



TOWN OF DUMFRIES
17755 Main Street / P.O. Box 56
Dumfries, Virginia 22026
Tel. (703) 221-3400 / Fax (703) 221-3544
Website: www.dumfriesvirginia.org

FREQUENTLY ASKED QUESTIONS (FAQ's)
REGARDING THE SITE DEVELOPMENT PLAN
REVIEW AND APPROVAL PROCESS

Q: What is a site development plan?

A: A site development plan (also simply known as a site plan) is an accurately scaled plan for development that illustrates the existing conditions of a parcel of land as well as the details of proposed development in accordance with the standards adopted by the Town.

Q: What is the purpose of the site plan?

A: The site plan is used to review a project's compatibility with its environment and to assess how development of a site impacts factors such as traffic circulation, public utilities, drainage, water quality, impacts on adjoining properties and provision of community facilities within the Town for present and future residents.

Q: Who can prepare a site plan?

A: It must be prepared by qualified persons and certified by an architect, landscape architect, engineer, or land surveyor licensed to practice by the Commonwealth of Virginia within the limits of his/her respective license.

Q: When is a site plan required?

A: Submission of a site plan is required for any use specified in the rules and regulations of each zoning district. Examples of when a site plan is required include the following:

1. Development of parcels for commercial or industrial uses.
2. Commercial off-street parking development.
3. Residential subdivision development.
4. All development and redevelopment exceeding 2,500 square feet of land disturbance.
5. Development within the Town's Chesapeake Bay Preservation Area Overlay District (CBPA-OD).

Note: For further information regarding when a site plan is required or may be waived, please contact the Zoning Administrator.



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Q: *What information must be included on a site plan?*

A: A checklist is attached that provides a listing of the information required to be included on a site plan. In addition, an erosion and sediment control plan (E & S Plan) is required by the State prior to any land disturbing activity for all projects listed in the Virginia Erosion and Sediment Control Law that require a site development plan. An E & S Plan including a Stormwater Management Plan must be submitted with the site development plan. Also, the full width of a Chesapeake Bay Resource Protection Area (RPA) must be shown on all plans and recorded plats, accompanied by a note that the Zoning Administrator shall approve any land disturbance within the RPA.

Q: *What is the site plan review/approval process?*

A: The steps in the review/approval process are as follows:

1. Applicants are encouraged to request a pre-application review conference with the zoning administrator to discuss the basic site plan, off-street parking, signs, other town ordinance requirements, utilities, and drainage and to consider preliminary features of the proposed development.
2. The applicant or designated agent submits twelve (12) copies of the site plan, including the E & S Plan to the Town. In addition to the paper copies, an electronic file of the site plan shall be provided.
3. Copies of the site plan are forwarded by the zoning administrator to various reviewing agencies for comments. When the comments are received from the agencies, the zoning administrator transmits these comments along with his/her comments to the applicant or his/her agent for correction or implementation.
4. The applicant or agent shall then return to the administrator revised plans addressing all concerns and noting all changes. The administrator then distributes any further comments from review agencies to the applicant in the same manner until the final plan conforms to all requirements.
5. Final site plans are submitted by the zoning administrator to the Town's Planning Commission for review and recommendation. The Planning Commission recommends approval, approval subject to conditions, or disapproval to the Town Council within 60 days upon their receipt of the final site plan.
6. The site plan is then forwarded to the Town Council for action.



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Q: *Are there any application fees?*

A: The fee for review of the site development plan is \$500.00 for the first review and \$100.00 per plan sheet for subsequent reviews.

Q: *Are there any bond requirements?*

A: Where the site development plan has required physical improvements located within public rights-of-way or easements, a performance bond or letter of credit is required from the owner or developer in an amount equal to 100 percent of the estimated cost of the required improvements. No performance bond is required for private improvements on private property.

Where a performance bond is required, it must be submitted to the Town prior to issuance of any permits for construction of the project.

In addition to a performance bond, an E&S escrow is required from the owner or developer for structural and vegetative controls provided for land disturbing activities for the site.

A landscape escrow is also required for plants, trees, shrubs, etc. installed on the site.

Q: *Is there a time limit on an approved site plan?*

A: An approved site plan shall expire and become null and void if no building permit has been obtained for the site within 12 months after final approval.

Q: *Who should I contact if I have questions?*

A: Town of Dumfries Zoning Administrator, Building Official
or Director of Public Works (703) 221-3400



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CHECKLIST FOR SITE PLANS & SUBDIVISION PLATS

This checklist is intended to be a guide for applicants to enable them to submit more complete documents for site plans and subdivision plat reviews.

SITE PLANS

- Scale 1" =50' or larger
- Sheets no larger than 24" x 36"
- If more than one line, match lines
- Horizontal dimensions in feet and decimals
- Project title, name of preparer, name of developer, signature panel
- North point, scale, date, vicinity map
- Existing zoning on property and surrounding properties
- Names of owners of all adjacent properties.
- GPIN# on property and surrounding properties
- Adjacent land uses
- Property boundaries by bearings and distances
- All existing features on the site or on adjoining property
- Topography lines with contour intervals of 2 feet or less
- Location and sizes of existing and proposed utilities and easements
- Location, dimensions, character of proposed streets and ingress egress to the site
- Street intersections, existing pavement surface, or curb and gutter for a minimum of 150 feet
- Location and features of existing and proposed off-street parking, loading spaces, walkways
- Trees/heavily wooded areas to be removed and retained
- Location and all features of proposed fences, landscaping and outdoor lighting
- Location of all proposed buildings, accessory structures, number of stories, height, type of dwelling units, as applicable
- Provisions of adequate disposition of surface water
- Provisions and schedules for E&S controls
- Proposed finished grading by contour and spot elevations
- 100-year floodplain information
- Chesapeake Bay Preservation Area information identifying the full width of the Resource Protection Area (RPA)--a minimum of 100-feet.
- Location, character, size, height and orientation of proposed signs
- Location and dimensions of proposed open space and recreation



