



Site Plan Review Overview and Procedure

The objectives of site plan review are to 1) maintain the character and integrity of neighborhoods and ensure compatible development patterns; 2) promote excellence of design; 3) encourage the most appropriate development and use of land; 4) prevent traffic hazards; 5) ensure the availability and efficient provision of public services; and 6) avoid adverse impacts on the natural environment. A site plan shall be required and shall be submitted to the city for each of the following:

1. All new development in every zoning district except for single family and two family dwellings.
2. The conversion of any single-family or two-family dwelling to any other use or to a higher intensity residential use.
3. Additions or modifications to buildings or sites, except single family and two family dwellings, if said addition or modification results in a 5,000 square foot or greater increase in impervious surface area of the site.
4. The conversion of any property from fee simple ownership to a condominium form of ownership.
5. The conversion of any building or property to a different use category, e.g., commercial to industrial.
6. Additions or modifications that may increase the requirements of any development standard including but not limited to parking, landscaping, and stormwater management.

All required site plans shall be prepared by a professional engineer, or land surveyor B, who is registered by the Commonwealth of Virginia. The city may waive this requirement if the type, scale or location of the proposed development does not necessitate such plans. Each site plan submitted shall be in accordance with Section 106-400.3. of the City of Salem code, and accompanied by a brief project description/narrative describing the scope of the project and work to be completed.

Review Process

- 1) Predevelopment Conference (*Optional*). Applicants should contact the Department of Community Development to determine plan review requirements, and the categorization of the plan as major or minor. The Administrator will determine whether it is possible to process a site plan concurrently with the issuance of a building permit.

Major Site Plan	Minor Site Plan
\$500 plus \$25 per acre	\$150

- 2) Digital submission is required. The file format shall be PDF, 50mb file size limit. Plans should be of Arch D (24 x 36 inches) in size. Minimum scale is one inch equals 50 feet (1"=50') and maximum is one inch equals ten feet (1"=10'). Plans shall be designed using an engineering scale. The Administrator may approve a lesser scale, such as 1"=100', provided sufficient detail is provided to insure compliance with all applicable requirements of this chapter and any other requirement or ordinance of the city or Commonwealth. Every site plan submitted in accordance with the requirements of this chapter shall show the following information unless the Administrator determines that such information is not necessary to insure conformance with city ordinances or standards.
- 3) Pending the schedule of relevant reviewers, comments will be provided within fifteen business days after initial submission, and ten business days upon resubmission. Applicants may be subject to additional review fees (\$75 per review) after two review cycles.

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COMMUNITY DEVELOPMENT

Every final site plan submitted in accordance with City requirements shall, at a minimum, show the following information unless the Administrator determines that such information is not necessary to insure conformance with city ordinances or standards:

1. Project narrative describing the scope of the proposed work.
2. Location of the lot or parcel by vicinity map. Site plans shall also contain a north arrow, original date, revision dates and graphical scale.
3. Property lines of the parcel(s) proposed for development, including the distances and bearings of these lines. If only a portion of a parcel is proposed for development, a limits of development line shall also be shown.
4. The name and address of the property owner and or developer of the site, if different than the owner. The name and address of the person or firm preparing the plan.
5. The tax parcel number(s) of parcels proposed for development and depicted on the site plan.
6. The name of adjacent property owners and the owners of any property on which any utility or drainage easement may be required in conjunction with the development. Tax parcel numbers for each of these properties shall also be provided.
7. The nature of the land use(s) proposed for the site.
8. The zoning district designation of the parcel(s) proposed for development, and the zoning designation and current land use of adjacent parcels.
9. The names, and locations of existing and proposed public or private streets, alleys and easements on or adjacent to the site. The center lines or boundary of adjacent rights-of-way shall also be shown.
10. The location, type, and size of site access points such as driveways, curb openings, and crossovers. Sight distances at these access points shall be provided. If existing median cuts will serve the site they shall be shown. If new median cuts are proposed, their location shall also be shown.
11. All proffers accepted pursuant to Section 106-522 shall be shown on the plan.
12. Off-street parking areas and parking spaces including handicapped spaces, loading spaces, and walkways indicating type of surfacing, size, angle of stalls, width of aisles, and a specific schedule showing the number of spaces provided and the number required by this chapter.
13. The exact location of buildings or structures existing on or proposed for the site, including their setbacks from property lines, and the distance between buildings or structures.
14. The number of stories, floor area, and building height of each building proposed. If more than one land use is proposed, the floor area of each land use shall be provided. Floor area shall be calculated on the basis of parking required for the use(s).
15. For residential developments, the type of dwelling unit shall be stated along with the number of units proposed. Where necessary for determining the number of required parking spaces, the number of bedrooms in each unit shall also be provided.
16. The location of proposed or required fire lanes and signs.
17. The existing topography of the parcel prior to grading, and the proposed finished contours of the site with a maximum of two foot contour intervals.
18. Detailed utility plans and calculations shall be submitted for sites for which public water or sewer will be provided or for sites on which existing utilities will be modified. The City Engineer shall have the authority to set the standards for such plans.
19. An erosion and sedimentation control plan and detail sheet shall be submitted for site developments involving the grading disturbance of greater than 5,000 square feet of area, or 1,000 cubic yards of material.
20. A detailed storm water management plan and calculations shall be submitted. The City Engineer shall determine the requirements for such plans.
21. The location of existing and proposed freestanding signs on the parcel.
22. The location and type of proposed exterior site lighting, including height of poles and type of fixtures.
23. The location of any 100 year flood plain and floodway on the site, and the relationship of buildings and structures to this floodplain and floodway.
24. The location of required or proposed buffer yards, screening, fencing, and site landscaping and irrigation. The type and size of the plant materials and screening to be used shall be provided. In addition, the relationship of these materials to physical site improvements and easements shall be provided.