



MEMORANDUM

TO: Timothy J. Baroody, City Manager
FROM: Kate Schwartz, Historic Resources Planner
DATE: April 6, 2021 (for the April 13, 2021 City Council Meeting)
SUBJECT: Procedures Manual Updates

ISSUE

Shall the City Council approve revisions to the Unified Development Ordinance Procedures Manual to accommodate the requirements of the archaeological ordinance?

RECOMMENDATION

Adopt a resolution approving the Unified Development Ordinance Procedures Manual dated March 4, 2021.

TECHNICAL REVIEW COMMITTEE RECOMMENDATION

On March 19, 2021, the Technical Review Committee (TRC) recommended that City Council approve the Procedures Manual as updated.

DISCUSSION

Per Unified Development Ordinance §72-14.A, “subject to the approval of City Council, the Zoning Administrator, and Development Administrator shall develop and publish a single coordinated and integrated supplemental Procedures Manual. All revisions to the Procedures Manual shall be approved by City Council with a recommendation from the Technical Review Committee, as identified in the Manual.”

The Procedures Manual, a companion document to the Unified Development Ordinance (UDO), contains brief descriptions, procedures, and submittal requirements of the development review procedures in the City of Fredericksburg. It is intended to give applicants, developers, citizens, and others an overview of what is involved in the review and decision-making process for development and redevelopment in the City. The document was most recently updated on November 10, 2020.

The proposed changes focus on procedural modifications to accommodate the archaeological ordinance currently under consideration and expected to take effect on July 1, 2021. The amendments to §72-50 and §72-84 will require archaeological investigation and accommodation of resources in the course of land development projects and impact four application types that are detailed in the Procedures Manual: major site plans, minor site plans, residential lot grading plans, and certificates of appropriateness. For each application type, submittal requirements or review procedures mandated by the ordinance are described for

applicants. The draft document highlights all changes (track changes turned on). Formatting will be corrected with the final version of the document once approved.

PUBLIC COMMENT

The draft document was sent to the Fredericksburg Builders Association (FABA), representing many stakeholders, and nine local engineering/surveying firms for review on November 7, 2019. No feedback specific to the proposed changes relating to the archaeology ordinance was provided.

The document was transmitted to the Planning Commission on March 24, 2021. No comments were provided.

ATTACHMENTS:

1. Draft Resolution
2. Proposed Updated Procedures Manual, dated March 4, 2021



**April 13, 2021
Regular Meeting
Resolution 21-__**

MOTION:

SECOND:

RE: Approving Revisions to the Unified Development Ordinance Procedures Manual

ACTION: APPROVED: Ayes: 0; Nays: 0

City Council adopted a Unified Development Ordinance and Procedures Manual on October 8, 2013. The Procedures Manual, a companion document to the Unified Development Ordinance, contains brief descriptions, procedures, and submittal requirements of the development review procedures in the City of Fredericksburg. Council last approved revisions to the Procedures Manual on November 10, 2020.

On March 19, 2021, the Technical Review Committee recommended approval of the revisions to the Procedures Manual to address changes in Articles 5 and 8 of the UDO to incorporate archaeological requirements into several land development application types.

The draft Procedures Manual was transmitted to the Planning Commission at its meeting on March 24, 2021.

Therefore, the City Council hereby approves revisions to the Procedures Manual dated March 4, 2021.

Votes:

Ayes:

Nays:

Absent from Vote:

Absent from Meeting:

Clerk's Certificate

I certify that I am Clerk of Council of the City of Fredericksburg, Virginia, and that the foregoing is a true copy of Resolution No. 21-__, adopted at a meeting of the City Council held April 13, 2021 at which a quorum was present and voted.

***Tonya B. Lacey, MMC
Clerk of Council***



Unified Development Ordinance Procedures Manual

Adopted: October 8, 2013

Recodified: December 12, 2013

Last Revised: ~~November 10, 2020~~

XX-XX, 2021

Resolution 20-85 21-XX

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Part 1:

Introduction

This Procedures Manual contains brief descriptions, procedures, and submittal requirements of the development review procedures in the City of Fredericksburg. It is intended to give applicants, developers, citizens, and others an overview of what is involved in the review and decision-making process for development and redevelopment in the City.

The development procedures described in this Procedures Manual are covered in more detail in the City's Unified Development Ordinance (UDO). Copies of the UDO and the Official Zoning Map are available for public inspection during business hours in the Planning Office, in Room 209 of City Hall, 715 Princess Anne Street, Fredericksburg or on-line at <https://www.fredericksburgva.gov/documentcenter/view/170>. The Official Zoning Map is available for purchase in the Planning Services Division (540) 372-1179.

The requirements of this manual do not override the provisions in the UDO. Where timeframes, procedures, requirements, or similar elements in the Procedures Manual differ from the UDO, the provisions of the Procedures Manual shall be deemed amended to refer to the amended provisions of the section containing the provisions that most nearly correspond to those of the superseded section.

This manual includes resource, reference, and supporting information that may change periodically without advance notice.

This Procedures Manual is organized into three main parts:

- Part 1 is the Introduction, and includes general information about development review in Fredericksburg including descriptions, procedures, submittal requirements and other things to know.
- Part 2 details each of the development review procedures set out in Article 72-2: Administration, in the UDO.
- Part 3 includes resources for applicants, such as contact information and links to review schedules and application fees.

1: HOW TO USE THIS MANUAL:

- Step 1: Determine the zoning designation of your land.

Consult the City's Official Zoning Map in the office of the Zoning Administrator. The City's GIS web page ("FredGIS") also shows the zoning map designations at <http://gis.fredericksburgva.gov/parcelViewer/>. Find your property, and note its zoning district designation. Remember that one or more zoning district overlays may also apply (also visible at FredGIS).

- Step 2: Determine if the use you want is permitted, and if so, under what procedure(s).

Consult the Use Table in Article 72-4: Use Standards in the City's [UDO](#). Find the appropriate zoning district along the top of the table and then look down through the range of uses. Uses with a "P" are permitted by-right. Uses with an "S" require a special use permit. If the cell does not have an "S" or a "P", then the use is prohibited in that zoning district.

- Step 3: Turn to Part 2 of this Manual and find the applicable procedure(s) you must follow.

Each of the development application procedures in the UDO are listed alphabetically in Part 2 of this manual. Review the procedure description, process flow chart, submittal requirements, and "things to know."

- Step 4: Review the approval criteria and other relevant information in Article 72-2: Administration, of the City's UDO.
- Step 5: Determine if a pre-application conference is required for your application.

Section 72-21.2 in the City's UDO sets out the information related to submitting an application, including the types of applications subject to a mandatory pre-application conference requirement. Any applicant may request a pre-application conference, even if one is not required.

- Step 6: Submit an application.

Complete a pre-application conference (if required or desired). Obtain an application form and submit it, along with all other submittal requirements and required fees, as appropriate, to the Zoning Administrator ((540) 372-1179), the Development Administrator ((540) 372-1179) or the Stormwater Administrator ((540) 372-1179) in accordance with the application review schedule in Part 3 of this Procedures Manual.

- Step 7: Confirm with the appropriate City staff that the application is complete and thus officially submitted.

Official submission initiates the time frames specified for City action.

2: HOW TO GET HELP:

For assistance, contact the Office of the Zoning Administrator, Development Administrator, or Stormwater Administrator between the hours of 8:00 am and 4:30 pm Monday through Friday.

Zoning Administrator

Telephone: (540) 372-1179

Physical address: Room 209, 2nd Floor, City Hall
715 Princess Anne Street
Fredericksburg, VA 22401

Mailing address: Department of Planning and Community Development
P.O. Box 7447
Fredericksburg, VA 22404-7447

Facsimile: (540) 372-6412

Webpage: <https://www.fredericksburgva.gov/index.aspx?nid=947>

Development Administrator

Telephone: (540) 372-1179

Physical address: Room 215, 2nd Floor, City Hall
715 Princess Anne Street
Fredericksburg, VA 22401

Mailing address: Department of Planning and Community Development
P.O. Box 7447
Fredericksburg, VA 22404-7447

Facsimile: (540) 372-6412

Webpage: <https://www.fredericksburgva.gov/index.aspx?nid=926>

Stormwater Administrator

Telephone: (540) 372-1179

Physical address: Room 212, 2nd Floor, City Hall
715 Princess Anne Street
Fredericksburg, VA 22401

Mailing address: Department of Planning and Community Development
P.O. Box 7447
Fredericksburg, VA 22404-7447

Facsimile: (540) 372-6412

Webpage: <https://www.fredericksburgva.gov/index.aspx?nid=944>

Part 2:

Procedures

1: TECHNICAL REVIEW COMMITTEE

Development applications are reviewed by the Technical Review Committee (TRC). The committee consists of the following representatives or their designees: Building Official, Development Administrator, Economic Development Director, Fire Marshal, Planning Director, Public Works Director, Stormwater Administrator, and Zoning Administrator.

