



Minor Site Plan Submission Checklist

Zoning and Development Services
 Fauquier County Department of Community Development
 16 Courthouse Street, 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 |
| | FORMAT REQUIREMENTS: |
| | 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. |
| | GENERAL INFORMATION TO BE PROVIDED: |
| | 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> |
| | NUMBER OF COPIES OF PLANS REQUIRED |
| | SITE PLAN INFORMATION |
| | 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. |

