



Site Plan Application

Department of Planning, Zoning & Wetlands P.O. Box 839, 50 Brickbat Road, Mathews, Virginia 23109
Phone: 804-725-4034 Web Site: www.mathewscountyva.gov

PROPERTY INFORMATION

MAP ID: _____

PHYSICAL ADDRESS: _____

ZONING: _____ ACREAGE: _____

CURRENT USE OF PROPERTY: _____

PROJECT/PROPOSED USE: _____

FOR OFFICIAL USE ONLY

APPLICATION NO. _____

DATE: _____ AMOUNT: _____ CHK # _____

Approved Denied _____

Date Approved: _____

Approved By: _____

PROPERTY OWNER INFORMATION

Name: _____ E-Mail: _____

Mailing Address _____ Phone: _____

City: _____ State: _____ Zip: _____

Property Owner Signature: _____

APPLICANT INFORMATION

Name: _____ E-Mail: _____

Mailing Address _____ Phone: _____

City: _____ State: _____ Zip: _____

Applicant Signature: _____

By signing above I/we agree the foregoing information and attachments are true and accurate to the best of my knowledge. I understand this permit is invalid if necessary approvals from Federal, State and Local agencies are not also obtained. I understand approval of this permit is valid for 5 years and shall expire if not incorporated into a building permit within 5 years

The Mathews County Zoning Ordinance allows 60 days for review of this permit (Sect. 175-22.39)

Major: \$350.00 Minor: \$150.00

Site Plan Amendment: \$150.00

Make check payable to TREASURER, COUNTY OF MATHEWS

CHECKLIST

This checklist is provided to assist the applicant, plan preparer and plan reviewer in meeting the requirements of Article 17 Site Development Plan and other applicable requirements of the Mathews County Zoning Ordinance. Please refer to Article 17 Site Development Plan for specific requirements.

Information Required (Refer to Section 17.3)

- _____ 1. Location of tract or parcel by vicinity map at a scale of not less than one (1) inch equals two thousand (2,000) feet, and landmarks sufficient to properly identify the location of the property.
- _____ 2. A boundary survey of the proposed site or a certified copy of a previously recorded survey.
- _____ 3. Existing and proposed streets and easements, their names, numbers and widths; existing and proposed utilities of all types; water courses and their names; owners, zoning and present use of adjoining tracts.
- _____ 4. Location, type and size of ingress and egress to the site.
- _____ 5. Location, type, size, floor area, number of floors and height of all structures; fencing, screening, and retaining walls; and proposed general use for each building.
- _____ 6. All off-street parking and parking bays, loading spaces and walkways indicating type of surfacing, size, angle of stalls, width of aisles and a specific schedule showing the number of parking spaces provided and the number required in conformance with Article 12 of the Zoning Ordinance.
- _____ 7. All shoreline alteration, including dredging, filling, and bulkheading as approved by the appropriate local, state and federal regulatory agencies and commissions, as applicable.
- _____ 8. Existing and proposed water and sanitary sewer facilities indicating all pipe sizes, types, and grades and where connection is to be made to an existing or a proposed central water and sewer system.
- _____ 9. Provision for the adequate disposition and treatment of natural and storm water including Best Management Practices (BMPs) indicating location, sizes, types and grades of ditches, catch basins and pipes, and connections to existing drainage system in conformance with the Virginia Department of Environmental Quality's Virginia Stormwater Management Program regulations.
- _____ 10. Erosion and Sedimentation Control Plan (Clearing and Grading Plan)
- _____ 11. Existing topography and finished grading in conformance with the Mathews County Erosion and Sediment Control Ordinance (Chapter 50) and Virginia Department of Transportation standards.
- _____ 12. All dimensions shown per standard surveying industry practices.
- _____ 13. Landscape design plan.
- _____ 14. Provisions for fire fighting services and facilities, including emergency services, if deemed appropriate.
- _____ 15. Proposed signage in conformance with Article 13 of the Zoning Ordinance.