The TRC meets two (2) times per month on the 2nd and 4th Thursdays. A schedule of meetings and submittal deadlines is available in the Planning Services Division and at www.fredericksburgva.gov.

The TRC is responsible for pre-application conferences, determining if applications are complete, and review of subdivision and site plans.

2: PRE-APPLICATION CONFERENCES

A pre-application conference is a meeting between key City staff and an applicant (or applicant's representative) for the purposes of discussing a potential development application prior to submittal. The conference is intended to familiarize applicants with the City's review procedures and City staff with the applicant's proposal. **Pre-application conferences are mandatory before filing the following types of development applications** (and voluntary, but recommended for all others):

- Zoning Map amendments (with or without proffers)
- Special use permits
- Special exceptions
- Changes of use (unless exempted by the Zoning Administrator or Building Official)

Applicants required to participate in a pre-application conference must contact the office of the Development Administrator at (540) 372-1179 to get on the conference agenda and obtain an application. [Applications](#) are also available on the City's [Development Review](#) website.



Applicants should inquire about what information to bring to the pre-application conference.

During the pre-application conference, City staff will explain the relevant development review procedures(s), the associated review schedule, required application fees, application submittal requirements, and any applicable City policies.

Applicants are reminded that the pre-application conference is a preliminary meeting. Comments made during a pre-application conference do not constitute official assurances or representations by the City or its officials regarding any aspect of the plan or submittal. City staff cannot guarantee all relevant issues will be discussed or that initial staff comments will reflect the ultimate staff recommendation.

The more detailed the information brought to the meeting, the more thorough and specific the response from City staff. In general, the amount of detail on a pre-application conference differs by the type of submittal.

Pre Application Conference Checklist:

1	Application for Pre-Application Meeting	
2	Written summary of the proposed project, proposed zoning map amendment, or other request, as applicable	
3	Name and contact information (telephone, e-mail address, and mailing address)	
4	Zoning of property	
5	GPIN #	
6	Previous use and proposed use	
7	As applicable, sketch plan, elevations, other appropriate information as to provide necessary information.	

3: SUBMITTING AN APPLICATION

The landowner, owner's agent, or contract purchaser may apply for any zoning approval, including rezoning, special use permit, special exception, variance, or zoning permit.

Please note that all applications must be signed by property owner(s). If there are multiple owners, contract purchasers, or other persons authorized to submit the application, then all such persons must sign the application or a document consenting to the application.

The application must indicate a primary contact person for the application, along with the contact's telephone number, fax number, mailing address, e-mail address, and preferred method of contact. To avoid confusion, official communication with an applicant by the City is limited to the designated contact person and the property owner(s) identified in the application materials.

Applications are submitted with the Zoning Administrator, Development Administrator, and Stormwater Administrator.

The following table lists the application and staff contact:

Office of the Zoning Administrator	
<ul style="list-style-type: none"> • Administrative Modification • Change in Nonconforming Use • Certificate of Appropriateness (Historic District) - Refer to ARB staff • Sidewalk Café • Special Exception (City Council) • Special Exception, Fences/Walls (Board of Zoning Appeals) • Special Use Permit 	<ul style="list-style-type: none"> • Zoning Appeal • Zoning Map Amendment, with or without proffered conditions and Planned Development • Zoning Permit <ul style="list-style-type: none"> - Accessory Structure Permit - Antennae Permit - Certificate of Zoning Use - Driveway Permit - Fence Permit - Home Occupation Permit - Homestay Permit - Temporary Use Permit • Zoning Variance • Zoning Verification
Office of the Development Administrator	
<ul style="list-style-type: none"> • A-Frame Sidewalk Sign Permit • As-Built Plan • Corridor Design Review • Exception, Site Plan/Subdivision 	<ul style="list-style-type: none"> • Subdivision, Preliminary & Final • Site Plan, Major & Minor • TRC Pre-Application Conference Application • Zoning Permit <ul style="list-style-type: none"> - Sign Permit
Office of the Stormwater Administrator	
<ul style="list-style-type: none"> • Residential Lot Grading Plan 	<ul style="list-style-type: none"> • Zoning Permit <ul style="list-style-type: none"> - Land Disturbance Permit

Whenever possible, the City will process multiple applications for the same proposed development (e.g. a special use permit and special exception) concurrently. However, the Administrators may require applications to be sequenced in a logical fashion, depending on the permissions required and the regulations outlined in the UDO. The Administrators shall establish the requirements for application contents and forms. Digital versions of application forms can be obtained on-line at www.fredericksburgva.gov.

4: TIME FRAME

Applications for permits or development approvals will be reviewed by the City in accordance with the deadlines established by law. The timeframes in this Procedures Manual are set out as applicant service standards only and are not legally binding, when they establish a shorter time period than that established by law. Applications submitted after a required submittal date shall be processed during the following review cycle.

In cases where the review procedure for a permit or development approval is subject to a maximum timeframe or review period established by the Commonwealth, the maximum timeframe may only be extended upon written authorization by the applicant, or as otherwise authorized by the Code of Virginia.

The review period commences on the date the application is determined to be complete (officially submitted), not the date the application is submitted.

5: APPLICATION FEES

The City Council establishes a fee schedule for applications. Links to the fees for development applications are summarized in Part 3 of this manual. Fee amounts may be changed from time-to-time by the City Council, as deemed appropriate.

The **appropriate application fees must be submitted before City staff initiates processing of an application.** An application that does not include the required fee(s) is not complete. Application fees shall be paid by cash, credit card, cashier's check, certified check, or personal check made out to "City of Fredericksburg."

Fees are nonrefundable except in instances where the City determines an application was accepted in error, the fee paid exceeds the actual fee required, refunds are limited to the amount of overpayment, or an application requiring a public hearing is withdrawn prior to the provision of public notification. In these cases, the request for withdrawal must be filed with the Zoning Administrator, Development Administrator, & Stormwater Administrator prior to any required public notification.

6: ACTION BY COUNCIL/COMMISSION/BOARDS WITH PUBLIC HEARING

Development applications listed below require public notice and public hearings before the City Council, Planning Commission, Architectural Review Board, or Board of Zoning Appeals, as appropriate per application. A public hearing is an open meeting conducted by these decision-making bodies where the public is provided an opportunity to comment on the application being considered before a recommendation or decision is made. Applications requiring a public hearing include:

- Appeal to the Board of Zoning Appeals;
- Certificate of Appropriateness;

- Comprehensive Plan Amendment;
- Special Exception (City Council);
- Special Exception, Fences/Walls and Signs (Board of Zoning Appeals)
- Special Use Permit;
- Subdivision Exception (Major and Minor Subdivisions);
- Subdivision, Final Plat (Minor Subdivision without a Preliminary Plat);
- Subdivision, Preliminary Plat (Major and Minor Subdivisions);
- Text Amendment;
- Variance;
- Zoning Map Amendment (including rezoning, with or without proffered conditions, and planned development).

A public record is established for all proceedings. The publicly available files include the application, support materials, any materials submitted by persons either for or against the application, findings, and the decision.

Each decision-making body has adopted rules of procedure/bylaws that govern how meetings and public hearings are conducted. These rules can be obtained by contacting the office of the Zoning Administrator.

7: ADMINISTRATIVE ACTION WITH PUBLIC NOTICE

The following development applications are acted on by City staff after notice is provided requesting written comments from the public:

- Administrative Modification
- Change of Nonconforming Use
- Corridor Design Review
- Major Site Plan
- Minor Expansion of Nonconforming Use
- Site Plan Exception
- Subdivision Exception (Administrative Subdivisions);
- Zoning Determination

8: TYPES OF PUBLIC NOTICES PROVIDED

Public notice is provided by the City in accordance with UDO Article 72-2 and the Code of Virginia, and may take any of four forms: (1) notice published in the *Free Lance-Star* newspaper, (2) posted notice (a sign), (3) mailed notice to adjoining property owners, and/or (4) on the City website.

