

ORANGE COUNTY
DEPARTMENT OF PLANNING AND ZONING

COMMUNITY DEVELOPMENT
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MAJOR SITE PLAN INFORMATION & CHECKLIST

Information:

A major site plan is required for any project which results in total land disturbance of one (1) acre or greater. The three exceptions are for a single-family dwelling, a two-family dwelling, or a manufactured home, which are subject to administrative site plan requirements (see [Sec. 70-116 and 117](#) of the Orange County Zoning Ordinance). A major site plan must be prepared by a licensed surveyor, engineer, or architect, and should be accompanied by the erosion and sediment control plans for the project. Stormwater plans should be submitted directly to DEQ's central office in Richmond. If a major site plan is required for a project, the site plan must be submitted to and approved by the county before a zoning permit application will be accepted.

Checklist:

The following elements must be shown on or included with a major site plan submittal (unless they are not applicable to the project):

- The major site plan fee(s)
- A completed application for site plan review
- A current boundary survey of the site
- Project name, a written description of the proposed use(s), current property owner(s) and address(es)
- The plan preparer's information
- A vicinity map
- The zoning classification of the property
- Approval/signature blocks
- The tax parcel number, acreage of the lot, scale, and north arrow
- The owners, tax parcel numbers, sources of title, zoning classifications, and current uses of all adjacent properties
- The location, dimensions, and height of all existing buildings and structures
- The location, dimensions, height, and proposed setbacks from property lines and from bodies of water for all proposed buildings and structures
- The location of streams and other bodies of water on the lot
- Modifications to existing drainageways (e.g. ditches, grass swales, culverts, etc.)
- Provisions and best management practices for addressing stormwater requirements
- Compliance with any proffers, variances, and/or county-imposed conditions

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- All public and private rights-of-way (including easements), their name(s), and the width of said rights-of-way
- Any phasing of development
- All information necessary to show compliance with the parking, loading/unloading, and landscaping requirements pursuant to Article V, Division 5 of the Orange County Zoning Ordinance
- The design and placement of any refuse facilities
- Photometric drawings and fixture/installation details for all exterior lighting
- Retaining wall details
- Any required buffer yards and associated fencing and landscaping
- Tree-save areas and other areas to remain undisturbed
- Any known places of burial
- Any information related to existing archaeological or historical resources
- All easements affecting the property
- Existing and proposed utilities (projects utilizing public utilities are encouraged to contact Rapidan Service Authority (RSA) prior to submittal)
- North, south, east, and west elevation drawings for the structure(s)
- Proposed signage
- Existing topography and proposed final grade(s)
- Existing and proposed lot coverage ratios
- The extent of any land disturbance and all erosion control measures and plans pursuant to Chapter 26 of the Orange County Code and/or requirements of the Code of Virginia
- The name, phone number, certification number, and certification expiration date for the designated Responsible Land Disturber (RLD)
- The location of any flood hazard areas and/or mapped dam inundation zones
- A current wetlands delineation
- Information relating to soils present on the site
- All proposed transportation improvements within the site and external to the site
- Estimated daily trip generation figures for the development
- The Culpeper Soil & Water erosion control plan checklist
- The VDOT plan submittal checklist

Notes:

- Any major site plan submittal may be referred to the Orange County Planning Commission for review if deemed necessary by the Zoning Administrator.
- Any project requiring major site plan approval must be issued a Certificate of Zoning Compliance prior to issuance of the Certificate of Occupancy by the Building Official.