



SITE PLAN APPLICATION

For Office Use Only		
Date: _____	SP: _____	Receipt No.: _____

Please complete all sections of the application. Call (757) 253-6685 if you have any questions, or go online to www.jccegov.com/resources/devmgmt/div_devmgmt_planning.html

1. **Project Information:**

Project Name: _____	
Address: _____	Number of Acres: _____
_____	Zoning: _____
Total Building Square Footage: _____	Is Site Inside PSA? Yes ___ No ___
Tax Map & Parcel ID: _____	
If this plan is for townhouses/condominiums, how many units are proposed? _____	

2. **Applicant/Contact Information:**

Name: _____	
Company: _____	Phone: _____
Address: _____	Fax: _____
_____ E-mail: _____	

3. **Property Owner Information:**

Name: _____	
Company: _____	Phone: _____
Address: _____	Fax: _____
_____ E-mail: _____	

4. Are there any special use permit or proffer conditions that apply to this property?

Yes ___ No ___

If yes, please list the case number: _____

5. Is this an amendment to a previously approved plan? Yes ___ No ___

If yes, please list the case number: _____

What changes does this amendment propose? _____

6. Does this plan propose any well or pump stations to be dedicated to JCSA?

Yes ___ No ___ If yes, then please make sure JCSA fee is paid.

7. Has a conceptual plan, in accordance with Section 24-145 of the Zoning Ordinance, been submitted for this project? Yes _____ No _____

8. *I do hereby certify that I have read and am familiar with the requirements for the submission of site plans as provided for under Article III of the Zoning Ordinance and further that this submittal is in compliance with those requirements and applicable provisions of the Zoning Ordinance for the zone in which this project is located, or variances have been properly requested or granted in accordance with Article VIII of the Zoning Ordinance.*

Signature of Applicant: _____ Date: _____

9. **Certification of Notice of Adjacent Property Owners**

In accordance with Section 24-146 of the Code of the County of James City, I hereby certify that all of the adjacent property owners have been notified. Listed below are the names and addresses of all adjacent property Owners.

A copy of the letter used for this notification is attached.

Signature of Applicant: _____ Date: _____

LIST OF ADJACENT PROPERTY OWNERS:

NAME:	ADDRESS:
1. _____	_____

2. _____	_____

3. _____	_____

4. _____	_____

5. _____	_____

(Use another page if necessary to complete list of owners)

FEE SCHEDULE
JAMES CITY COUNTY - JAMES CITY SERVICE AUTHORITY
101A Mounts Bay Road - P. O. Box 8784, Williamsburg, Virginia 23187-8784

DATE _____

RECEIPT NO. _____

RECEIVED FROM _____

PROJECT NAME _____

JAMES CITY COUNTY

JCSA (543-0000)

REZONING (3340)

5 acres or less	\$1,200 plus \$75 per acre _____	\$100 _____
More than 5 but no more than 10 acres	\$1,200 plus \$75 per acre _____	\$150 _____
More than 10 acres	\$1,200 plus \$75 per acre* _____	\$200 _____

* Not to exceed \$15,000/proffer amendments pay base fee only
 \$100 _____

Zoning Verification Request

SPECIAL USE PERMIT (3340)

General (General special use permits processed with a rezoning shall pay a rezoning fee only)	\$1,000 plus \$30 per acre** _____	\$200 _____
Manufactured Home	\$ 100 _____	N/A
Family Subdivision under Section 24-214	\$ 100 _____	\$ 50 _____
Amendment/Renewal to a Special Use Permit	\$ 400 _____	\$ 50 _____
Wireless Communication Facilities under Division 6	\$1,500 _____	

**Not to exceed \$5,000

MASTER PLAN (3340)

<u>Initial review</u> - Residential Cluster, Mixed Use or a PUD with less than 400 acres (PUD's more than 400 acres shall pay a rezoning fee only)	\$ 200 _____	\$600 _____
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Revision of approved plan