PUBLISHED NOTICE

Prior to holding a public hearing before a decision-making body, an advertisement shall be published once a week for two successive weeks, with not less than six days

elapsing between the first and second publication, in a newspaper published or having general circulation in the City. The public hearing shall be held not less than five days nor more than 21 days after the second advertisement appears in the newspaper. Every public hearing advertisement shall contain a descriptive summary of the proposed action, the time and place of the hearing at which persons affected may appear and present their views and a reference to the place or places within the City where copies of the proposed plans, ordinances or amendments may be examined.

POSTED NOTICE

A sign physically posted on property that is the subject of a public hearing. Except as otherwise shown in the Public Notification sections below, signs shall be posted at least five (5) days before the public hearing and shall remain posted until after there is a final action on the application or the application has been withdrawn.

Signs and sign posting procedures are provided by the Office of the Zoning Administrator, or Development Administrator, as appropriate.

WRITTEN (MAILED) NOTICE

Written notices for an application initiated by a property owner or contract purchaser are sent by certified mail, to the address shown on the current real estate tax assessment records for each parcel that is adjacent (abuts or is directly across the street or road from) to the subject property including those parcels which lie in other localities of the Commonwealth. The written notice shall be mailed at least five days prior to the first public hearing or 21 days before administrative decision. The notice will specify the type of application received or action requested and the date, place, and manner in which persons affected may present their views.

WEBSITE

The text of the published notice shall be placed on the City website 14 days before the public hearing.

PUBLIC HEARING NOTIFICATION

The following applications are approved by decision making bodies after a public hearing with notice as shown:

APPLICATION TYPE	WRITTEN (MAILED) NOTICE	PUBLISHED NOTICE	POSTED NOTICE	WEBSITE NOTICE
Certificate of Appropriateness	Yes, for new construction	Yes	No	Yes
Comprehensive Plan Amendment	Yes	Yes	No	Yes
Final Subdivision Plat (Minor Subdivision without an Approved Preliminary Plat)	Yes	Yes	Yes	Yes
Preliminary (Major and Minor) Subdivision Plat	Yes	Yes	Yes	Yes
Special Exception	Yes	Yes	Yes	Yes
Special Use Permit	Yes	Yes	Yes	Yes
Text Amendment	No	Yes	No	Yes
Variance	Yes	Yes	Yes	Yes
Zoning Appeal	Yes	Yes	Yes	Yes
Zoning Map Amendment <ul style="list-style-type: none"> • Conditional Zoning • Planned Development 	Yes	Yes	Yes, unless 25 or more parcels	Yes

PUBLIC INPUT NOTIFICATION

The following applications are approved administratively, with the public notice shown:

APPLICATION TYPE	WRITTEN (MAILED) NOTICE	PUBLISHED NOTICE	POSTED NOTICE	WEBSITE NOTICE
Administrative Modification	Yes	No	No	Yes
Corridor Design Review	Yes	No	No	Yes
Major Site Plans	Yes	No	Yes	Yes
Nonconforming Use, Change of Use	Yes	No	Yes	Yes
Nonconforming Use, Minor Expansion	Yes	No	Yes	Yes
Site Plan Exception	Yes	No	No	No
Subdivision Exception (Administrative Subdivision)	Yes	No	No	No
Zoning Determination	No, unless the applicant is not the property owner	No	No	No

9: PROCEDURES

The following pages of Part 2 include details on the procedures set out in the UDO Article 72-2: Administration. Each procedure is listed in alphabetical order and includes the following information:

- General Description;
- Review Procedure;
- Things to know (helpful information for applicants); and
- Submittal Requirements.

NOTE: When reference is made in the Procedures Manual to days, the term days shall mean calendar days.

A. Administrative Modification

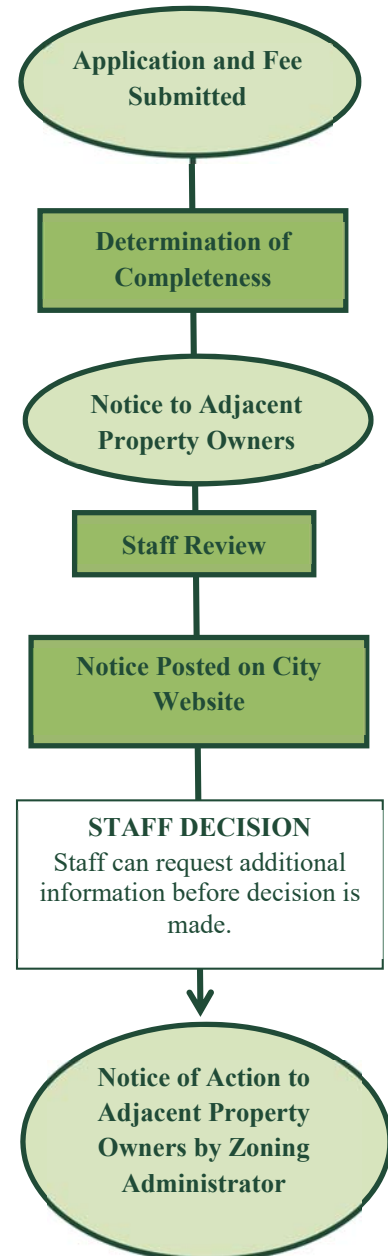
1. General Description

A modification of any zoning regulation relating to physical requirements on a lot or parcel of land, including but not limited to: size, height, location or features of, or related to, any building, structure, or improvements that may be granted by the Zoning Administrator. In non-residential areas such modification may not exceed 5% of the requirement. In residential areas such modification may not exceed 10% of the requirement.

2. Review Procedure

- a. Applicant may request a pre-application conference with the Zoning Administrator prior to submitting an application for an Administrative Modification.
- b. Applicant submits an application and fee, to the office of the Zoning Administrator.
- c. The Zoning Administrator may determine that the requested Administrative Modification should be a variance and reviewed by the Board of Zoning Appeals. When this occurs, the Zoning Administrator shall notify the applicant, schedule the application for the next BZA meeting and transfer any fees paid for the Administrative Modification application to the BZA's variance process (Determination of Action).
- d. The Zoning Administrator reviews the application for completeness within ten (10) days, and notifies the applicant, in writing, if the application is not complete and describes the additional information needed for resubmission.
- e. The applicant has thirty (30) days to provide the additional information and resubmit the application or request, in writing, that the application be re-reviewed as is. Failure of the applicant to respond within the specified time shall be considered a withdrawal of the application.
- f. Within five (5) days after receiving notice of completeness of the application, applicant shall provide written notice to adjacent property owners by certified mail. Said notice shall ask for public comment on the requested Administrative Modification to be submitted, in writing, to the office of the Zoning Administrator within 21 days. Certified mail receipts shall be submitted to the Zoning Administrator as evidence that public notice was sent.

Process Flow Chart
Administrative Modification



- g. Once determined complete, the Zoning Administrator will commence review of the application for UDO compliance.
- h. The Zoning Administrator shall post a Notice of the request on the City of Fredericksburg’s website at least five (5) days prior to any action.
- i. Following the expiration of the public comment period, the Zoning Administrator may approve, approve with conditions, or deny the request based on compliance with the UDO. Within seven (7) days of the Zoning Administrator’s decision, written notice will be given to the adjacent property owners.
- j. Any person aggrieved by a written decision of the Zoning Administrator may appeal to the Board of Zoning Appeals in accordance with Code of Virginia Section 15.2-2311.

3. Things to Know

In accordance with Code of Virginia Section 15.2-2286(A)(4) Administrative Modifications shall apply only to the physical requirements on a lot or parcel of land to a limited extent. Land uses and density cannot be modified.

Detailed information on the Administrative Modification process is established in UDO 72-24.2.

An Administrative Modification must be obtained prior to any other required permit or development approvals.

Approval of an Administrative Modification does not guarantee approval of any subsequent application for permit or development approval.

4. Submittal Requirements

The following checklist includes the submittal requirements for an Administrative Modification application:

1	Application and fee submitted.	
2	Certified Mail Receipt for Public Notice after application is deemed complete	
3	Scaled drawing showing existing structures, proposed modifications to structures, boundaries of the property, and structures and use types of the buildings on adjacent properties.	
4	A list of all adjacent property owners (including parcels), as shown on the current real estate tax assessment records, including geographic parcel identification number and the name and mailing address of the property owner.	
5	A copy of a map highlighting the properties where property owner information is provided.	
6	A written statement addressing: <ul style="list-style-type: none"> a. How the strict application of the requirement would produce undue hardship. 	

