

Town of Front Royal
Department of Planning and Zoning
102 East Main Street
PO Box 1560
Front Royal, VA 22630

Main: 540-635-4236
Fax: 540-631-2727
planning@frontroyalva.com

Permit: # _____
Fee Amt: _____
Date Paid: _____
Date Received: _____

SITE DEVELOPMENT PLAN (MAJOR)
(RESIDENTIAL FOUR (4) OR MORE DWELLING UNITS IN A SINGLE STRUCTURE OR NON-RESIDENTIAL)

Applicant(s) Name: _____ **Phone:** _____

Address: _____

Email Address: _____

Designated contact for the applicant (if applicable): _____

Address: _____

Email Address: _____ **Phone:** _____

PROPERTY DESCRIPTION:

Property Address: _____

Tax Map Number: _____ **Subdivision Name:** _____ **Acreage:** _____

REQUEST:

Zoning District: _____

Proposed Use of the Property: _____

Proposed Building Size: _____ **Building Coverage:** _____

Number of Parking Spaces Provided: _____ **Amount of Open Space Area:** _____

ATTACHMENTS: --The following must be submitted with this application. Additional information may be required depending on the nature of the request.

- **Four (4) copies of the Site Development Plan, prepared in accordance with the requirements of Town Code Section 148-1020.**
- **One (1) Digital copy of the Site Development Plan.**
- **Application fee.**

(The required number of copies of the Erosion and Sediment Control Plan and Stormwater Management Plan should be submitted to the Warren County Building Inspection office, as their approval is required before the Site Development Plan can be approved by the Town of Front Royal.)

CERTIFICATION:

I certify that the information provided with this application is correct to the best of my knowledge, and the project will be implemented as presented and approved by the Town of Front Royal, in accordance with the Town's Land Development Regulations (Town Code Chapter 148) and the Zoning Ordinance (Town Code Chapter 175).

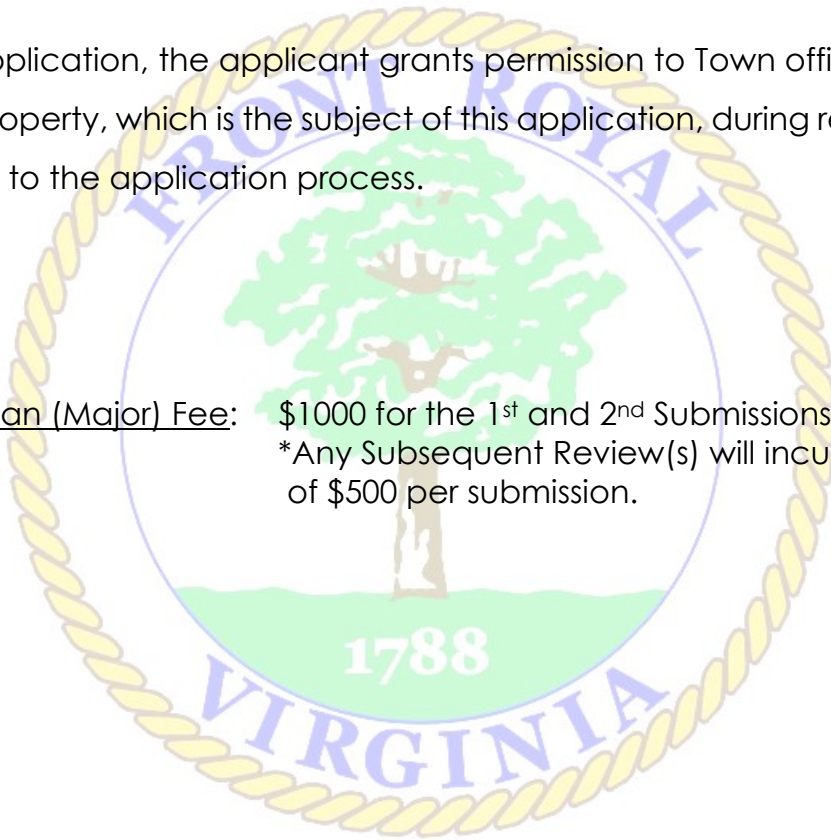
Signature: _____

Date: _____

Please Print Name: _____

By submitting this application, the applicant grants permission to Town officials and employees to enter upon the property, which is the subject of this application, during reasonable hours and for purposes related to the application process.

