



**Department of Planning & Community Development**

221 S. Nursery Avenue, Purcellville, VA 20132

(540) 338-2304

**Land Development  
Application**

**TP- 2**

**Application for (please check one):**

- |                                            |                                              |                                             |                                                |
|--------------------------------------------|----------------------------------------------|---------------------------------------------|------------------------------------------------|
| <input type="checkbox"/> Site Plan         | <input type="checkbox"/> Minor Site Plan     | <input type="checkbox"/> Site Plan Revision | <input type="checkbox"/> Subdivision Exception |
| <input type="checkbox"/> Subdivision Plat  | <input type="checkbox"/> Preliminary Option* | <input type="checkbox"/> Plat Revision      | <input type="checkbox"/> Grading Plan          |
| <input type="checkbox"/> Minor Subdivision | <input type="checkbox"/> Other: _____        |                                             |                                                |

\*Preliminary Option must be authorized by Zoning Administrator prior to submission, include authorization with this application

**This application must be filled out in its entirety. An incomplete application form will result in rejection of the application prior to check list review. Do not write in shaded areas.**

**General Project Information:**

1. Project Title: \_\_\_\_\_
2. Location of Property: \_\_\_\_\_
3. Property Owner: \_\_\_\_\_
4. Owner Address: \_\_\_\_\_
5. Owner Telephone: \_\_\_\_\_ Email \_\_\_\_\_
6. Applicant/Agent: \_\_\_\_\_
7. Agent Address: \_\_\_\_\_
8. Agent Telephone: \_\_\_\_\_ Email \_\_\_\_\_
9. Designer/Engineer: \_\_\_\_\_
10. Designer Address: \_\_\_\_\_
11. Designer Telephone: \_\_\_\_\_ Email \_\_\_\_\_

**Correspondence to be sent to: \_\_\_\_\_ Owner; \_\_\_\_\_ Agent; \_\_\_\_\_ Designer; \_\_\_\_\_ Other: \_\_\_\_\_**

12. Total Acreage of parcel: \_\_\_\_\_
13. Acreage to be developed: \_\_\_\_\_
14. Property MCPI #(s): \_\_\_\_\_

15. Current Zoning: \_\_\_\_\_
16. Current Use(s): \_\_\_\_\_
17. Proposed Use(s): \_\_\_\_\_
18. Proposed # Lots: \_\_\_\_\_
19. Adjoining Property Uses(s): \_\_\_\_\_
20. Adjoining Property MCPI #s: \_\_\_\_\_
21. Related Applications: \_\_\_\_\_
22. Pre-submission meeting date (if any) \_\_\_\_\_
23. Proffers or Special Use conditions: **Yes** (attach separately) \_\_\_\_\_ **No** \_\_\_\_\_

**Property Owner:**

I have read this completed application, understand its intent and freely consent to its filing. The information provided is accurate and completed to the best of my knowledge and capabilities. I understand that the Town may deny, approve, or conditionally approve that for which I am applying. Furthermore, I grant permission to the Town or authorized government agents to enter the property and make such investigations or inspections and tests they deem necessary.

\_\_\_\_\_  
Owner (s) Name

\_\_\_\_\_  
Signature

**Required Materials (as applicable, completed by Town Staff):**

Date \_\_\_\_\_

**For all land development applications:**

- ☐ Completed Application ☐ 5 Rolled Copies of Plan/Plat\* ☐ Completed Checklist ☐ Digital Copies of Files
- ☐ Preliminary Plat/Site Plan Authorization, if applicable ☐ Required Fee(s)

**\*4 copies reviewed for completeness; Additional copies may be requested.**

Application Complete \_\_\_\_\_ Fee \$ \_\_\_\_\_ Paid \_\_\_\_\_ Planning Initials \_\_\_\_\_