	<ul style="list-style-type: none">b. How such hardship is not shared generally by other properties in the same zoning district and the same vicinity.c. How the authorization of such modification will not be of substantial detriment to adjacent properties and that the character of the zoning district will not be changed by the granting of the modification.	
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B. A-Frame Sign in Public Right-of-Way

1. General Description

One A-Frame advertising sign per building may be permitted in the public right-of-way to promote the economic well-being of the City.

2. Review Procedure

- a.** Applicant submits an application, as provided by the office of the Development Administrator.
- b.** The Development Administrator reviews the application for completeness within fifteen (15) business days, and notifies the applicant if the application is not complete and describes the revisions necessary for resubmission.
- c.** The applicant has thirty (30) business days to revise and resubmit the application. Failure of the applicant to respond within the specified time shall be considered a withdrawal of the application.
- d.** Once determined complete, the Development Administrator will commence review.
- e.** If the application fails to comply with the review standards, the Development Administrator will notify the applicant and describe the revisions necessary for resubmission.
- f.** The applicant has thirty (30) business days to revise and resubmit the application or request the application be re-reviewed with no changes. Failure of the applicant to respond within the specified time shall be considered a withdrawal of the application.
- g.** Following the revision and re-submission of the application, if applicable, the Development Administrator will make a decision to approve or deny the A-Frame sign permit.
- h.** Appeals of the Development Administrator's decision may be taken to the City Manager.

3. Things to Know

- a.** The City of Fredericksburg regulates signs to ensure public safety, to protect property values and to maintain the visual attractiveness of the City and its environment.
- b.** A-Frame signs are not allowed without a permit.
- c.** Only one A-Frame sign is permitted per building. Advertising space should be subdivided as necessary to accommodate the number of businesses approved for the sign. Businesses with multiple access points onto public right-of-ways may be permitted one additional sign depending on site specific circumstances.
- d.** Sign must be freestanding.
- e.** Signs placement must allow clear access to curb ramps, not block private driveways, alleys or walkways.
- f.** Maintain at least a four (4) foot minimum pedestrian walkway along the sidewalk. Sign must allow for pedestrian movement and safety, including the ability to safely cross the street and safely enter and exit from vehicles.
- g.** Signs must not be within five (5) feet of a curb or curb ramp when next to an ADA accessible-only parking space.

- h.** Signs must be freestanding with a maximum of four (4) feet in height and three (3) feet in width.
- i.** Signs are to be constructed of metal or wood (not grained plywood). Other materials, including plastic, are prohibited.
- j.** Sign lettering shall be
 - (1)** Appropriate to the scale of the sign.
 - (2)** Professionally painted or applied vinyl letters and should not consist of interchangeable letters with the exception of chalkboard lettering.
- k.** Signs may not be lighted or flashing in any manner. No attachments such as pennants, balloons, etc. are allowed.
- l.** A-Frame signs are to be displayed only during the business establishment's hours of operation.
- m.** All A-Frame signs are the sole responsibility of the business owner. The business owner shall assume liability for claims, situations, or occurrences involving the sign. The City shall not be held liable for any incident arising as a result of a sign.
- n.** Signs not meeting all requirements are subject to enforcement action.
- o.** Signs in significant disrepair or that pose a hazard to pedestrians will be removed immediately.
- p.** Sign applicants shall sign a Hold Harmless and Indemnity Agreement with the City before a permit may be issued.

4. Submittal Requirements

The following checklist includes the submittal requirements for an A-Frame sign in the public right-of-way application:

1	Application is submitted to the office of the Development Administrator.	
2	Non-refundable application fee.	
3	Detailed plan or photos showing the sign location, dimensions, materials, and pedestrian accessibility.	
4	A Hold Harmless and Indemnity Agreement signed by the business owner.	
5	Point-of-contact information for one or more persons responsible for the placement and maintenance of the sign.	

C. As-Built Plan

1. General Description

All entities who construct public water or sewer lines, storm drainage systems, bike paths, sidewalks, trails or streets to be maintained by the City of Fredericksburg must submit an “As-Built” set of construction drawings to the office of the Development Administrator for approval as part of the City’s acceptance process. Additionally, entities constructing any stormwater management (SWM), best management practice (BMP), or stream restoration facilities must submit an “As-Built” set of construction record drawings. Submission for review and approval of an As-Built Plan to the Development Administrator is required prior to final release of performance guarantees.

The As-Built information shall preferably be shown on the original construction drawings. Placing As-Built information upon a scanned image or other reproduction of the original construction drawings is acceptable so long as the quality, integrity, and legibility of the original drawings are not compromised. The As-Built Plan set shall be submitted for signature and shall contain the same red-lined information as approved in the As-Built review.

2. Review Procedure

- a. The initial submittal shall include an application, fee, six (6) sets of “red-lined” marked up prints, and a sealed request for reductions/release of performance guarantees with fee, delivered to the office of the Development Administrator for distribution. This submittal shall include recorded copies of any public easements required with the project.
- b. The Development Administrator will distribute to City departments (and state agencies, if necessary) for review and approvals. The Development Administrator may request additional information as needed.
- c. Final approval by Development Administrator.
- d. The design engineer will be notified to submit two electronic versions of the plan, one in CAD 2013 with data linked to features, and one in PDF once all changes have been satisfactorily shown.
- e. Performance guarantees released.

3. Things to Know

As-Built Plans shall clearly show any changes or variations from the approved design. Horizontal variations greater than 1.0 foot should be shown dimensionally or through plus stations. Horizontal variations greater than 5.0 feet should also show the graphic relocation of the object. Vertical

Process Flow Chart As-Built Plan



elevation variations greater than 0.02 feet shall be provided for all design elevations.

For a surface SWM facility, as-built data that demonstrates that the constructed facility varies from the original design storage elevations by greater than or equal to one percent (1%), will have to be corrected (regrades) prior to submission for review unless storage is verified. All constructed features not previously approved on the original construction drawings may have to be modified at the City's discretion.

The plan preparer shall submit an electronically formatted computer file containing all information shown on the As-Built Plan. The computer file shall conform to 2013 CAD format with feature data linked to features (current City standards as of adoption date) and include all layers that contain boundary data, improvements to the land, and existing utility and street infrastructure. The file shall be submitted to the City of Fredericksburg FTP site in its final form prior to final release of performance guarantees.

4. Submittal Requirements

A. General Information		
1	The initial submittal shall include a completed application, fee, and six (6) sets of "red-lined" marked up prints and a sealed request for reductions/release of performance guarantees and fees, which should be delivered to the office of the Development Administrator.	
2	A benchmark elevation, benchmark description, and location shall be provided on each plan sheet.	
3	All As-Built information shall identify items that were installed differently from what was shown on the original construction drawings with clouds or bubbles.	

4	<p>The following As-Built Certificate shall be signed and sealed by a VA professional engineer or a VA professional land surveyor and shall appear on the cover sheet of the As-Built Plan set. All sheets included in the permit set must be submitted in the final As-Built Plan:</p> <p>As-Built Certificate: I hereby certify that the information shown on this record drawing is an accurate and complete representation of data established from field information obtained under the direction of a Professional Land Surveyor or a Professional Engineer, and that the physical dimensions or elevations shown thus: [] are as-built information and the facility was constructed according to the approved plans, except as otherwise noted hereon. Underground features shown herein may be based on information provided by contractor submittals and/or design plans and shall be noted as such.</p> <hr/> Name, License #	
5	Boundary of the site as shown on the approved site plan. The as-built plan shall show any geodetic reference points located on the site.	
6	Deed book and page number(s)/Instrument numbers of the recordation in the land records of the City of Fredericksburg of dedications and easements reflected on the approved plan.	
7	Area of the site as shown on the approved site plan and subsequent to any fee simple dedications to public use and the land area of such dedications.	
8	Location and height of all buildings showing the yard dimensions and all official building numbers (addresses) posted.	
9	Identify front, rear and side building restriction lines and current setbacks.	
10	Current calculations for open space, floor area ratio, parking.	
11	Location and width of sidewalks.	
12	Location and width of travel lanes.	
13	Buffer and screening devices to separate uses within the development.	

