

A circular inset image showing several rolled-up architectural blueprints and a large blueprint spread out. The blueprints contain technical drawings, labels like 'RECEPTION', 'LOBBY', 'R.R. 105', 'EXAM RM#4', and 'H/S'. One roll has a professional engineer's seal for 'STEVE J. BROWN, P.E.'.

Development Plan Review & Consideration Process

May 5, 2026



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Document reflects regulations and ordinances of record as of May 5, 2026.

Development Plan Review & Consideration Process

Pre-Submission Meeting



Prior to the submission of a plan of development, it is strongly recommended you schedule an appointment to attend a preliminary review meeting. The purpose of the meeting is to provide you with an opportunity to share ideas and proposed plans with City staff, and to obtain a better understanding of the review process before you submit an official application.

Meetings are held twice a month on the 1st and 3rd Wednesdays. To make an appointment, please contact us at (540) 332-3862 ext. 11 or email permits@ci.staunton.va.us

About the Review Process

The City of Staunton has established a Development Plan Review process to promptly assist and guide citizens, contractors, and developers in their aspirations for growth, economic opportunity and quality of life.

The review process exists for several essential purposes:

- To maintain the character and integrity of neighborhoods, corridors, and the Downtown area;
- To promote excellence in residential, commercial, and industrial development;
- To prevent undue environmental and safety hazards; and
- To encourage a harmonious relationship between preservation, development and land use.

Importantly, the review process guides you through zoning regulations; the division of property; home and building rehabilitation, renovation and expansion; new construction for a home or commercial building; constructing a subdivision with more than three lots; changing the permitted use of your property; grading your property; modifying your business sign; and other land use matters.

City staff from essential departments work cooperatively with citizens, contractors, and developers through a comprehensive process that includes a preliminary and official review of submitted plans.

The Review Team



Staff from several City departments are consistently involved in the plan review process, and others may be brought into the review as needed. The core team includes staff from the following departments:

Community Development

The Department consists of three major functional areas that are interdependent and mutually supportive.

- The *Building Services Division* responds to questions about building codes, property maintenance, construction and permit requirements, and reviews building plans for code compliance, and conducts inspections during construction. Staff also assist with the understanding and enforcing federal floodplain regulations.

- The *Planning & Zoning Division* processes and evaluates applications for land use development plans. The Division implements land use policies including the preservation of the City's historic districts and structures.
- The *Environmental Programs Division* is responsible for all aspects of EPA/DEQ compliance of the Erosion and Sediment Control and Storm Water Management programs for The City of Staunton to include: The (Municipal Separate Storm Sewer System) MS4 Program, the (Virginia Erosion and Sediment Control Program) VESCP, the (Virginia Stormwater Management Program) VSMP and the Stormwater Utility Fee Program.

Fire and Rescue: Fire Marshal

The Fire Marshal's office enforces City and state fire codes for residential and commercial structures and develops local fire safety codes for the protection of city residents.

Public Works: Utilities and Streets

The Public Works Department provides essential services and oversight to sustain City infrastructure, including but not limited to street maintenance, and water and sewer line installation and maintenance.

Public Works: Engineering Division

The Engineering Division is responsible for the design, contract administration, and inspection of public improvements; the coordination with private development; assisting with requests regarding City utilities, streets, property information and other general needs; as well as maintaining the City's digital maps including parcels, waterlines, sewer lines, topographic, and streets.

Parks and Recreation: Horticulture

Horticulture cares for numerous annual beds, tree planting and establishment, tree pruning, and weed management on City-owned properties. In addition, Horticulture provides review and approval of landscaping plans that are required as part of land development proposals.

Development Plans We Review



The following provides a brief description of the types of development plans handled under the Development Plan Review process. Detailed information and applicable forms are available in the Community Development Department on the 3rd Floor of City Hall or on the [City's website](#). All plans should be submitted to the Community Development Department through the [online citizen permit portal](#).

Master Plan

What is it?

A conceptual proposal for development that includes site plans, maps, and other documentation describing all information involving the use, location and bulk of buildings; density of development; parking arrangements; public access; common open space; landscaping; public facilities; and other such information necessary to determine compliance local and state regulations.

When do I need it? A master plan is required in cases where development will occur in phases or where only a portion of a tract of land is developed, and future development is anticipated. The only zoning district that requires a master plan is in the TND-I Traditional Neighborhood Development Infill District zoning classification.

What is the fee? The review fee is \$250.

What is included? Table 1 contains a checklist for the items required on the plan.

Where can I find it? Please refer to the [City Code](#) for specific requirements.