Taxes Paid \_\_\_\_\_ Finance Initials \_\_\_\_\_

Pre-submission Conference held? Yes \_\_\_\_ No \_\_\_\_ Date \_\_\_\_\_

Proffers/Special Use conditions, if required? Yes \_\_\_\_ No \_\_\_\_

Project Manager Assigned \_\_\_\_\_

File Number \_\_\_\_\_

## Site Plan Submission Checklist (Not Minor Site Plan)

|                                                                                   |                                                                                           |                                                                                                                                                       |
|-----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <u>Project &amp; ID:</u>                                                                  | <b>Site Plan TP26-</b>                                                                                                                                |
|                                                                                   |                                                                                           |                                                                                                                                                       |
|                                                                                   | Cover Sheet:                                                                              |                                                                                                                                                       |
|                                                                                   |                                                                                           | Development Name and Address if available                                                                                                             |
|                                                                                   |                                                                                           | Vicinity Map Scale of 1" = 1,000'                                                                                                                     |
|                                                                                   |                                                                                           | Sheet Index                                                                                                                                           |
|                                                                                   |                                                                                           | Name, Address, phone of the owner(s) of record                                                                                                        |
|                                                                                   |                                                                                           | Name, address, phone of the developer                                                                                                                 |
|                                                                                   |                                                                                           | Name, address, phone of engineer                                                                                                                      |
|                                                                                   |                                                                                           | Signature of Engineer/surveyor preparing plan                                                                                                         |
|                                                                                   |                                                                                           | Signature block for Zoning Administrator                                                                                                              |
|                                                                                   |                                                                                           | Utility contact numbers                                                                                                                               |
|                                                                                   |                                                                                           |                                                                                                                                                       |
|                                                                                   | General Info: May be placed on 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> page: |                                                                                                                                                       |
|                                                                                   |                                                                                           | Deed reference, source of title                                                                                                                       |
|                                                                                   |                                                                                           | Tax map # and Pin/Parcel #                                                                                                                            |
|                                                                                   |                                                                                           | Date plan drawn and any revision dates                                                                                                                |
|                                                                                   |                                                                                           | Existing zoning                                                                                                                                       |
|                                                                                   |                                                                                           | Proposed Use (s)                                                                                                                                      |
|                                                                                   |                                                                                           | Cost Estimates – Bonds break out different bonds                                                                                                      |
|                                                                                   |                                                                                           | Required and proposed minimum lot size                                                                                                                |
|                                                                                   |                                                                                           | General notes                                                                                                                                         |
|                                                                                   |                                                                                           |                                                                                                                                                       |
|                                                                                   | Zoning requirements including:                                                            |                                                                                                                                                       |
|                                                                                   |                                                                                           | Floor area in square feet                                                                                                                             |
|                                                                                   |                                                                                           | Exterior Utilities                                                                                                                                    |
|                                                                                   |                                                                                           | Roadways                                                                                                                                              |
|                                                                                   |                                                                                           | Widths and locations of ROWs                                                                                                                          |
|                                                                                   |                                                                                           | Boundary Survey                                                                                                                                       |
|                                                                                   |                                                                                           | Existing topography                                                                                                                                   |
|                                                                                   |                                                                                           | Proposed finished grading                                                                                                                             |
|                                                                                   |                                                                                           | Culverts and drainage outlets                                                                                                                         |
|                                                                                   |                                                                                           | Water Courses                                                                                                                                         |
|                                                                                   |                                                                                           | Buildings                                                                                                                                             |
|                                                                                   |                                                                                           | Easements                                                                                                                                             |
|                                                                                   |                                                                                           | A statement of any proffers, variances, waivers, conditions or prior subdivision granted, including any conditions resulting from any of such actions |
|                                                                                   |                                                                                           | Names of all owners of record of all abutters zoning & use and Pin #                                                                                  |
|                                                                                   |                                                                                           | Maximum and proposed building coverage as Floor Area Ratio                                                                                            |
|                                                                                   |                                                                                           | Maximum and proposed building height                                                                                                                  |
|                                                                                   |                                                                                           | Open space in square feet                                                                                                                             |