14	Location and screening (if applicable) for mechanical units.	
15	Location of outside waste facilities/trash receptacles and screening.	
16	Location of exterior lighting.	
17	Location of any signs; stop signs, directional, monument, etc.	
18	<p>Parking Area</p> <ul style="list-style-type: none"> a. Marked parking spaces showing width, depth and layout dimensions b. Parking spaces marked and designated for handicapped persons, locations of ramps per ADA. 	
19	Locations and size of loading areas.	
20	Zoning classification.	
21	Location of landscaping.	
B. Global Positioning System		
1	<p>The following GPS data shall be included:</p> <ul style="list-style-type: none"> a. GPS coordinates on the outfalls and storm water management (SWM) structure; included but not limited to SWM pond outfalls and emergency spillways, discharge points from BMP facilities, level spreaders, and other similar SWM or BMP facilities. b. The As-Built Surveyor shall locate a minimum of three (3) geographically dispersed property corners or published horizontal geodetic control points per project to assist with horizontal position Quality Assurance (QA). c. The following GPS Tie In Note must be placed on cover sheet: <p>GPS Tie In Note:</p> <p>The As-Built Plan shown hereon is referenced to the Virginia Coordinate System of 1983 as computed from a field survey which ties this development boundary to _____. The grid factor (elevation factor x scale factor) that has been applied to the field distance to derive the referenced coordinates is (insert complete grid factor). Unless otherwise stated, the distances shown are intended to be</p>	

	<p>horizontal distances measured at the mean elevation of the development. The bearings shown are referenced to Virginia State Plane 1983 Gird North.</p>	
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C. SWM/BMP Facility		
1	<p>As-Built Plans for a surface SWM/BMP facility shall include the following additional information:</p> <ul style="list-style-type: none"> a. Length, width, slope information, and depth or contours (1 foot intervals) of the pond area along with a verification of the original design volume. b. A benchmark on the riser, inlet headwall, or other approved location. c. Revised design computations verifying the functionality of the pond. Computations shall be submitted, with an additional paper copy of the As-Built Plan. d. The grading/storage volumes must be approved by Building and Development Services prior to landscaping/planting. All plantings must be added to the As-Built Plan after plant installation. As-Built Plan will not be approved without required plantings. 	
2	<p>As-Built Stormwater Data attribute Table</p> <ul style="list-style-type: none"> a. Storm Sewer Pipes <ul style="list-style-type: none"> ▪ Pipe Identifier ▪ Type ▪ Length (feet) ▪ Pipe Material ▪ Pipe Lining ▪ Pipe Shape ▪ Diameter (inches) ▪ Upstream invert ▪ Downstream invert ▪ Owner – “Public” or “Private” ▪ % of grade ▪ Flow Direction b. Storm Sewer Structures <ul style="list-style-type: none"> ▪ Structure identifier ▪ Station ▪ X Coordinate ▪ Y Coordinate 	

	<ul style="list-style-type: none"> ▪ Type – MH, junction box, drop inlet, grate, etc ▪ Construction material ▪ Rim (Top) Elevation ▪ Owner – “Public” or “Private” <p>c. Structural BMPs and Detention Facilities</p> <ul style="list-style-type: none"> ▪ BMP Identifier ▪ N Coordinate of approximate center ▪ E coordinate of approximate Center ▪ BMP Function ▪ Total Impervious Area Treated ▪ Total Pervious Area Treated ▪ Owner – “Public” or “Private” 	
3	<p>All files shall have an organized layer scheme including easy to understand layer names. The following is the desired layout of themes: (Place existing and new construction on different layers)</p> <p>a. All surface-visible assets shall be surveyed in accordance with the following standards</p> <ol style="list-style-type: none"> 1. All surveyed assets shall be within 0.15 feet, at a 95% confidence level, of their true horizontal position. 2. All surveyed assets shall be within 0.15 feet, at a 95% confidence level, of their true vertical location. 3. If the As-Built Surveyor cannot meet these accuracy standards, the As-Built Surveyor shall request CITY approval of sub-standard accuracy submittal. <p>b. All horizontal and vertical measurements on surface-visible assets will be measured on the center of said asset.</p>	
4	<p>An official Stormwater Management Facilities Certification on official letterhead, signed and sealed by a Professional Engineer for each SWM/BMP facility:</p> <p><u>Stormwater Management Facilities Certification</u></p> <p>Pursuant to 9VAC25-870-55, I hereby certify that to the best of my knowledge and belief the stormwater management facilities shown on these record</p>	

	<p>drawings have been constructed in accordance with the approved plans and specifications.</p> <p>Name</p> <p>Signature</p> <p>Virginia License</p> <p>Date</p> <p>“Certify” means to state or declare a professional opinion based on sufficient and appropriate onsite inspections, material tests, as-built survey data, and information provided by other professionals and the contractor, conducted during or after construction.</p> <p>(SEAL)</p>	
D. Streets		
1	<p>The following information must be shown for public streets:</p> <ul style="list-style-type: none"> a. Street Names; b. Right of Way; c. Pavement width (feet); d. Center line (miles); e. Number of lanes; f. Function class; and g. Confirmation that streets have been recorded and dedicated. 	
E. Utilities		
1	<p>The location of all storm sewers, sanitary sewers, fire hydrants, and associated easements including all waterline easements must be shown. For storm and sanitary sewers, the pipe sizes, lengths, top and invert elevations and percent grade of pipe as computed shall also be shown.</p>	
2	<p>All files shall have an organized layer scheme including easy to understand layer names. The following is the desired layout of themes: (Place existing and new construction on different layers)</p> <ul style="list-style-type: none"> a. All surface-visible assets shall be surveyed in accordance with the following standards (See Table 1: Surface-visible assets to be field-surveyed): <ul style="list-style-type: none"> 1. All surveyed assets shall be within 0.15 feet, at a 95% confidence level, of their true horizontal position. 	

2. All surveyed assets shall be within 0.15 feet, at a 95% confidence level, of their true vertical location.
 3. If the As-Built Surveyor cannot meet these accuracy standards, the As-Built Surveyor shall request City approval of sub-standard accuracy submittal.
- b. All horizontal and vertical measurements on surface-visible assets will be measured on the center of said asset.

Table 1: Surface-visible assets to be field-surveyed.

Sewer Assets	Water Assets	Miscellaneous
Manhole	Hydrant	Testing Station
Clean Out	Meter	Casing
Valve	Valve	Other Asset
Flushing Station	Meter Vault	Line Marking
Grease Trap	Well	Property Corner
Grinder Pump	Manhole	Geodetic Point
Meter Station	Fitting	
Lift Station	Flushing Station	
Vault	Pump Station	
Air Release	Blow Off	
Grinders	Air Release	
Screens	Storage Tanks	
	Valve Vault	

- 3 Water Line Construction:
- a. Location and elevation of the installed waterline and all valves, bends, reducers, plugs and caps, restrained joints, encasements, and any other fittings or special construction.
 - b. Material, class, specification and sizes of all pipes and jointing

	<ul style="list-style-type: none"> c. Location, elevation, and size of all water main taps made, including plugs and corporation stops used for testing. d. Add tracer wire or warning tape if required by plans and specifications. 	
4	<p>Sewer Line Construction:</p> <ul style="list-style-type: none"> a. Location and elevations of manhole inverts, manhole centerline, and all pipes entering and exiting the manhole as determined by field survey following construction. <ul style="list-style-type: none"> 1. For drop manholes, include drop size and materials, whether the drop is inside or outside the manhole, and elevation of the invert at the top of the drop pipe. b. Lengths, grades and flow direction of lines between manholes as determined following construction. <ul style="list-style-type: none"> 1. Add tracer wire or warning tape if required by plans and specifications. c. Location of all encasements or special construction. d. Location, size and length of all service laterals by measurement from the manhole immediately downstream. e. Location of all lateral stubs or cleanouts as determined by field survey following construction. Distance from the sewer main shall be noted. f. Material, class, specification and sizes of all pipes. 	
5	<p>Water and Sewage Pumping Stations and Other Structures:</p> <ul style="list-style-type: none"> a. As-built plans and specifications shall accurately indicate all approved deviations from or changes in locations, type of equipment installed and material used, and for changes in access road or other structures. b. Accurate listings of the names of the manufacturers of all operating equipment installed, together with model or style numbers, ratings, capacities and other pertinent information, shall be provided as part of the record plans on the Project, to include shop drawings. c. Sizes and types of valves and pipe in station 	

	<p>d. Data to be collected and provided (linked to its feature):</p> <ol style="list-style-type: none"> 1. Pumps <ul style="list-style-type: none"> ▪ Manufacturer ▪ Pump curves ▪ System Head Curves for initial and future conditions ▪ Impellor diameter ▪ RPM if constant speed ▪ motor voltage ▪ motor horse power 2. Wet Well for sewage pumps <ul style="list-style-type: none"> ▪ Inside Diameter ▪ Wall thickness ▪ Interior lining or coating ▪ Elevation of interior bottom Invert elevation ▪ Materials and size of all pipes delivering sewage to the wet well ▪ Invert of pump suction pipes and materials ▪ Location and elevation of pumps in or atop wet well ▪ Wet Well Float elevations for on and off for lead and lag pumps 3. Complete Electrical Information <ul style="list-style-type: none"> ▪ Site plan ▪ Electrical Block Diagram ▪ Panel Schedule ▪ Panel lay-out ▪ Lighting schedule ▪ Pump controls ▪ Backup Generator ▪ kW Capacity ▪ Driver ▪ Fuel Capacity 	
6	If assets could not be located in the field, identify those assets with red boxes and note as such	