Table 1
Masterplan Checklist

CATEGORY		ITEMS
1	Access	Proposed entrances.
2	Authority	Signature block for approving authority.
3	Authority	Statement of owner's consent.
4	Buildings	Location of proposed buildings on the property including all property lines.
5	Buildings	Building dimensions, square footage, height, and number of floors.
6	Buildings	Building usage.
7	Contours	Existing topo and contours at an interval not greater than 5 feet.
8	Drainage	Storm water concept plan 13.10.
9	Flood	Flood zone delineation.
10	Format	North arrow.
11	Format	Date of drawing and subsequent revisions.
12	Identification	Owner's, developer's, and designer's name and contact information.
13	Identification	Property identification and distance to nearest intersection.
14	Streets	Streets, existing and proposed.
15	Streets	Street names , existing and proposed
16	Utilities	Approximate Location of onsite and adjacent water and sewer service lines and mains including electrical, gas, fiber and stormwater.
17	Zoning	Current zoning of parcel.

Note: Master plans are required only in the TND-I Traditional Neighborhood Development Infill District zoning classification.

Preliminary Plats

What is it? An approximate drawing of a proposed subdivision showing the general layout of streets and alleys, lots, blocks, and restrictive covenants to be applicable to the subdivision, and other elements of a plat or subdivision that will provide a basis for a decision by City officials on the general layout of a subdivision.

When do I need it? A preliminary plat is required any time a subdivision of land results in the creation of more than three lots or any time that public streets, alleys, water system, or sewer system are created or extended.

What is the fee? The review fee is \$200 plus \$15 per lot.

What is included? Table 2 contains a checklist for the items required on the plan.

Where can I find it? Please refer to the [City Code](#) for specific requirements.

Table 2
Preliminary Plat Checklist

CATEGORY		ITEMS
1	Access	Proposed entrances.
2	Buildings	Location of all buildings on the property including all property lines, and the distance from all property lines.
3	Buildings	Building setbacks.
4	Buildings	Building dimensions, square footage, height, and number of floors.
5	Contours	Existing topo and contours at an interval not greater than 2 feet. Digital elevation data available for download.
6	Drainage	Finish contours and spot elevations.
7	Drainage	Receiving channel for storm water.
8	Drainage	Storm water concept plan 13.10.
9	Drainage	Drainage—impact on surrounding property.
10	Easements	Existing and proposed on site and adjacent easements or right of ways.
11	Fire	Location of fire hydrants.
12	Fire	Access for fire equipment including access widths and heights.
13	Flood	Flood zone delineation.
14	Format	North arrow.
15	Format	Date of drawing and subsequent revisions.

Table 2 continues on the following page.

Table 2 (Continued)
Preliminary Plat Checklist

CATEGORY		ITEMS
16	Identification	Owner's, developer's, and designer's name and contact information.
17	Identification	Property identification and distance to nearest intersection.
18	Location	Location and current zoning of parcel.
19	Open Space	Open space location and calculations.
20	Pedestrian	Pedestrian ways, existing and proposed, including trails, sidewalks, and crosswalks.
21	Size	Acreage of lots and parcels.
22	Size	Proposed lot dimensions.
23	Streets	Street right-of-ways and pavement widths, existing and proposed.
24	Streets	Grades on street and property.
25	Streets	Street names, existing and proposed, public and private designation.
26	Subdivision	Subdivision names, existing and proposed, or identifying titles and a description of development location.
27	Subdivision	Subdivisions adjacent to proposed development with names of owners of record.
28	Utilities	Approximate location of onsite and adjacent water and sewer service lines and mains including electrical, gas, fiber and stormwater.
29	Utilities	Size of the City water main at service location.
30	Utilities	Size of the City sewer main at service location.
31	Utilities	Location of water and sewer laterals.

Final Plat

What is it? A drawing of the subdivision and any dedications prepared for filing for record with the Staunton Clerk of the Court. The final plat should contain all elements and requirements mandated by local and state laws.

When do I need it? Final plats are required in cases where approval of a plat results in the creation of more than three lots or any time that public streets, alleys, water system, or sewer system are created or extended.

What is the fee? The review fee is \$200.

What is included? Table 3 contains a checklist for the items required on the plan.

Where can I find it? Please refer to the [City Code](#) for specific requirements.

