaping plan \_\_\_\_\_
19. Provide lighting plan/fixture type/fixture orientation / height locations \_\_\_\_\_
20. Provide bldg elevations, bldg colors, bldg materials  
\_\_\_\_\_
21. Provide location / screening of mechanical equipment  
\_\_\_\_\_
22. Indicate phasing of proposed improvements  
\_\_\_\_\_
23. Provide detail/location of handicapped parking spaces / signs / ramps \_\_\_\_\_

**Utilities**

**Approved** \_\_\_\_\_

24. Show location/size sewer/water lines \_\_\_\_\_
25. Show location/size of water meter \_\_\_\_\_
26. Complete site utilization form \_\_\_\_\_

**Fire and EMS**

**Approved** \_\_\_\_\_

27. Show location of existing / proposed fire hydrants  
\_\_\_\_\_
28. Display location of fire lanes/signs/pavement marking  
\_\_\_\_\_
29. Show location of fire department connection  
\_\_\_\_\_
30. Show/describe location of water for fire protection  
\_\_\_\_\_
31. Describe/locate backflow/sprinkler systems  
\_\_\_\_\_
32. List/provide fire flow calculations \_\_\_\_\_
33. Show location of all fences or obstacles to fire fighting  
\_\_\_\_\_

**Environmental Engineering**

**Approved** \_\_\_\_\_

34. Display finished floor elevation of building \_\_\_\_\_
35. Stipple all pavement \_\_\_\_\_
36. Indicate manner site complies with Chesapeake Bay Act  
\_\_\_\_\_
37. Show location/detail of erosion control measures / construction entrance/silt fence/inlet protection  
\_\_\_\_\_
38. Provide drainage area map with contours \_\_\_\_\_
39. Display/describe roof drainage system  
\_\_\_\_\_

40. Show top of curb elevations \_\_\_\_\_ foot intervals

41. Show 100 year floodplain elevations \_\_\_\_\_

42. Show location/deed book/page # of existing drainage easements \_\_\_\_\_

43. Show location/detail of oil-grit separator \_\_\_\_\_

**Transportation**

**Approved** \_\_\_\_\_

44. Show existing/proposed access \_\_\_\_\_

45. Show both horizontal & vertical sign distance; profiles, and cross access easements agreements. \_\_\_\_\_

46. Show location utilities/pedestals/poles/transformer within ROW and adjacent to the site. \_\_\_\_\_

47. Provide agreement/commitment to dedicate ROW \_\_\_\_\_

48. Show existing/proposed Road improvements \_\_\_\_\_

**Minor Site Plan Data to be Shown on the Plan**

**General Information**

Tax Map and GPIN Parcel # \_\_\_\_\_

Owner's/Developer's Name \_\_\_\_\_

Owner's/Developer's Address \_\_\_\_\_

Owner's/Developer's Phone/Fax # \_\_\_\_\_

Scale \_\_\_\_\_

Date of Plan \_\_\_\_\_

Revision # and Date \_\_\_\_\_

Magisterial District \_\_\_\_\_

Zoning of Property \_\_\_\_\_

Proposed Use of Property \_\_\_\_\_

Existing/Proposed Area of  
Building in gross square feet \_\_\_\_\_

Street Address of Site \_\_\_\_\_

Proposed Number of Parking Spaces \_\_\_\_\_

Chesterfield Site Plan Number \_\_\_\_\_

Parcel Creation Date: \_\_\_\_\_

**Minor Site Plan Process**, the project is disqualified and must be brought through the site plan process and applicant must pay required fees

The minor site plan process was developed as incentive to encourage small business development and reinvestment in commercial properties. The county hopes that by easing the time and cost of the typical **review**, process owners will be encouraged to make improvements to their properties, which will facilitate their business goals and improve the vitality of our community.

### **Minor Site Plan Minimum Eligibility Requirements**

Parcels that meet the following 10 minimum eligibility requirements may be eligible for the minor site plan review:

1. land disturbance or building addition of 2,500 to less than 10,000 square feet;
2. no water/sewer mainline extensions are required
3. industrial uses have sufficient independent water supply
4. VDOT reviews can be handled by residency staff
5. not adjacent to residential occupied property, unless proper notification is provided
6. improvements do not require significant access changes, road improvements; or internal circulation changes
7. site has existing site improvements
8. site improvements require no buffer modifications
9. drainage improvements do not require dedication of easements to county
10. improvements meet Chesapeake Bay regulations

### **What Does it Cost?**

There is no fee for this process.

### **What is Needed to Apply?**

- Completed site plan application in [ELM portal](#)

### **How Does it Work?**

- The initial meeting is to review the plan for eligibility and approval
  - **If complete**, an approval letter is issued. Land disturbance permit, if required, can be obtained through Environmental Engineering
  - **If not complete**, a checklist showing revisions needed is provided
- The follow-up meeting is to review the revised plan for completeness
  - **If complete**, an approval letter is issued. Land disturbance permit, if required, can be obtained through Environmental Engineering

- **If not complete**, the project is disqualified and must be brought through the site plan process and applicant must pay required fees

**Contact**

- Initial meeting may be arranged through the Planning Department, Administration Building, Room 203, Chesterfield, VA, by calling 804-748-1050.
- Specific departments:
  - Environmental Engineering..... 804-748-1035
  - Fire and EMS ..... 804-748-1360
  - Police..... 804-748-1266
  - Transportation..... 804-748-1037
  - Utilities..... 804-748-1271

## Suggested Standard Form Letter to be Used for Minor Site Plans

Note: To be able to use the Minor Site Plan process, you must notify by registered mail, return receipt requested, all property owners of adjacent property zoned R, R-TH or R-MF or that are occupied by a residence of your Minor Site Plan submittal.

Place the following information in your letterhead or clearly identify who you are and what your firm or business is.

Dear Neighbor,

We are interested in (expanding, using or developing) the (existing business, existing house, or site) located at \_\_\_\_\_ for the purpose of \_\_\_\_\_. We have submitted a minor site plan to Chesterfield County Planning Department for review and approval. County code provides for a 15 day public comment period from the date that this registered mail is received. If you have any concerns, please contact Greg Allen with the Chesterfield County Planning Department at 804-748-1072 within this 15 day period. Please reference the minor site plan titled “\_\_\_\_\_.”

For more information, we can be reached at \_\_\_\_\_.