7	Vaults for sanitary sewer force main facilities (e.g., valves, flushing station, and air release) apply a green dashed triangle and note the manhole structure and what is inside.	
8	A legend for added symbols is to be inserted in each sheet where the symbols are used	
9	<p>As-Built Sanitary Sewer Data Attribute table</p> <ul style="list-style-type: none"> a. Sanitary Sewer Pipes <ul style="list-style-type: none"> ▪ Pipe Identifier ▪ Type i.e. gravity or force main ▪ Length (feet) ▪ Pipe Material ▪ Pipe Lining ▪ Tracer wire or marking tape ▪ Diameter (inches) ▪ Upstream invert ▪ Downstream invert ▪ Owner – “Public” or “Private” ▪ % of grade ▪ Flow Direction b. Sanitary Sewer Structures <ul style="list-style-type: none"> ▪ Structure identifier ▪ Station ▪ X Coordinate ▪ Y Coordinate ▪ Invert elevations and sizes of all pipes with flow into and flow out of the MH ▪ Type i.e. gravity flow through manhole, end-of-line MH, summit MH (a manhole placed where the sewage can flow two ways from the manhole) ▪ Vaults for air-release valves, blow-offs, emergency pump connections, or pig launcher ▪ Construction material ▪ Lining ▪ Rim (Top) Elevation ▪ Owner – “Public” or “Private” 	
10	As-Built Water Data Attribute table	

	<p>a. Water Pipes</p> <ul style="list-style-type: none"> ▪ Pipe Identifier ▪ Type- distribution /transmission main, fire hydrant connecting line, private fire protection system connection, dead-end main with plug or cap ▪ Thrust restraints including thrust blocking, restrained joint pipe, restraining mechanical joint glands such as Megalug, rods/eyebolts/clamps ▪ Station ▪ Length (feet) ▪ Pipe Material ▪ Lining ▪ Corrosion protection if any ▪ Tracer wire or warning tape ▪ Diameter (inches) ▪ Owner – “Public” or “Private” <p>b. Water Structures</p> <ul style="list-style-type: none"> ▪ Structure identifier ▪ X Coordinate ▪ Y Coordinate ▪ Type ▪ Construction material / Make / Model ▪ Owner – “Public” or “Private” <p>c. Valves on main lines, in pump stations and special structures</p> <ul style="list-style-type: none"> ▪ Nominal Size ▪ Style, gate, knife, butterfly, outside stem and yoke, check, air release, pressure relief, surge relief, surge anticipator, pressure reducing (include outlet pressures), ball, gear reduction, if any, and turns to open/close hand-wheel or operating nut, rising or non-rising stem ▪ Owner – “Public” or “Private” 	
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D. Certificate of Appropriateness

1. General Description

The Old and Historic Fredericksburg Overlay District (HFD) seeks to promote the City's historic, architectural, and cultural significance by preserving the architectural integrity of existing buildings and ensuring that new elements are in keeping with the area's character through a design review process. The following areas of the City are included within this historic preservation overlay:

- a. Downtown Historic District
- b. Old Mill Historic District
- c. Old Walker-Grant Historic District
- d. Individual historic sites including those on Washington Avenue, Hanover Street, William Street, Lewis Street, and Fall Hill Avenue

The Architectural Review Board (ARB) and staff engage in design review for the following activities:

- (1) New construction
- (2) Any exterior alterations, including addition/expansion, visible from a public right-of-way or public land
- (3) Demolition or relocation of a building
- (4) Installation of fences or walls
- (5) Installation of signs

Applications for signs, fences, minor elements (i.e. awnings, canopies, storm doors, gutters, downspouts, chimney caps, and similar modifications), and temporary emergency stabilization are reviewed by the ARB staff and submitted to the ARB for its consent. These applications do not require a public hearing.

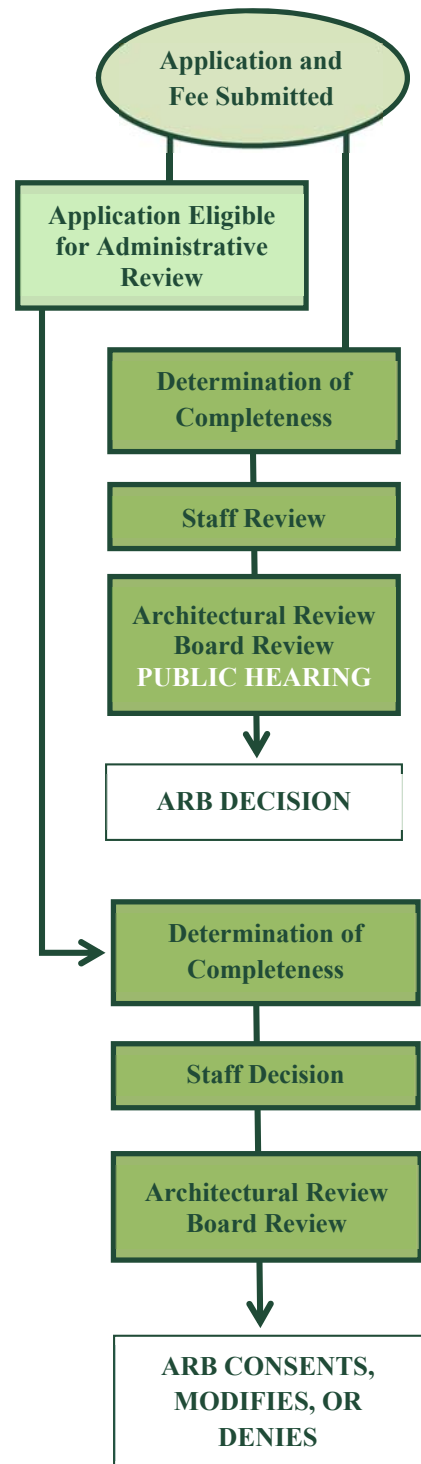
Additional guidance is contained within the City's Historic District Handbook, which is available on the City's website or from the Planning Services Division of the Community Planning and Building Department.

2. Review Procedure

- a. Applicant submits application, fee, two hard copies of all supporting documentation, and digital files of the supporting documentation to the Planning Office in accordance with the filing deadline schedule.
- b. The ARB staff reviews the application for completeness and determines if the application is subject to review by staff or by the ARB. The contact person will be notified within ten (10) days if the application is not complete.

(1) Administrative Review

Process Flow Chart
Certificate of Appropriateness



- i The Zoning Administrator completes the necessary review within forty-five (45) days. The Zoning Administrator provides public notice and prepares the application and decision to approve, modify, or deny for submittal to the ARB.
- ii The item is scheduled for the next regular meeting of the ARB after a decision has been made and is placed on the consent agenda. The ARB may consent to, modify, or reverse the decision on an application.

(2) Architectural Review Board Review

- i The Planning Office schedules the public hearing before the ARB and works with the applicant to provide the required mailed notification for projects that include new construction of primary buildings.
 - ii The ARB must act within ninety (90) days of official submission. Staff reviews request, prepares staff report, and gives public notice, as appropriate.
 - iii Item is presented to ARB for public hearing. ARB can approve, deny, modify, or defer item. The applicant or a representative should be present at the public hearing.
- c. Any person aggrieved by a decision of the ARB may appeal such decision to the City Council, provided such appeal is filed within thirty (30) days from the date of the ARB's decision.

3. Things to Know

There are specific review criteria in Section 72-23.1 for applications that deal with alteration of existing structures, construction of new structures, demolition or relocation of structures, and signs. Additional guidelines are provided in the Historic District Handbook. A Certificate of Appropriateness shall expire two years after the date of such approval unless:

- a. A building or sign permit has been obtained and remains in effect; or
- b. Prior to the expiration date, upon written request, the Zoning Administrator shall grant an extension for one year, limited to a maximum of two such extensions.

The ARB is available, upon request, for informal work sessions on the fourth Monday of the month to provide guidance for specific projects.