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- Any additional information deemed necessary by the Zoning Administrator
- Street and highway construction standards
- Pavement of travel lanes, driveways or alleys (22' in width for two-way traffic and 12' for one-way traffic)
- Design and construction of cul-de-sacs
- Minimum utility easement width (20 feet)
- Design of sidewalks and pedestrian walkways
- Required screening
- Preservation of natural environment by protecting trees of 8" diameter or larger at DBH and ornamental trees of any size
- Street/space lighting in all zones (photometric plan)
- Landscaping plan
- Fire protection plan
- Geotechnical requirements
- Unit Price List

SUBDIVISION ORDINANCE REQUIREMENTS

- Name of subdivision, owner, sub-divider, preparer of plan, date, number of sheets, north point, scale
- Vicinity map, adjoining roads, other landmarks
- Boundary survey, total acreage, area, frontage of building sites, names of owners and property lines
- Existing platted and proposed streets, easements, parking, flood profile
- Storm drainage layout, easements and means of conveying drainage
- Proposed sanitary sewers and water supply
- Proposed street construction
- Contour map showing contours and street grades
- Location map showing tie in to present roads
- All parcels to be dedicated for public use and conditions
- Map showing proposed land development in regard to floodplain and erosion protection
- Chesapeake Bay Preservation Area information identifying the full width of the Resource Protection Area (RPA)--a minimum of 100-feet.
- Plan showing procedures for compliance with erosion and sediment control ordinance
- Scale not smaller than 100 feet to the inch, sheets not more than 24" by 36"
- Complete storm drainage layout including pipe sizes, types and easements
- Location, type, profile, percent of slopes
- Location of manholes



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- Location, type, size of water lines and control valves
- Cross section showing proposed street construction
- Profile or contour map showing proposed grades for streets and drainage facilities
- 3" X 5" space for approval signature
- Signed certificates showing title of ownership and recordation
- Consent statement
- Outlines and identification of all tracts
- Bearings and distances on lots and streets
- Curve data table showing delta, radius, arc, tangent, chord and chord bearings

CHECKLIST FOR EROSION AND SEDIMENT CONTROL PLANS

_____ Minimum Standards - All applicable Minimum Standards of the Virginia Erosion and Sediment Control Handbook (VESCH) must be addressed.

NARRATIVE

_____ Project description - Briefly describes the nature and purpose of the land-disturbing activity, and the area (acres) to be disturbed.

_____ Existing site conditions - A description of the existing topography, vegetation and drainage.

_____ Adjacent areas - A description of neighboring areas such as streams, lakes, residential areas, roads, etc., which might be affected by the land disturbance.

_____ Off-site areas - Describe any off-site land-disturbing activities that will occur (including borrow sites, waste or surplus areas, etc.). Will any other areas be disturbed?

_____ Soils - A brief description of the soils on the site giving such information as soil name, mapping unit, erodibility, permeability, depth, texture and soil structure.

_____ Critical areas - A description of areas on the site which have potentially serious erosion problems (e.g., steep slopes, channels, wet weather/underground springs, etc.)



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- _____ Erosion and sediment control measures - A description of the methods which will be used to control erosion and sedimentation on the site. (Controls should meet the specifications in Chapter 3 of the VESCH).
- _____ Permanent stabilization - A brief description, including specifications, of how the site will be stabilized after construction is completed.
- _____ Stormwater runoff consideration - Will the development site cause an increase in peak runoff rates? Will the increase in runoff cause flooding or channel degradation downstream? Describe the strategy to control stormwater runoff.
- _____ Calculations - Detailed calculations for the design of temporary sediment basins, permanent stormwater detention basins, diversions, channels, etc. Include calculations for pre- and post-development runoff.

SITE PLAN

- _____ Vicinity map - A small map locating the site in relation to the surrounding area. Include any landmarks which might assist in locating the site.
- _____ Indicate north - The direction of north in relation to the site.
- _____ Limits of clearing and grading - Areas which are to be cleared and graded.
- _____ Existing contours - The existing contours of the site.
- _____ Final contours - Changes to the existing contours, including final drainage patterns.
- _____ Existing vegetation - the existing tree lines, grassed areas, or unique vegetation.
- _____ Soils - The boundaries of different soil types.
- _____ Existing drainage patterns - The dividing lines and the direction of flow for the different drainage areas. Include the size (acreage) of each drainage area.
- _____ Critical erosion areas - Areas with potentially serious erosion problems. (See Chapter 6 of the VESCH for criteria).
- _____ Site Development - Show all improvements such as buildings, parking lots, access roads, utility construction, etc.



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- _____ Location of practices - The locations of erosion and sediment controls and stormwater management practices used on the site. Use the standard symbols and abbreviations in Chapter 3 of VESCH.
- _____ Off-site areas - Identify any off-site land-disturbing activities (e.g., borrow sites, waste areas, etc.). Show location of erosion controls. (Is there sufficient information to assure adequate protection and stabilization?)
- _____ Detail drawings - Any structural practices used that are not referenced to the E&S handbook or local handbooks should be explained and illustrated with detail drawings.
- _____ Maintenance - A schedule of regular inspections and repair of erosion and sediment control structures should be set forth.