Table 3
Final Plat Checklist

CATEGORY		ITEMS
1	Access	Proposed entrances.
2	Authority	Signature block for approving authority.
3	Authority	Statement of owner's consent.
4	Buildings	Location of all buildings on the property including all property lines, and the distance from all property lines.
5	Buildings	Building setbacks.
6	Drainage	Storm water maintenance agreement.
7	Easements	Existing and proposed on site and adjacent easements or right of ways.
8	Flood	Flood zone delineation.
9	Format	North arrow and graphic scale not exceeding 1"=100'.
10	Format	Date of drawing and subsequent revisions.
11	Identification	Owner's, developer's, and designer's name and contact information.
12	Identification	Property identification and distance to nearest intersection.
13	Identification	Lot number, Section, Block, Subdivision
14	Location	Location and current zoning of parcel.
15	Monuments	Location of permanent reference monuments.
16	Open Space	Open space location and calculations.
17	Pedestrian	Pedestrian ways, existing and proposed, including trails, sidewalks, and crosswalks.
18	Size	Lot acreage and dimensions, existing and proposed, also showing deleted lot lines.
19	Streets	Street right-of-ways and pavement widths, existing and proposed.
20	Streets	Street names, existing and proposed, public and private designation.
21	Subdivision	Subdivision names, existing and proposed, or identifying titles and a description of development location, also showing adjacent subdivisions with owners name of record.
22	Subdivision	Digital Copy

Construction Plans

What is it? Drawings submitted by the applicant's engineer that show the location, character, dimensions, and details of the work and which are a part of the subdivision or development.

When do I need it? Construction plans are required any time that public streets, alleys, water system, or sewer system are created, replaced, or extended.

What is the fee? The review fee is \$200. Resubmittal review fee is \$200.

What is included? Table 4 contains a checklist for the items required on the plan.

Where can I find it? Please refer to the [City Code](#), and City [Design and Construction Standards](#) and [Standard Drawings and Details](#) for specific requirements.

Table 4
Construction Plans Checklist

CATEGORY		ITEMS
1	Access	Proposed entrances.
2	Buildings	Location of all buildings on the property including all property lines, and the distance from all property lines.
3	Buildings	Building setbacks.
4	Contours	Existing topo and contours at an interval not greater than 2 feet.
5	Drainage	Finish contours and spot elevations in order to determine drainage patterns.
6	Drainage	Receiving channel for storm water.
7	Drainage	Storm water management plan and associated calculations.
8	Drainage	Storm water concept plan 13.10.
9	Drainage	Storm water maintenance agreement.
10	Drainage	Storm water checklist.
11	Drainage	Drainage—impact on surrounding property.
12	E&S	Erosion and sediment control plan including narrative.
13	E&S	Erosion and sediment control checklist.
14	Easements	Existing and proposed on site and adjacent easements or right of ways.
15	Fire	Location of FDC and valves.
16	Fire	Location of fire hydrants.
17	Fire	Access for fire equipment including access widths and heights.
18	fire	Location and size of fire main required vault.
19	Flood	Flood zone delineation.
20	Format	Drawing scale not greater than 1"= 50' with a maximum sheet size of 24"x 36".
21	Format	North arrow.
22	Format	Date of drawing and subsequent revisions.
23	Identification	Owner's, developer's, and designer's name and contact information.
24	Identification	Property identification and distance to nearest intersection.
25	Identification	Lot identification.
26	Impervious Areas	Edge and grade of all paved areas.
27	Landscaping	Location of existing plant material and proposed planting clearly marked and differentiated from existing plantings.
28	Landscaping	Plant listing with plant names (botanical and common names), quantities, plant size at installation, and notation of a one-year maintenance contract.

Table 4 (Continued)
Construction Plans Checklist

CATEGORY		ITEMS
29	Lighting	Location, height, and type of all site lighting including photometric plan and fixture details.
30	Open Space	Open space location and calculations.
31	Streets	Street right-of-ways and pavement widths, existing and proposed.
32	Streets	Grades on street and property.
33	Streets	Street names, existing and proposed, public and private designation.
34	Subdivision	Subdivisions adjacent to proposed development with names of owners of record.
35	Utilities	Location of onsite and adjacent water and sewer service lines and mains including electrical, gas, fiber and stormwater.
36	Utilities	Water meter sizes and locations.
37	Utilities	Size of the City water main at service location.
38	Utilities	Size of the City sewer main at service location.
39	Utilities	Location and size of water and sewer laterals.
40	Utilities	Location and size of water meter vault.
41	Utilities	Utility plan including elevation contours.

Site Plans

What is it? A detailed engineering drawing of proposed improvements to a given lot. A site plan usually displays a building footprint, travel ways, parking, drainage facilities, sanitary sewer and waterlines, trails, lighting, and landscaping.

