

SITE PLAN PROCEDURES

Planning



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WHAT IS A SITE PLAN?

A site plan is a set of engineering plans for any commercial, industrial, or multi-family development, as defined in the County Code.

A site plan is needed whenever the footprint for a commercial building changes, which includes changes to utility lines and parking lots. A site plan is also needed for commercial additions such as sheds, storage areas, fences, and concrete pads.

If you are proposing minor changes to a previously approved plan, your proposal may be eligible for administrative review and approval in as few as five business days. Contact staff to determine if your plans qualify.

WHAT MUST I PROVIDE TO OBTAIN SITE PLAN APPROVAL?

It is recommended that you either submit a conceptual plan or set up a pre-application meeting to review the site plan process and answer questions. You must submit an application package which includes the following:

1. A signed, completed application and review fee.
2. A list of adjacent property owners and their mailing addresses.
3. A copy of the letter you sent adjacent property owners advising them that site plans were submitted and are available for review in the Planning Division.
4. A copy of the previously approved conceptual plan.
5. Surveyed plans, which include the following items, if applicable:
 - Site layout
 - Drainage and erosion control plans
 - Utility plans
 - Landscape plans
 - Drainage calculation data

- Water/sewer data sheets
- Traffic, roadway, and parking data
- Lighting plans
- Water demand calculations

The James City Service Authority (JCSA) Standards and Specifications for Water and Sewer Systems and the Regulations Governing Utility Services outline the standards for submitting utility plans. Copies of these standards are available from the JCSA office, 757-253-6800.

WHAT IS THE PROCESS FOR REVIEWING SITE PLANS?

Your plan will be reviewed using one of two processes, depending upon the size and scope of the proposed project. The first process is Development Review Committee (DRC) review, which culminates in a hearing before the Planning Commission (PC). It is used for larger and more complicated projects. Site plans not meeting DRC criteria are processed by an administrative review, which does not involve any hearings.

WHAT IS THE DRC REVIEW CRITERIA AND PROCESS?

The DRC will review plans that propose any of the following:

- A single building or group of buildings with total floor area exceeding 30,000 square feet which are not predominantly to be used as a warehouse, distribution center, office, or for other industrial or manufacturing purposes.
- A multi-family development of 10 or more units which is not subject to a binding legislatively approved master plan.
- A shopping center.

-OR-

- A plan with any unresolved conflicts between the

applicant, adjacent property owners or any departmental reviewing agency as defined in Sec. 24-147.

- A site plan that varies significantly from an approved master plan.

If your plan qualifies for DRC review, you will need to submit 14 sets of plans to the Planning Division at least five weeks prior to the DRC meeting.

Prior to the DRC meeting, staff will review your application, make a site inspection and verify the information on your application for compliance with County codes and ordinances. Staff will consider the impact of the site plan on surrounding land uses and the public welfare. Additional County and State agencies will review and comment on the plan.

When all comments are received, staff will incorporate them into a report for the DRC. You will receive a copy of the staff report in advance of the DRC meeting.

WHAT HAPPENS AT THE DRC MEETING?

Staff will present your request to the DRC. You or your representative are encouraged to attend the meeting. The DRC will recommend preliminary approval, deny or defer your request, and identify issues you need to address before the plan can be approved.

WHAT HAPPENS AFTER THE DRC MEETING?

The DRC will present a summary of your case to the PC and make a recommendation. The PC may discuss items and ask additional questions, so you or your representative should attend the meeting. The PC will vote to grant preliminary approval, deny or defer your request. After the meeting, staff will notify you in writing regarding the action taken on your case and what deficiencies need to be addressed before final approval can be granted.

WHAT IS THE PROCESS FOR ADMINISTRATIVE REVIEW?

You need to submit 10 sets of plans for administrative review. The plans will be reviewed by the Planning Division and other agencies in the County. Planning staff will compile all comments and transmit them to you within 30 days of the submittal of plans. These comments will identify any deficiencies that need to be addressed. If the Planning Division grants preliminary approval, staff will notify you of all conditions which need to be addressed before final approval will be issued.



WHAT SHOULD I DO AFTER THE PLAN RECEIVES PRELIMINARY APPROVAL?

Contact the Engineering and Resource Protection Division at 757-253-6670 to get information about obtaining a land disturbing permit. This permit allows you to begin clearing, grading, and installing utilities. Fees and surety bonds may be required. Please note that you will have one year to submit revised plans and receive final approval. If final approval is not granted within one year, the plan becomes void. New applications, fees and plans will need to be submitted.



WHEN CAN MY PLAN RECEIVE FINAL APPROVAL AND WHAT SHOULD I DO NEXT?

Once all comments are addressed and revised plans are submitted, you will receive written notification of final approval and two copies of the approved plan. One copy is for your files, and one is to be kept on the construction site. An approved final site plan will be valid for a period of five years. If the site plan is not put into use or building permits are not obtained, the plan becomes void.

Before beginning construction, contact the Building Safety and Permits Division at 757-253-6620 to get building permit information. It is possible to have

a site plan and a building drawing reviewed concurrently, but a building permit will not be issued until final site plan approval has been obtained. If you will be connecting to public water and sewer, contact the JCSA at 757-253-6800 to apply for service.

WILL I NEED ANY OTHER PERMITS?

A Health Department (HD) permit is required for plans proposing septic tanks and/or wells. Developments with sewage pumping stations or well facilities also require approval from HD. Call the HD at 757-253-4813 if you have any questions.

Please note that certain water and sewer facilities may require a special use permit before a site plan can get preliminary or final approval. Additionally, if you are building in the southern portion of the County, your water may be served by Newport News Waterworks (NNWW) instead of the JCSA. If your plan will have water served by NNWW, a separate review by NNWW is required after your plan has received preliminary approval. Please contact NNWW at 757-926-1000 for more information.



INFORMATION

For more information, or to receive an application and fee schedule, please contact Planning at...

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