

Landscaping Plans

Requirements:

1. Show site location, Owner contact information, Property lines, and changes in grades.
2. Show Location of Existing Plant Material and Proposed Planting clearly marked and differentiated from Existing Plantings.
3. Show drawing scale and North directional.
4. Show location of all buildings, parking, air conditioning units, power boxes, water sources, etc.
5. Provide a separate plant list including Plant names (Botanical and common names are best), quantities, and plant size at installation.
6. Provide notation of a one year maintenance contract.



A Growing Community

Public Works Department Requirements:

Utilities

1. Size of the City Water Main at service location.
2. Size of the City Sewer Main at service location.
3. Location and size of water and sewer laterals.
4. Location of water meter vault.
5. Location and size of Fire Main. (double check vault typically required)
6. Utilities to be installed per the City of Staunton Engineering Design Standards.
7. Utility plan should include elevation contours.
8. Notify Miss Utility 48 hours before you dig (1-800-552-7001)

Street Dept.

1. Drainage—impact on surrounding property.
2. Roads—Proposed street width needs to be shown.
3. Grades on street and property need to be shown.

Note: Facility fees must be paid prior to issuance of any permits.



The City of Staunton

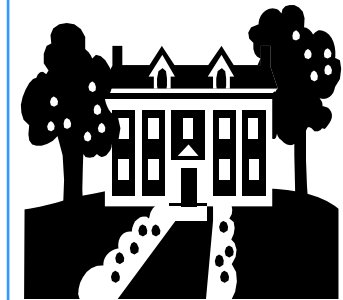
www.staunton.va.us

Phone: 540-332-3862 Fax: 540-332-3807
Email: thompsonef@ci.staunton.va.us

The City of Staunton

The City of Staunton

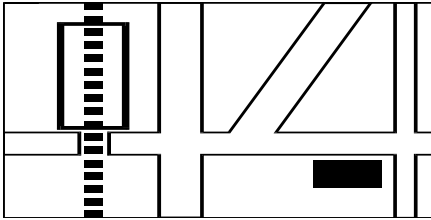
Site Plan Requirements



Building Customer Service

Tel: 540-332-3862

Information on Site Plans Required by the City of Staunton



When is a Site Plan Required?

A Site Plan and Landscaping Plan are required for:

1. A Residential Site with more than two units on the site.
2. A new Commercial Building or an addition to an existing Commercial Building of 900 square feet or more, for business or professional offices.
3. A new Commercial Building or an addition to an existing Commercial Building consisting of 400 square feet of area, for Retail Sales.
4. All of the following Uses: Dormitories, Restaurants, Gasoline Stations, Hospitals, Hotels, Schools, and Shopping Centers

Provide 7 sets of drawings to the planning department for review.

Review may take up to 45 days.

Planning and Inspections Requirements

1. Owner's and Developer's Name and Contact Information
2. Location and current Zoning of Parcel
3. Location of the building on the property including all property lines, and the distance from all property lines.
4. Building dimensions, square footage, height, and number of floors.
5. Location of all signs to be on site.
6. 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.
7. Location of any accessory structures—dumpsters, screen walls, propane tanks, underground fuel tanks, etc.
8. Location of utility service lines—Electrical, Water, Sewer, Gas, and Fire Mains.
9. Location, height, and type of all Site Lighting.
10. Open Space Location and Calculations.

Fire Department Requirements

1. Location of Fire Sprinkler and Standpipe connections.
2. Location of nearest Fire Hydrant.
3. Access for Fire Equipment. (width + ht.)

Engineering Dept. Requirements

1. Drawings shall be to a scale not greater than 1"=50' (sheet size 24"x36" max.). Sheet size no larger than 24"x36".
2. Provide a north arrow
3. Date of drawing and Subsequent revisions
4. Existing topo and contours at an interval not greater than 5'
5. Finish contours and spot elevations in order to determine drainage patterns
6. Receiving channel for storm water
7. Proposed utility Connections and extensions if required
8. Water meter size.
9. On site and adjacent utilities
10. Proposed Entrances
11. Existing on site and adjacent easements or right of ways
12. Edge and grade of all paved areas
13. Erosion and sediment control plan including narrative
14. Storm water management plan and associated calculations
15. Property identification and distance to nearest intersection.

Note: For other than single family dwellings and duplexes a land disturbing permit will be required for sites where the disturbed area exceeds 10,000 square feet. Info is available from the Planning Dept.