Residential Cluster	\$ 75 _____	\$600 _____
R-4, PUD, Mixed Use	\$ 150 _____	\$600 _____

SITE PLAN (3340)

Administrative review

Residential structures or improvements	\$600 plus \$60 per unit \$ _____	\$200 plus \$5 per unit \$ _____
Nonresidential structures or improvements	\$600 plus \$0.024 per sq. ft. of building area \$ _____	\$200 plus \$0.004 per sq. ft. of building area \$ _____
Mixed Use structures or improvements	\$600 plus \$60 per residential unit plus \$0.024 per sq. ft. of nonresidential building area \$ _____	\$200 plus \$5 per residential unit plus \$0.004 per sq. ft. of nonresidential building area \$ _____

PUBLIC HEARING APPLICANT DEFERRAL REQUEST \$350 per request _____

Planning Commission Review

Residential structures or improvements	\$1,800 plus \$60 per unit \$ _____	\$200 plus \$5 per unit \$ _____
Nonresidential structures or improvements	\$1,800 plus \$0.024 per sq. ft. of building area \$ _____	\$200 plus \$0.004 per sq. ft. of building area \$ _____
Mixed Use structures or improvements	\$1,800 plus \$60 per residential unit plus \$0.024 per sq. ft. of nonresidential building area \$ _____	\$200 plus \$5 per residential unit plus \$0.004 per sq. ft. of nonresidential building area \$ _____

Amendment to an approved plan

Residential structures or improvements	\$100 plus \$10 per residential unit \$ _____	\$ 50 plus \$2 per residential unit \$ _____
Nonresidential structures or improvements	\$100 plus \$0.004 per sq. ft. of building area \$ _____	\$50 plus \$0.001 per sq. ft. of building area \$ _____
Mixed Use structures or improvements	\$100 plus \$10 per residential unit plus \$0.004 per sq. ft. of nonresidential building area \$ _____	\$50 plus \$2 per residential unit plus \$0.001 per sq. ft. of nonresidential building area \$ _____

Residential or nonresidential structures or improvements where number of dwelling units, building area, pavement, or open space is not changed more than 15 percent	\$100 _____	\$ 25 _____
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Zoning Administrator/Fire Dept. review only	\$ 20 _____	N/A
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Each additional review after second resubmission	\$250 _____	
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Facility Review	N/A	\$1,500 per Wastewater or Well Facility \$ _____
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CONCEPTUAL PLAN	\$25 _____	
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EROSION & SEDIMENT CONTROL (3375)

Residential subdivisions	\$70 per lot \$ _____	N/A
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All other land disturbing activities (residential site plan)	\$840 per acre for the first 15 acres plus \$560 for each additional acre over 15 acres \$ _____	N/A
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All other land disturbing activities (non-residential site plan)	\$600 per acre for the first 15 acres plus \$400 for each additional acre over 15 acres \$ _____	N/A
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TOTAL (JCC) \$ _____	TOTAL (JCSA) \$ _____
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GRAND TOTAL (JCC & JCSA) \$ _____	CHECK NO. _____	CASH _____
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PREPARED BY _____

John Doe
123 Main St.
Williamsburg, VA 23185
Phone
Email

January 1, 2005

ADJACENT PROPERTY OWNER

(tax map number)
Ms. Jane Smith
321 Elm St.
Williamsburg, VA 23185

RE: Site Plan Name and Location (street address/tax map number)

Dear Ms. Smith:

The James City County Zoning Ordinance, Section 24-146, Paragraph (a), requires notification of adjacent property owners when submitting a site plan for approval. This letter serves as your notification that Mr. John Doe has submitted a site plan for the construction of _____ (description of project) _____ on a site that is adjacent to your property.

Plans are on file and available for review at the James City County Planning Division, 101-A Mounts Bay Road, Williamsburg, VA, (757) 253-6685. Office hours are Monday through Friday, 8:00am to 5:00pm.

Sincerely,

John Doe

CC: James City County Planning Division