



# Minor Site Plan Submission Checklist

Zoning and Development Services  
 Fauquier County Department of Community Development  
 29 Ashby Street, Suite 310, Warrenton, Virginia 20186

Zoning Phone: 540-422-8220  
 Facsimile: 540-422-8231

PROJECT NAME: \_\_\_\_\_ PIN: \_\_\_\_\_

**Note: A meeting is required to be held with Zoning Staff to review submission requirements prior to any submission of a MINOR SITE PLAN.**

Applicant Check If Provided	Submission Requirement
	Completed Land Development application form
	Completed and signed copy of this checklist
	Fee calculation worksheet
	Fee check
	Written and signed statements from the appropriate officials concerning the availability of gas, electricity, water and sewer to the project
	Copies of a site plan consistent with the standards set forth below and containing the information listed below
	<b>FORMAT REQUIREMENTS:</b>
	Print size shall not exceed 24" by 36"
	Drawing shall be to scale, with scale no less than 50' = 1"
	North point with reference to source of Meridian
	Name, address and signature of person preparing the plan should be provided on the cover page. If the person preparing the plan is a design professional, also provide seal.
	Legend of any symbols or abbreviations used in the plan.
	Date the plan was prepared/last revised.
	All horizontal dimensions shown on the site plan shall be in feet and all bearings shall be in degrees, minutes and seconds.
	If the plan spans more than one sheet, match lines shall be provided.
	<b>GENERAL INFORMATION TO BE PROVIDED:</b>
	Name and address of owner of record.
	A description of existing uses on the site
	A description of the proposed use/development, with proposed zoning category from Section 3-300 of the ordinance noted.
	Note indicating whether the use is permitted by-right or whether a special permit or special exception was required. If a special permit or special exception was required, the case number, date of approval, and copy of the conditions of approval, including a copy of any approved concept plan shall be incorporated into the site plan.
	Parcel Identification Numbers (PINs)
	Zoning District. Where proffers exist for a parcel, list proffers on plan and provide copy of rezoning concept plan, if any.
	Size of parcel, in acres.
	Size of site plan area if less than entire parcel, in acres.
	List minimum requirements for Zoning District under Part 4 Article 3 (density, lot size, lot width, front yard, side and rear yard, building height, lot coverage, open space, landscaped green space, district size and development size) and list amount provided for each requirement.
Zoning Staff Determine If Required For This Submission?	<i>Note: The information required to be shown on a Minor Site Plan varies depending on the proposal. Therefore, a meeting is required to be held with Zoning Staff prior to submission of any minor site plan. During this Zoning Pre-application meeting, Zoning Staff will identify the specific requirements for the Minor Site Plan Submission on this checklist by checking the items necessary for submission and signing the checklist. The checklist signed by Zoning must be the one submitted with the Minor Site Plan Application.</i>
	<b>NUMBER OF COPIES OF PLANS REQUIRED</b>
	<b>SITE PLAN INFORMATION</b>
	Boundaries of the property and the site plan area, if different.
	Existing and proposed streets and easements, their names, numbers and width
	Existing and proposed utilities of all types
	Water courses and their names
	Limits of any 100 year floodplain located on the property.

	Owner, Zoning and Present Use of all adjoining Tracts
	Site Access: location, type and size of ingress and egress to the site
	Location, type, size and height of all fencing, screening and retaining walls
	Location of all off-street parking spaces, loading spaces and walkways, with each space delineated, with dimensions, and type of surfacing.
	Building footprints for all existing and proposed buildings, dimensioned, with number of floors, height and general use of each building shown; if residential, the size and number and type of each unit
	Dimensions between buildings and between buildings and all property lines.
	Location of drainfield and well, or if on public water and/or sewer, location of connections.
	Existing topography accurately shown with a maximum of five foot contour intervals at a scale of not less than fifty (50) feet to the inch.
	Area of disturbance clearly delineated, with area, in square feet, calculated [Note disturbance over 10,000 square feet requires major site plan.]
	<b>LANDSCAPING PLAN (In Accordance with Section 7-600 of the Zoning Ordinance), to include:</b>
	Plan sheet showing location of proposed plantings and location of all trees to be saved
	Table of proposed plantings (showing species, size and number)
	Tabulation of required and proposed tree canopy
	Tabulation of required and proposed buffers
	<b>LIGHTING PLAN (In Accordance with Sections 9-1000 and 12-620 of the Zoning Ordinance).</b>
	Location of all proposed lights
	Proposed types of fixtures, with shielding provided as required by the Ordinance.
	A lighting analysis showing compliance with the illumination limitations on the site and property line.

**ZONING STAFF CERTIFICATION:**

A meeting was held on \_\_\_\_\_, 20\_\_\_\_ with the following individual(s) \_\_\_\_\_ to review the proposed application and determine submission requirements.

\_\_\_\_\_/\_\_\_\_\_  
Staff Signature Date

NOTES:

**APPLICANT CERTIFICATION:**

I hereby certify that the information identified as being provided on this check list has been provided and is accurate. I acknowledge that an application may be deemed to be incomplete and may be rejected for processing if items shown as required on this checklist have not been provided.

\_\_\_\_\_/\_\_\_\_\_  
Applicant/Agent Signature Date