## Site Plan Submission Checklist (Not Minor Site Plan)

|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                |
|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|
|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Open space ratio                                               |
|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Required and proposed BRL for front side and rear              |
|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Parking and setback lines of proposed number of parking spaces |
|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Proposed exterior lighting and cut sheets                      |
|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Photometric Plan                                               |
|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Light Post heights                                             |
|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                |
|  | Location of the 100 year floodplain and all overland watercourses and drainage structures within the proposed development or within 200 feet of development                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                |
|  | Location and dimension of existing driveways and access points within 200 feet of the site                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                |
|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                |
|  | Layout and details of:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                |
|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Proposed buildings                                             |
|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Parking stalls etc.                                            |
|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Areas of ingress/egress                                        |
|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Right of ways/streets                                          |
|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Sidewalks                                                      |
|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Sanitary sewer                                                 |
|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Storm water management structures                              |
|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Water mains                                                    |
|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Curbs and gutter                                               |
|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Connections to existing water mains                            |
|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Sanitary sewer mains                                           |
|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                |
|  | Street and utility improvement plans shall consist of plan and profile drawn to a scale of not less than 1"=50' horizontally and 1"=50' vertically. The plan view of streets shall include the location of all streets, lots, storm drainage, sanitary sewerage and water distribution systems.                                                                                                                                                                                                                                                                                                                                                |                                                                |
|  | Details of standard street sections and miscellaneous construction items, including street name signs and street lighting, shall appear on the sheets as well as any construction notes pertaining to the proposed improvements.                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                |
|  | Grading and drainage plans drawn at a scale of not less 1" = 50' showing the proposed street and lot layout including dimensions. The existing topography shall be shown at not less than a two foot contour interval. Proposed grading shall be shown by proposed contour lines. In addition, proposed elevations of the finished grade shall be shown at all building corners, high points and low points, and all other appropriate locations necessary to accurately define the finished grade. Storm drainage pipes and structures with sizes and elevations shall be shown on the plans. Two benchmarks shall be indicated on the plans. |                                                                |
|  | Water, sanitary sewer and storm drainage calculations, with a statement of the basis of design of design and drainage area map showing individual and cumulative drainage areas tributary to each point of concentration shall be included.                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                |
|  | Location, type and dimensions of vehicular ingress and egress to the site, including sight distance at all entrances shall be included                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                |
|  | Location, type, size and height of all fencing, screening and retaining wall shall be included with all necessary details for construction                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                |
|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                |