When do I need it? Site plans are required in cases where new development is occurring or cases where an existing development is being enlarged. This includes new parking lots or an expansion of an existing parking lot which accommodates more than two vehicles, or any development in excess of one two-family dwelling, unless deemed unnecessary by the Zoning Administrator.

What is the fee? The review fee is \$200. Resubmittal review fee is \$200.

What is included? Table 5 contains a checklist for the items required on the plan.

Where can I find it? Please refer to the [City Code](#) for specific requirements.

Table 5
Site Plan Checklist

CATEGORY		ITEMS
1	Access	Proposed entrances, and finish floor elevations.
2	Accessory uses	Location of any accessory structures—dumpsters, screen walls, propane tanks, underground fuel tanks, and landscaping features, etc.
3	Buildings	Location of all buildings on the property including all property lines, and the distance from all property lines.
4	Buildings	Building setbacks.
5	Buildings	Building dimensions, square footage, height, and number of floors.
6	Buildings	Building usage.
7	Contours	Existing topo and contours at an interval not greater than 2 feet.
8	Drainage	Finish contours and spot elevations in order to determine drainage patterns.
9	Drainage	Receiving channel for storm water.
10	Drainage	Storm water management plan and associated calculations.
11	Drainage	Storm water maintenance agreement.
12	Drainage	Storm water checklist.
13	Drainage	Drainage—impact on surrounding property.
14	E&S	Erosion and sediment control plan including narrative.
15	E&S	Erosion and sediment control checklist.
16	Easements	Existing and proposed on site and adjacent easements or right of ways.
17	Fire	Location of fire sprinkler and standpipe connections and valves.
18	Fire	Location of fire hydrants.
19	Fire	Access for fire equipment including access widths and heights.
20	fire	Location and size of fire main required vault.
21	Flood	Flood zone delineation.
22	Format	Graphic scale not greater than 1"= 50' with a maximum sheet size of 24"x 36".
23	Format	North arrow.
24	Format	Date of drawing and subsequent revisions.
25	Identification	Owner's, developer's, and designer's name and contact information.
26	Identification	Property identification and distance to nearest intersection.
27	Impervious Areas	Edge and grade of all paved areas.
28	Landscaping	Location of existing plant material and proposed planting clearly marked and differentiated from existing plantings.
29	Landscaping	Existing trees with caliper of 6' or greater.
30	Landscaping	Location or existing and proposed irrigation system.

Table 5 (Continued)
Site Plan Checklist

CATEGORY		ITEMS
31	Landscaping	Plant listing with plant names (botanical and common names), quantities, plant size at installation, and notation of a one-year maintenance contract.
32	Lighting	Location, height, and type of all site lighting including photometric plan and fixture details.
33	Location	Location and current zoning of parcel.
34	Monuments	Location of permanent reference monuments.
35	Open Space	Open space location and calculations.
36	Overlay District	Architectural elevations, and building and site materials if in an overlay district.
37	Parking	Parking layout including dimensions of paved area, pavement edge design (curb or rolled edge), and an analysis of the required number of parking and handicap spaces including the dimensions of all spaces and the location of handicapped accessible spaces and signage for such.
38	Pedestrian	Pedestrian ways, existing and proposed, including trails, sidewalks, and crosswalks.
39	Signs	Location of all existing and proposed signs on the site.
40	Size	Acreage of lots and parcels.
41	Size	Proposed lot dimensions.
42	Streets	Street right-of-ways and pavement widths, existing and proposed.
43	Streets	Grades on street and property.
44	Streets	Street names, existing and proposed, public and private designation.
45	Utilities	Location of onsite and adjacent water and sewer service lines and mains including electrical, gas, fiber and stormwater.
46	Utilities	Water meter size.
47	Utilities	Size of the City water main at service location.
48	Utilities	Size of the City sewer main at service location.
49	Utilities	Location and size of water and sewer laterals.
50	Utilities	Location of water meter vault.
51	Utilities	Utility plan including elevation contours.

Minor Plats

What is it?

A drawing of property changes (i.e., boundary line adjustment, lot line deletion or creation) and minor subdivision prepared for filing for record with the Staunton Clerk of the Court. The minor plat should contain all elements and requirements mandated by local and state laws.

When do I need it? A minor plat is required when adjusting, deleting or creating new property lines or when creating three or fewer lots and does not include creation or extension of any public streets, alleys, water system, or sewer system.

What is the fee? The review fee is \$100. Resubmittal review fee is \$100.