Mathews County Site Plan Checklist (Continued)

_____ 16. A photometric plan

Preparation Procedure and Specific Items to be Shown (Refer to Section 17.4)

- _____ 1. Name and address of the owner or developer, magisterial district, county, state, north point, date and scale of drawing and number of sheets (if prepared on more than one sheet, match lines shall clearly indicate where the several sheets join). Include an approval block or blank space four (4) inches by four (4) inches in size for use of the approving authority.
- _____ 2. Six (6) clearly legible copies of a site development plan shall be filed with the Zoning Administrator of Mathews County.
- _____ 3. Profiles shall be submitted for all sanitary and storm sewers, streets and curbs adjacent thereto, and other utilities and shall be submitted on standard profile sheets. Special studies as required may be submitted on standard cross section paper and shall have a scale approved by the Zoning Administrator. No sheet size shall exceed forty-two (42) inches. Flood plain limit studies required shall be shown on all profile sheets with reference to properties affected and center line of stream.
- _____ 4. The following specific items shall also be shown on all site development plans, if applicable:
 - _____ 1. Right-of-way line, center lines, departing lot lines, lot numbers, subdivision limits, limits of construction and building locations.
 - _____ 2. Center line curve data, including delta radius arc and chord and tangent.
 - _____ 3. Radius of all curb returns to face of curb and on streets where curb and gutter are not required indicate radius to edge of bituminous treatment.
 - _____ 4. The edge of proposed street surface or the face of curb as the case may be for full length of all streets.
 - _____ 5. The width of rights-of-way, and all easements and the width of surface or distance between curb faces and relation to center line. Easements and rights-of-way of all utilities shall be clearly defined for the purpose intended, and whether they are to be publicly or privately maintained.
 - _____ 6. When proposed streets intersect with or adjoin existing streets or travel ways, both edges of existing pavement surface or curb and gutter must be indicated for a minimum of one hundred (100) feet or the length of connection, whichever is the greater distance.
 - _____ 7. Existing and proposed drainage easements and the direction of drainage flow in streets, storm sewers, streams and subdrainage, etc.
 - _____ 8. All water mains, sizes, valves, fire hydrant locations.
 - _____ 9. All sanitary or septic tank systems and storm sewers and appurtenances, identifying appurtenances by type and number; the station on the plan must conform to the station shown on the profile. Indicate the top and invert elevation of each structure.

Mathews County Site Plan Checklist (Continued)

- _____ 10. The contributing drainage area in acres (statistically). Show all culvert, pipe curb inlets and other entrances exclusive of driveway pipes.
- _____ 11. Flood plain limits which shall be established by current FIRM maps, soil survey and/or engineering methods.
- _____ 12. The location of all streams or drainage ways related to the street construction as proposed by the developer and proposed drainage ditches or stream relocation. Easements shall not be considered part of the street right-of-way. Furnish detail typical drainage section and type of stabilization to be provided.
- _____ 13. The location of all drainage pipe and paved roadside ditches to be installed.
- _____ 14. Location of no-through street signs where required on cul-de-sac streets or temporary cul-de-sac streets.
- _____ 15. The proper drive-way entrance type, computed culvert size and/or Virginia Department of Transportation design designation.
- _____ 16. Provision at ends of curb and gutter and roadside ditches for erosion control.
- _____ 17. Typical street sections to be used.
- _____ 18. Symmetrical transition of pavement at intersection with existing streets.
- _____ 19. Connection to proposed Virginia Department of Transportation construction when necessary.
- _____ 20. A minimum of one (1) datum references for elevations used on plans and profiles and correlate, where practical, to current U.S. Geological Survey datum.
- _____ 21. Any necessary notes that may be required to explain the intent and purposes of specific items on the plan or profile.

Please refer to Sections 17.5 Minimum Standards and Improvements Required and Section 17.6 Administration and Procedures for Processing Site Development Plans for additional information.

All Permits from the Virginia Department of Transportation, Virginia Department of Health, Virginia Marine Resources Commission, the Virginia Department of Environmental Quality, the U.S. Army Corps of Engineers and other applicable state and federal agencies shall be obtained prior to any site plan approval.

Please note also that upon the completion of all required improvements shown on the approved site development plan, the developer shall submit to the Zoning Administrator two (2) copies of the completed as-built site plan or building location plat certified by an engineer, architect or surveyor. The "As-Built Site Plan" shall be submitted at least one (1) week prior to the anticipated occupancy of any building for the review and approval by the agent for conformity with the approved site plan and the ordinances and regulations of Mathews County and state agencies.

Applicants are also advised to refer to Article 15 Supplemental District Regulations and Article 22 Chesapeake Bay Preservation Overlay District. Contact the Director of Planning & Zoning with any questions regarding the applicability of provisions of these articles to a proposed development.