Site Development Plan (Major) Fee: \$1000 for the 1st and 2nd Submissions.
*Any Subsequent Review(s) will incur a fee of \$500 per submission.



Revised August 27, 2025

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148-1020 SITE DEVELOPMENT PLAN DETAIL CHECKLIST

The site development plan shall show the location and design of proposed site improvements required for the subdivision. The Site Development Plan or any portion thereof involving engineering, planning, landscape architecture or land surveying **shall** be prepared by an appropriate professional licensed in the Commonwealth of Virginia. All proposed improvements **shall** be designed in accordance with the requirements of ARTICLE 8 – DESIGN STANDARDS, and other applicable sections of this ordinance. Unless otherwise approved by the Director, the Site Development Plan **shall** include the following:

- ☐Y ☐N ☐N/A (1) Cover Sheet (or first sheet) requirements:
- a. Revision block.
 - b. Index of sheets.
 - c. Name and address of owner and developer.
 - d. Name, address and phone number of plan preparer.
 - e. Zoning designation(s) with minimum lot size requirements.
 - f. Required front, side and rear yard setback dimensions.
 - g. FEMA Flood Zone designations, with FIRM number if applicable.
 - h. Vicinity map (1"=1000'), with sheet index for multiple sheets.
 - i. Area tabulation showing total area and number of lots, street, open space and residue. Indicate area of construction or disturbed area.
 - j. Tax map number and/or parcel identification.
 - k. Town of Front Royal General Construction Notes.
 - l. "Miss Utility" note regarding marking of underground utilities.
 - m. Town of Front Royal "Notice Required" utility excavation note.
 - n. Legend of symbols, abbreviations and line type used.
 - o. Approval Block:

All Town Real Estate Taxes Have Been Paid in Full

Director of Finance

Date

Reviewed and Approved by the Town of Front Royal

Director of Planning & Zoning

Date

Town Manager

Date

Director of Public Works

Date

Director of Energy Services

Date

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- ☐Y ☐N ☐N/A (2) Title Block requirements, on each sheet.
- Plan type.
 - Owner's name
 - Lot, block, and subdivision name.
 - Town and County designation.
 - Sheet number.
 - Plan date.
- ☐Y ☐N ☐N/A (3) Scale of plan, written and graphic, on each sheet.
- ☐Y ☐N ☐N/A (4) North arrow and meridian reference on each sheet
- ☐Y ☐N ☐N/A (5) Preparer's seal, signature, and date on each sheet. (Original signature on first sheet)
- ☐Y ☐N ☐N/A (6) Sheets prepared at a scale of no greater than one (1) inch equals fifty (50) feet and drawn in ink on pages no larger than twenty-four by thirty-six (24 x 36) inches. Plan view portions of the plan shall be drawn to scale and show the accurate location of proposed improvements. Profiles shall be submitted on standards federal aid plan and profile sheets and shall have a scale of one (1) inch equals fifty (50) feet horizontal and one (1) inch equals five (5) feet vertical, unless otherwise approved. Special studies as required may be submitted on standard cross section paper at the above-noted scale and size. If prepared on more than one sheet, match lines shall clearly indicate where the several sheets join.
- ☐Y ☐N ☐N/A (7) All dimensions, angular and linear, for locating property lines, lots, street centerlines, alleys, easements, and other proposed improvements. Angular measurements shall be expressed in bearings shown in degrees, minutes, and seconds. Linear dimensions shall be expressed in feet to the nearest one hundredth of a foot. Curve data shall include the delta, radius, arc, tangent, chord distance and chord bearing. A line and/or curve table may be used provided the data being tabulated and numbered corresponds with the respective information shown throughout the plan.
- ☐Y ☐N ☐N/A (8) Existing topography shown at two (2) foot contour intervals based on NAVD 88 datum. The topographic information may be field run or from aerial photography, but the information must be current, and the contouring method must provide the precision expected for two (2) foot contours.