What is included? Table 6 contains a checklist for the items required on the plan.

Where can I find it? Please refer to the [City Code](#) for specific requirements.

Table 6
Minor Plat Checklist

CATEGORY		ITEMS
1	Authority	Signature block for approving authority.
2	Authority	Statement of owner's consent.
3	Buildings	Location of all buildings on the property including all property lines, and the distance from all property lines.
4	Buildings	Building setbacks.
5	Easements	Existing and proposed on site and adjacent easements or right of ways.
6	Flood	Flood zone delineation.
7	Format	North arrow
8	Format	Date of drawing and subsequent revisions.
9	Format	Graphic scale not greater than 1" = 100' with maximum sheet size of 11" x 17".
10	Identification	Owner's, developer's, and designer's name and contact information.
11	Identification	Lot identification including Lot #, Section, Block, Subdivision.
12	Location	Location and current zoning of parcel.
13	Size	Lot acreage and dimensions, existing and proposed, also showing deleted lot lines
14	Streets	Street names, existing and proposed, public and private designation.
15	Subdivision	Subdivisions adjacent to proposed development with names of owners of record.
16	Subdivision	New lot designation and title reflecting the intent of the plat.
17	Subdivision	Deleted lot lines shown as dashed lines and labeled as such.
18	Subdivision	Digital Copy

Guidelines & Procedures



Prior to the official submission of plans for review, the Community Development Department conducts a pre-submission or preliminary assessment to provide each potential applicant with a more structured and supportive means to move through the process. This practice provides the City an opportunity to evaluate and comment on potential plans and to ensure general compliance with all applicable regulations and requirements.

Applicants are advised of requirements relative to:

- Allowed uses
- Availability of water and sewer services
- Building setbacks and lot sizes
- Erosion and sediment control
- Stormwater management
- Parking, landscaping and screening
- Subdivision of lots
- Signage
- Floodplain
- Streets, lot access
- Building codes

Other Potential Considerations

There are several provisions to keep in mind during plan development that involve the protection of the City's natural, scenic, cultural and historic resources and the protection of life and property:

- **Historic Preservation Districts** provide design guidelines for additions, new construction, demolitions, exterior alterations (other than painting and routine maintenance) and site improvements in the five historic districts.
- **Entrance Corridor Overlay** is composed of 13 corridors, all leading into historic districts in the City, and provides design standards for the height of signs, the minimum width of planting beds, and placement of on-site utilities underground.
- **Erosion and Sediment Control (E&S)** protects waterways, roads, and properties from pollution caused by erosion from land-disturbing activities as specified in the City Code.
- **Stormwater Management Program** is designed to safeguard the City's valuable land and waterways and to establish minimum stormwater management requirements and controls to protect properties; safeguard the general health, safety, and welfare of the public residing in local watersheds; and protect aquatic resources. Please refer to the City Code for specific requirements.

- **Floodplain Ordinance** contains regulations intended to prevent the loss of life and property; the creation of health and safety hazards; the disruption of commerce and governmental services; extraordinary and unnecessary expenditure of public funds for flood protection and relief; and the impairment of tax base. Please refer to the City Code for specific requirements.

Review Schedule & Decision Track

Decision Track

The following table shows who makes the final decision on each plan of development once a complete application has been submitted.

Review/Decision Track	Master Plan ¹	Preliminary Plat	Final Plat	Construction Plans	Site Plan	Minor Plat
Administrative Review		✓	✓	✓	✓	✓
Planning Commission review and recommendation to City Council. Final review and decision made by City Council.	✓					

¹Master plans are required only in the TND-I Traditional Neighborhood Development Infill District.

Review Schedule

The following table shows the potential dates and tracks for the review and final decision on each plan of development.

Plan	Review Track	Submission	Review Timeframe
Master Plan	Pre-Submission Meeting	1st and 3rd Wednesdays of the month.	
	Plan Submission	2nd Friday of the month.	
	Planning Commission Public Hearing	3rd Thursday of following month.	
	City Council Public Hearing	2nd Thursday of following month.	
Preliminary Plat	Administrative Review	No specific due date.	Approximately 45 days to complete staff review and approval.
Final Plat	Pre- Administrative Review	No specific due date.	Approximately 45 days to complete staff review and approval.
Construction Plans (w/grading and utilities)	Administrative Review	No specific due date.	Approximately 45 days to complete staff review and approval.
Site Plan	Administrative Review	No specific due date.	Approximately 45 days to complete staff review and approval.
Minor Plat	Administrative Review	No specific due date.	Approximately 15 days to complete staff review and approval.