Site Plan Review Process

PRE APPLICATION MEETING
Schedule a meeting with the appropriate planner to discuss your development, gain an understanding of requirements, identify issues and create a process timeline.

APPLICANT SUBMITS SITE PLAN.
The applicant submits the following to the Department of Neighborhood Development Services at 610 E. Market Street, Charlottesville, VA 22903 – 2nd Floor of City Hall.
1. 10 copies of the site plan  2. Completed application form  3. Filing fee

CITY STAFF REVIEWS SITE PLAN.
Copies of the site plan are distributed to staff in various City departments, including Planning, Engineering, Traffic, Building, ADA Coordinator, Utilities, Police, Gas and Fire.

SITE PLAN CONFERENCE
The applicant meets with staff 21 days after site plan is submitted. At this meeting, the applicant can explain the project and ask questions. Staff will ask questions and explain any revisions to the site plan that will be needed. This meeting normally lasts 30 to 60 minutes. For most projects, there is no public hearing at the Planning Commission or City Council.

STAFF SENDS APPLICANT A LETTER SUMMARIZING STAFF COMMENTS.
Staff will send a letter to the applicant summarizing the comments from their meeting. Comments typically deal with zoning, parking, traffic, landscaping, utilities and storm water drainage.

APPLICANT SUBMITS REVISED SITE PLAN
If revisions to the site plan are needed, the applicant must submit 10 sets of revised plans to City staff. The revised plans will be reviewed against the comments in the staff comment letter. This review usually takes two-three weeks. If further revisions or meetings are still needed, staff will notify the applicant.

PRELIMINARY APPROVAL
If the plan meets all the City’s requirements, NDS staff or the Planning Commission will issue a letter approving the preliminary site plan. The preliminary site plan is valid for one year after approval.

FINAL SUBMISSION
The applicant submits final site plan with all of the information required in Sec 34-867 of the zoning ordinance. NDS staff and other City departments will review the plan for code compliance. Revisions and resubmissions may be required. If there are issues raised they will be worked out. To ensure that all the improvements shown on the site plan are done, the City may require a security agreement in the form of a letter of credit or a performance bond.

FINAL APPROVAL
Once the site plan has met all of the requirements of city code (including E & S requirements and Bond posting), final approval is granted. This plan is valid for 5 years.

APPLICANT APPLIES FOR BUILDING PERMITS.
The Building Department will not issue permits until the site plan has been approved.

This information is also available on line. Go to www.charlottesville.org Click on Neighborhood Development Services and the click on “other forms and permits”.