[All applications that include land disturbance in areas designated as medium-high or high priority, as determined by application of the City's archaeological assessment and predictive model, will additionally be reviewed to determine if archaeological resources are likely to be present on the site and adversely impacted by the project. If resources are likely to be impacted, the Zoning Administrator may authorize monitoring of the site by a professional archaeologist during land disturbance. If an archaeological site is identified, the Zoning Administrator may temporarily halt work on the site \(7 days maximum\) to allow for additional archaeological study.](#)

4. Submittal Requirements

The following items are required unless waived by the staff:

A. General Information		
1	Application with two (2) hard copies and digital submission of any applicable drawings, photographs, or other written materials. Drawings should be formatted no larger than 11 x 17.	
2	Fee	
B. New construction, addition, exterior alterations, and accessory structures		
1	A site map for any proposed construction	
2	Drawings or elevations showing the size, form, orientation, and/or materials	
3	Historic evidence if proposing any restoration	
4	Photographs/maps/drawings that will help the ARB to understand the proposal	
C. Fence/Perimeter Wall		
1	Map of property showing fence/wall location	
2	Drawing/photo of fence/wall showing dimensions and materials	
D. Sign(s)		
1	Photo/drawing of sign showing dimensions and materials	
2	Elevation showing sign(s) in place	
3	Drawing/specifications of sign bracket(s) and mounting hardware	
E. Demolition		
1	Documentation of structural condition	
2	Documentation of inordinate hardship (if applicable)	
3	Plans for property once demolition is accomplished	

E. Corridor Design Review

1. General Description

Gateway Corridor Overlay Districts (GCO) provide additional architectural and site requirements for development and redevelopment along key roadways leading into the City. The intent is to preserve and enhance the aesthetic and historic values of the designated entryway. Single family detached dwellings are exempt from Corridor Design Review. Portions of the following road ways are within the Gateway Corridor Overlay Zoning Districts:

- a. Cowan Boulevard
- b. Fall Hill Avenue
- c. Lafayette Boulevard
- d. Princess Anne Street

Items that will be reviewed by the Development Administrator include, but not limited to:

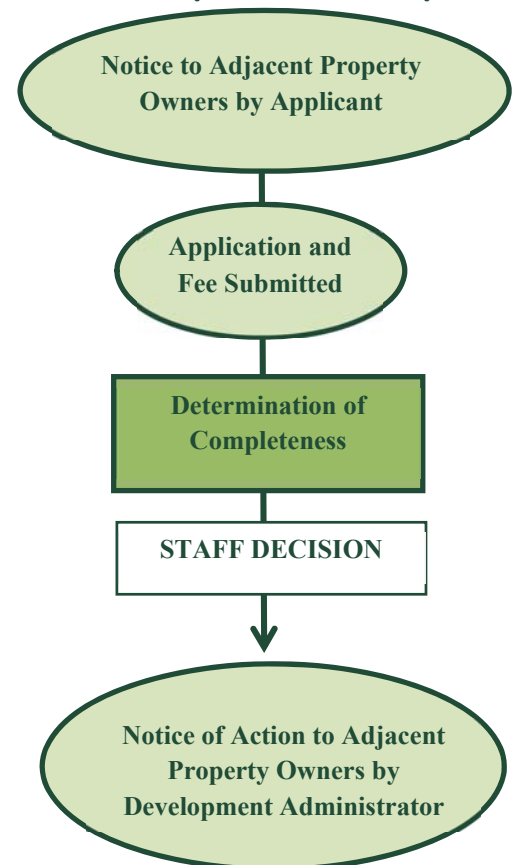
- (1) Building design, scale, and materials
- (2) Signage; size, colors, and materials
- (3) Streetscape buffers
- (4) Vehicular access
- (5) Exterior lighting
- (6) Screening
- (7) Landscaping

The Gateway Corridor Overlays are comprised of a series of sub-districts, each having its own design standards. These overlay standards apply in addition to any other applicable base and overlay zoning district regulations.

2. Review Procedure

- a. Within five (5) days prior to submitting an application, applicant shall provide written notice to adjacent property owners by certified mail. Said notice shall ask for public comment on the requested Corridor Design Review to be submitted, in writing, to the office of the Development Administrator within ten (21) days. Certified mail receipts shall be submitted to the Development Administrator as evidence that public notice was sent with application.
- b. Applicant should submit a Corridor Design Review application and any relevant supporting materials to the office of the Development Administrator.
- c. The Development Administrator will review the application for completeness within ten (10) days and notify the contact person of any deficiencies.
- d. The Development Administrator shall complete the necessary review.
- e. The Development Administrator shall act to approve, approve with modifications, or deny any request within sixty (60) days of official submission. Action must be in writing and submitted to the applicant within seventeen (17) days of the action.

Process Flow Chart
Gateway Corridor Overlay



- f. Any person aggrieved by a decision may appeal such decision to City Council within fourteen (14) days of the action.

3. Things to Know

Additional information relating to the Gateway Corridor Overlay Districts may be found in Sections 72-23.2 and 72-34 of the UDO.

A notice of Development Administrator issued under the provisions of this section shall expire one year after the date of such approval unless:

- a. A building or sign permit has been obtained and work begun; or
- b. An extension has been granted by the Development Administrator, as appropriate, which shall not exceed six months.

4. Submittal Requirements

A. General Information		
1	Application and fee	
2	Certified Mail Receipt for Public Notice	
B. For new construction, façade changes, building additions and accessory structures:		
1	A plat of the property showing the location of the proposed construction and/or changes, including the building footprint.	
2	Drawings of elevations that are visible from a public right-of-way	
3	A list of the proposed materials, including material specifications	
4	Setbacks, existing and proposed	
5	Design and location of the proposed parking lots	
6	Vehicular access	
7	Landscaping (including streetscape buffer), existing and proposed	
8	Lighting, as applicable	
C. For Fences		
1	A plat of the property showing the location of the proposed fence with all setbacks labeled	
2	A drawing or photograph, in color, of the fence design	
3	A list of the proposed materials and dimensions	
4	Setbacks, existing and proposed	
D. For Signs		
1	A drawing of the building elevation showing the sign location(s) or for freestanding signs the location of the pole or foundation with all setbacks labeled	

2	An artist's rendering, photograph or sign proof, in color, of the proposed sign(s)	
3	Sign dimensions, proposed materials and any other specifications	
4	Landscaping, existing and proposed	
5	Lighting, as applicable	

F. Nonconforming Use, Change of Use

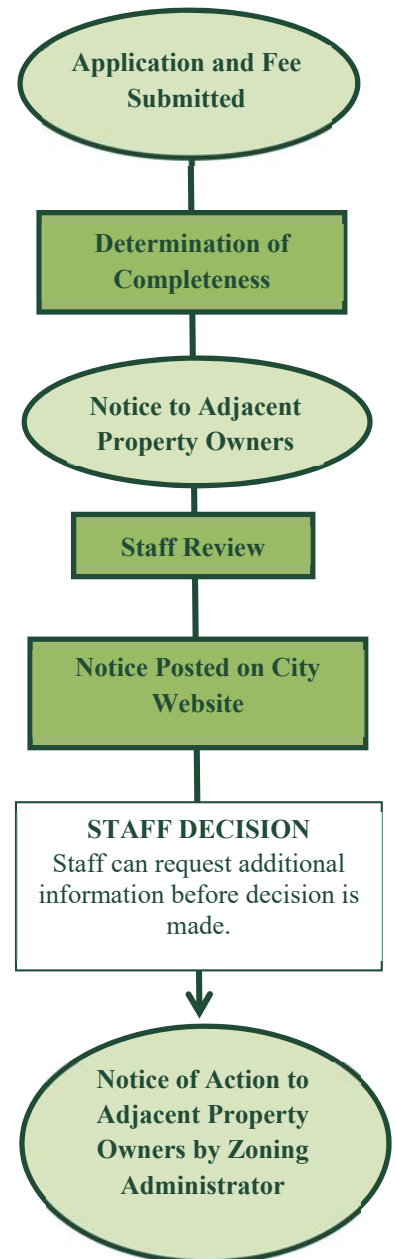
1. General Description

The Zoning Administrator may authorize a continuation or replacement of a more restrictive nonconforming use, using specific review criteria as described in the UDO, when such an expansion allows reasonable continued use of a property.