## Site Plan Submission Checklist (Not Minor Site Plan)

|  |                                                                                                                                                                                                                                                                                                                                                                                                |                                                                   |
|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|
|  | All off street parking and parking bays:                                                                                                                                                                                                                                                                                                                                                       |                                                                   |
|  |                                                                                                                                                                                                                                                                                                                                                                                                | Type of surfacing                                                 |
|  |                                                                                                                                                                                                                                                                                                                                                                                                | Size and angle of stalls                                          |
|  |                                                                                                                                                                                                                                                                                                                                                                                                | Widths of aisles                                                  |
|  |                                                                                                                                                                                                                                                                                                                                                                                                | A specific schedule showing the number of parking spaces provided |
|  |                                                                                                                                                                                                                                                                                                                                                                                                | Written proposal justifying number of parking spaces              |
|  |                                                                                                                                                                                                                                                                                                                                                                                                |                                                                   |
|  | Dimensional details                                                                                                                                                                                                                                                                                                                                                                            |                                                                   |
|  |                                                                                                                                                                                                                                                                                                                                                                                                | Number of floors                                                  |
|  |                                                                                                                                                                                                                                                                                                                                                                                                | Floor area ratio                                                  |
|  |                                                                                                                                                                                                                                                                                                                                                                                                | Height                                                            |
|  |                                                                                                                                                                                                                                                                                                                                                                                                | Exterior dimensions                                               |
|  |                                                                                                                                                                                                                                                                                                                                                                                                | Proposed use, Location of each proposed and existing building     |
|  |                                                                                                                                                                                                                                                                                                                                                                                                | Location of building ingress and egress                           |
|  |                                                                                                                                                                                                                                                                                                                                                                                                |                                                                   |
|  | Erosion and sediment control plans including all necessary measures and specifications so as to comply with the requirements of the Virginia Erosion and Sediment Control Handbook.                                                                                                                                                                                                            |                                                                   |
|  | A soils overlay map at a scale of not less than 1" = 200' with accompanying narrative                                                                                                                                                                                                                                                                                                          |                                                                   |
|  | A landscape plan showing the location and type of all existing trees, identifying trees to be retained and those to be removed, and showing the location, type, number and size of all proposed plant material.                                                                                                                                                                                |                                                                   |
|  | Landscape bond and 1 year guarantee --- put note on plan                                                                                                                                                                                                                                                                                                                                       |                                                                   |
|  | A plan for the symmetrical transition at intersections with existing streets and road edges                                                                                                                                                                                                                                                                                                    |                                                                   |
|  | A Type II geotechnical report shall be submitted with all site plans. The report shall be prepared under the direction of and certified by a professional engineer licensed in the Commonwealth of Virginia with experience in geotechnical engineering. The report shall meet all the requirements for a Type II report as specified in the Town of Purcellville Facilities Standards Manual. |                                                                   |
|  | When the site plan is in response to a special use permit, a traffic impact analysis shall be required prior to final site plan approval, unless waived by the director of public works during the approval of the special use permit                                                                                                                                                          |                                                                   |
|  | Average daily trip (ADT) calculations for the current use and the proposed use                                                                                                                                                                                                                                                                                                                 |                                                                   |
|  | Roadways, sidewalks, storm drainage, curb and gutter shall be designed and constructed in accordance with the standards as prescribed by the Town of Purcellville's Facilities Standards Manual and the specifications of the Virginia Department of Transportation.                                                                                                                           |                                                                   |
|  | Water systems shall be designed and constructed in accordance with the Town of Purcellville's Facilities Standards Manual and all applicable Virginia Department of Health regulations                                                                                                                                                                                                         |                                                                   |
|  | Sanitary sewers shall be designed and installed in accordance with the Town of Purcellville's Facilities Standards Manual and all applicable Virginia Department of Health regulations                                                                                                                                                                                                         |                                                                   |
|  |                                                                                                                                                                                                                                                                                                                                                                                                |                                                                   |
|  | <i>Accompanying documents.</i> If applicable, an unexecuted copy of the following documents, with a notarized statement of authenticity for each, shall be submitted:                                                                                                                                                                                                                          |                                                                   |
|  |                                                                                                                                                                                                                                                                                                                                                                                                | Proposed deed of dedication                                       |
|  |                                                                                                                                                                                                                                                                                                                                                                                                | Proposed consolidation/boundary line adjustments                  |
|  |                                                                                                                                                                                                                                                                                                                                                                                                | Proposed road maintenance agreement if applicable                 |
|  |                                                                                                                                                                                                                                                                                                                                                                                                | Proposed protective or restrictive covenants                      |

## Site Plan Submission Checklist (Not Minor Site Plan)

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|--|---------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  |                                                         | Where land is to be dedicated to and held by an owner's association or similar organization, bylaws and other organizational documents shall be submitted for review.                                                                                                                                                                                                                  |
|  |                                                         | Public improvement bond calculations                                                                                                                                                                                                                                                                                                                                                   |
|  |                                                         | Business utility form/fixture count                                                                                                                                                                                                                                                                                                                                                    |
|  |                                                         |                                                                                                                                                                                                                                                                                                                                                                                        |
|  | Items to accompany initial submission of the site plan: |                                                                                                                                                                                                                                                                                                                                                                                        |
|  |                                                         | For applicable residential and commercial construction, a certificate from the town clerk or town treasurer confirming that any outstanding taxes have been paid and that the Town has approved the water and sanitary sewer connections. The applicant must purchase the necessary water and sanitary sewer availability and connection fees prior to the issuance of a zoning permit |
|  |                                                         | A check payable to the Town of Purcellville for the required fees and other charges as may be applicable                                                                                                                                                                                                                                                                               |
|  |                                                         |                                                                                                                                                                                                                                                                                                                                                                                        |