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- ☐Y ☐N ☐N/A (9) Boundary and lot line information.
- ☐Y ☐N ☐N/A (10) Plan information for proposed water supply and distribution with available fire flow data. Note source of fire flow information. Show location and detail of proposed connection to existing line. Show location and type of fire hydrant(s).
- ☐Y ☐N ☐N/A (11) Plan information on location, type, grade, size, top and invert elevations of all existing and proposed sanitary sewers, sanitary laterals, manholes, gas lines, curb & gutter, storm sewers, inlets, ditches, culverts, water meters and other utilities. Show location of proposed connections to existing utilities.
- ☐Y ☐N ☐N/A (12) Sanitary sewer lateral schedule.
- ☐Y ☐N ☐N/A (13) Design computations confirming adequate control and disposition of natural and storm water.
- ☐Y ☐N ☐N/A (14) Computations for storm drainage outfall into existing system and/or calculations proving outfall to adequate channel.
- ☐Y ☐N ☐N/A (15) Profiles for all proposed sanitary and storm sewers, water lines and storm drainage outfall to adequate channel.
- ☐Y ☐N ☐N/A (16) Stations shown on the profile shall match stations shown on the plan.
- ☐Y ☐N ☐N/A (17) Typical section of proposed street improvements showing depth and type of pavement, base and subbase and curb line or ditch section, sidewalk and cut or fill slope. Provide calculations for depth of pavement and subbase, if applicable.
- ☐Y ☐N ☐N/A (18) Town of Front Royal Standard Construction Detail(s) of all proposed improvements and/or VDOT designation.
- ☐Y ☐N ☐N/A (19) Provide and show the location, elevation, and description of two (2) on-site reference marks which are properly correlated to the plan elevations. Indicate source and name of existing benchmark used.
- ☐Y ☐N ☐N/A (20) Proposed finished grading by contour, supplemented where necessary by spot elevations.

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- ☐Y ☐N ☐N/A (21) The width of rights-of-way and easements and their intended use and purpose
- ☐Y ☐N ☐N/A (22) The limits of clearing and/or construction for all work to be done, including off-site turnarounds, sewer and water extensions and storm sewer outfalls.
- ☐Y ☐N ☐N/A (23) Soils map and soils data. Show location of any required test borings.
- ☐Y ☐N ☐N/A (24) Radius of all curb returns to face of curb or radius of edge of pavement.
- ☐Y ☐N ☐N/A (25) Location and type of property corner monuments.
- ☐Y ☐N ☐N/A (26) Show any special flood hazard area(s) subject to inundation by the 1% annual chance flood as shown on FEMA Flood Insurance Maps. Provide floodplain limit studies, if required.
- ☐Y ☐N ☐N/A (27) Names and/or route numbers of all existing roads or streets adjoining the property and their posted speed limit. Indicate if access is limited.
- ☐Y ☐N ☐N/A (28) Proposed average daily trip (ADT) information. Indicate if a traffic impact analysis was prepared.
- ☐Y ☐N ☐N/A (29) VDOT required improvements to existing streets or roads, if applicable.
- ☐Y ☐N ☐N/A (30) Show location and type of exterior lighting.
- ☐Y ☐N ☐N/A (31) Location, character, size, height and orientation of any required street sign or other proposed signage.
- ☐Y ☐N ☐N/A (32) Location of any cemetery, grave, object or other structure indicating a place of burial.
- ☐Y ☐N ☐N/A (33) Location and type of all driveway entrances and curb ramps, including railing, slopes, and surface treatment. Provide sight distance calculations for entrance.
- ☐Y ☐N ☐N/A (34) Steep Slope analysis.
- ☐Y ☐N ☐N/A (35) Any necessary notes that may be required to explain the intent and purposes of specific items on the plan or profile.

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☐Y ☐N ☐N/A (36) Adjoining property owner information, including name, deed reference and/or subdivision lot designations.

Reviewed by: _____ Date: _____

