

**THIS PAMPHLET OUTLINES THE SITE DEVELOPMENT PLAN PROCESS IN THE TOWN OF WARRENTON. THIS IS A GENERAL GUIDE FOR THE OWNER/BUILDER. PLEASE CONSULT THE CHECKLIST FOR SITE DEVELOPMENT PLAN SUBMISSION@ FOR SPECIFIC EXPLANATIONS OF THE CRITERIA REQUIRED FOR APPROVAL.**

**Site Plan**

**Definition:** A site development plan includes a drawing and supporting documents, showing the proposed improvements involved in developing a given lot. Site development plans show information regarding the location of all structures, roads, parking, landscaping, utilities, storm water management (SWM) facilities, and drainage.

**Purpose and Intent:** Site development plans are required to assure compliance with the Zoning Ordinance and all other applicable ordinances and statutes, to encourage innovative and creative design and facilitate use of the most advantageous techniques in the development of land with the Town of Warrenton, and to ensure the efficient use of the land to promote high standards in the layout design, landscaping, and construction of development.

**What Developments require submittal of a site development plan?**

A site development plan shall be submitted for the following:

1. Any parking lot containing more than five (5) spaces, any commercial parking lot, or any development in which automobile parking space is to be used by more than one (1) establishment.
2. Any change from one category of use to a

different category of use, any special use permit use, or any development in all Zoning Districts except single-family detached dwelling units. However, a site development plan in sufficient detail to determine compliance with the applicable standards and specifications of the Town of Warrenton may be required for the construction of the single-family detached dwellings if more than two (2) dwelling units are proposed to be constructed or where any of the following conditions exist:

- where natural and storm water courses are located on the proposed site or where a proposed driveway or entrance intersects existing natural or storm water courses.
- where a cluster alternate design is proposed.
- when a change is proposed in a previously approved site development plan.
- when an existing residential use is proposed for change to a commercial, industrial, or multi-family residential use.

3. All public and/or semi-public buildings and other uses involving a structure required to be reviewed by the Planning Commission under Section 15.1-456 of the Code of Virginia as amended.

**Pre-submission Conference:** Prior to submission of a site development plan, a pre-submission conference with the Planning Director and Town Staff is required. The intent of the conference is to clarify the requirements of this ordinance, and other ordinances of the Town of Warrenton that may be applicable, in order that the site development plan can be prepared in an efficient manner, and to facilitate plan review by the Town Staff.

**Required Information:** Sections 10-4 and 10-5 of the Town's Zoning Ordinance specifies all information that a site development plan shall contain.

**Bonds and Surety:** Bonding is required to ensure that the proposed site improvements (e.g. roads, parking, landscaping) will be implemented. If the developer fails to complete the project, bonding enables the Town to have required work completed. Posting of a bond is required prior to approval of a site plan.

**Processing Time and Extensions:** Approval, modifications and approval, and disapproval of a site development plan by the Planning Director shall occur within sixty days of filing all required documents, unless abnormal and unusual circumstances exist, in which case the procedural time may be extended.

**Approvals:** Site Plan approval is valid for only twelve (12) months, unless building permits have been obtained for construction and a building foundation established within six (6) months of the building permit issuance date.

**Fees:** The fee for processing a site development plan, and revisions to an approved site plan, shall be established by the Town Council by resolution. Please ask a staff member for a current fee schedule.

**As-Built Site Plans Required:** Upon completion of all required improvements shown on the approved site development plan, the owner or applicant shall submit to the Planning Director three (3) copies of the completed as-built plan, plus a vellum or sepia transparency.

All site development plan submittals must be accompanied by the appropriate fees before they are processed.

**TOWN OF WARRENTON SITE  
DEVELOPMENT PLAN  
REGULATIONS AND PROCEDURES**

1. Review Article 10 of the Town's Zoning Ordinance.
2. Schedule a presubmission conference with the Planning Director.
3. Review the site development plan checklist thoroughly to ensure your site development plan contains all required information.
4. Submit twelve (12) clearly legible blue or black line copies of a site development plan to the Planning Director. Plan sheets shall measure 18"x24" at a minimum and no larger than 24"x36". Plans must be accompanied by the required fees and bond and sureties.
5. Allow sixty (60) days for the Town to collect and make comments on the first submittal after the plan is officially accepted.
6. Submit all required revisions addressing staff comments.
7. After all comments are addressed the plan will be ready for approval. Building permits must be obtained within twelve (12) months of approval.
8. After the completion of work, as-built plans must be submitted to the Planning Director. Final release of all applicable bonds shall take place after the as-built plans are approved.

\*Contact the Department of Planning and Community Development if you require any assistance or have any questions during this process.

**SITE  
DEVELOPMENT  
PLANS**



**AN OVERVIEW OF  
TOWN SITE  
DEVELOPMENT  
PLAN  
REGULATIONS  
AND PROCEDURES**

**FOR FURTHER INFORMATION  
AND ADDITIONAL HELP  
PLEASE CONTACT:**

**The Department of Planning and  
Community Development  
18 Court Street  
Warrenton, VA 20186  
(540) 347-2405  
Monday-Friday: 8:00 a.m. 4:30  
p.m.**

**PREPARED BY:  
THE DEPARTMENT OF  
PLANNING AND COMMUNITY  
DEVELOPMENT**