2. Review Procedure

- a. Applicant may request a pre-application conference with the Zoning Administrator prior to submitting an application for a continuation or change of nonconforming use.
- b. The Zoning Administrator reviews the application for completeness within ten (10) business days, and notifies the applicant, in writing, if the application is not complete and describes the additional information needed for resubmission.
- c. The applicant has thirty (30) business days to provide the additional information and resubmit the application or request, in writing, that the application be re-reviewed as is. Failure of the applicant to respond within the specified time shall be considered a withdrawal of the application.
- d. Within five (5) days after receiving notice of completeness of the application, applicant shall provide written notice to adjacent property owners by certified mail. Said notice shall ask that public comment on the requested change of nonconforming use be submitted, in writing, to the office of the Zoning Administrator within 21 days of the date of the letter. Evidence of the receipt of such notice shall be provided to the Zoning Administrator with the application and fee.
- e. Once determined complete, the Zoning Administrator will commence review of the application for UDO compliance and provide a sign to the applicant for posting on each parcel of land involved in the subject request.
- f. The Zoning Administrator shall post a Notice of the request on the City of Fredericksburg's website at least five (5) days prior to any action.
- g. Following the expiration of the public comment period, the Zoning Administrator may approve, approve with conditions, or deny the request based on compliance with the UDO.
- h. Within seven (7) days of the Zoning Administrator's decision, written notice of the request's approval or denial is mailed, by the office of the Zoning Administrator, to the adjacent property owners.
- i. Any person aggrieved by a written decision of the Zoning Administrator may appeal to the Board of Zoning Appeals in accordance with Code of Virginia Section 15.2-2311.

Process Flow Chart
Change of Non-Conforming Use



3. Submittal Requirements

1	Application and fee.	
2	A written narrative that addresses the following:	
	a. The number and size of parking spaces serving the new use;	
	b. The appearance of the buildings and site on which the new use is located;	
	c. The use, type, area, and appearance of new signs;	
	d. The intensity of the new nonconforming use, including the days and hours of operation, traffic, noises, and similar impacts;	
	e. The lighting provisions of the site for the new use;	
	f. The landscaping provisions of the site for the new use;	
	g. The amount of vehicular traffic in the neighborhood; and	
	h. The potential effect on the fair market value of neighboring properties from the new use.	

G. Nonconforming Use, Minor Expansion

1. General Description

The Zoning Administrator may authorize a minor expansion of a nonconforming use, using specific review criteria as described in the UDO, when such an expansion allows reasonable continued use of a property.

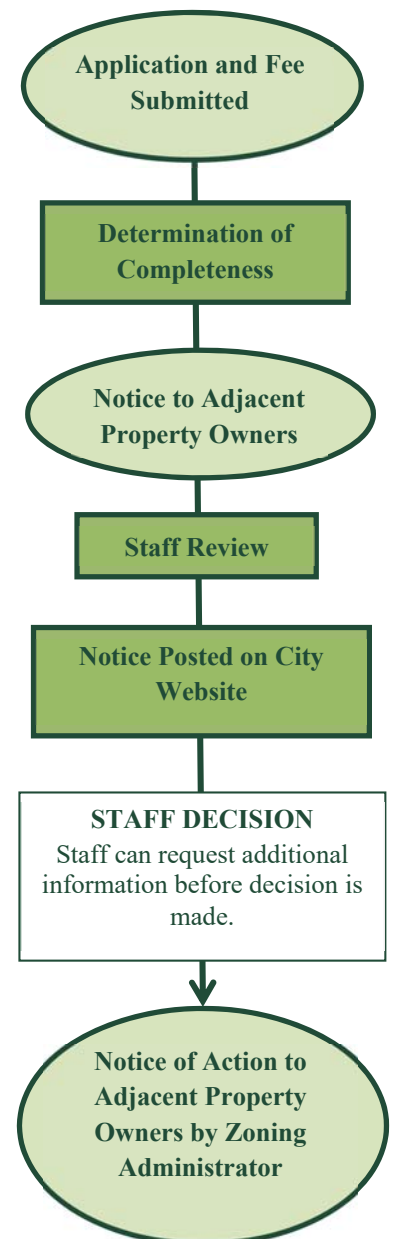
2. Review Procedure

- a. Applicant may request a pre-application conference with the Zoning Administrator prior to submitting an application for a minor expansion of a nonconforming use.
- b. The Zoning Administrator reviews the application for completeness within ten (10) business days, and notifies the applicant, by mail, if the application is not complete and describes the additional information needed for resubmission.
- c. The applicant has thirty (30) business days to provide the additional information and resubmit the application or request, in writing, that the application be re-reviewed as is. Failure of the applicant to respond within the specified time shall be considered a withdrawal of the application.
- d. Once determined complete, the Zoning Administrator will commence review of the application for UDO compliance and provide a sign to the applicant for posting on each parcel of land involved in the subject request.
- e. Within five (5) days after receiving notice of completeness of the application, applicant shall provide written notice to adjacent property owners by certified mail.
- f. The Zoning Administrator shall post a Notice of the request on the City of Fredericksburg's website at least five (5) days prior to any action.
- g. Following the expiration of the public comment period, the Zoning Administrator may approve, approve with conditions, or deny the request based on compliance with the UDO.
- h. Within seven (7) days of the Zoning Administrator's decision, written notice of the request's approval or denial is mailed, by the office of the Zoning Administrator, to the adjacent property owners. Any person aggrieved by a written decision of the Zoning Administrator may appeal to the Board of Zoning Appeals in accordance with Code of Virginia Section 15.2-2311.

3. Things to Know

Construction of any new building or structure is limited to accessory buildings or structures and additions that do not exceed five percent of the GFA.

Process Flow Chart
Minor Expansion of Non-Conforming Use



4. Submittal Requirements

1	Application and fee.						
2	<p>A written narrative that addresses the following:</p> <ul style="list-style-type: none"> a. What is the percentage of increase in the number of seats, parking spaces, or students? b. Will the expansion cause a reduction in the effectiveness of existing transitional screening, buffering, landscaping or open space? c. How will the changes to bulk, mass, orientation or location adversely impact adjacent property? d. If the change involves a new accessory building, structure or addition to an existing building, what will be the percentage of all such structures or additions in relation to the existing gross floor area (GFA)? e. What will be the total existing and proposed floor area ratio? 	<table border="1" style="width: 100%; height: 100%;"> <tr><td style="height: 50px;"></td></tr> <tr><td style="height: 50px;"></td></tr> <tr><td style="height: 50px;"></td></tr> <tr><td style="height: 50px;"></td></tr> <tr><td style="height: 50px;"></td></tr> </table>					

H. Residential Lot Grading Plan

1. General Description

When required by Section 72-26.2 of the UDO, a Residential Lot Grading Plan must be submitted to the Stormwater Administrator for review prior to the issuance of a building permit.

2. Review Procedure

- a. Applicant submits application, fee, and 6 copies of the residential lot grading plan to the office of the Stormwater Administrator.
- b. Staff determines if application is complete and will notify applicant if additional information is required.
- c. Staff reviews plan and provides comments to the applicant of any necessary changes to the plan.
- d. Staff decision on plan.
- e. Applicant can obtain a Land Disturbance Permit.

3. Things to Know

There shall be a minimum 6 inches of fall within the first 10 feet from the building foundation. Where lot lines, walls, slopes or other physical barriers prohibit 6 inches of falls within 10 feet, drains or swales shall be constructed to ensure drainage away from the structure

To ensure adequate over-lot drainage, the minimum lot grade overall disturbed areas shall be one percent. Any swales on a lot must be at a minimum 1.0 percent slope but should preferably be at least 2.0 percent. On single-family subdivision lots, a driveway parking pad shall be installed to accommodate the off-street parking requirement. This parking pad should be no greater than five percent grade and no less than one percent. The portion of the driveway from the street to the parking pad should be on grade of no more than 15 percent and no less than one percent. A waiver request to the Stormwater Administrator shall accompany any plans unable to conform to these driveway standards.

All elevations shall be relative to one point, which point shall be designated on the grading plan as a benchmark.

[All applications for properties in areas designated as medium-high or high priority, as determined by application of the City's archaeological assessment and predictive model, will additionally be reviewed to determine if archaeological resources are likely to be present on the site and adversely impacted by the project. If resources are likely to be impacted, the Zoning Administrator may authorize monitoring of the site by a professional archaeologist during land disturbance. If an archaeological site is identified, the Zoning Administrator may temporarily halt work on the site \(7 days maximum\) to allow for additional archaeological study.](#)

Process Flow Chart
Residential Lot Grading Plan



4. Submittal Requirements

A. General Information		
1	Per §72-21.6.A.(5), the applicant shall provide satisfactory evidence that any delinquent real estate taxes, nuisance charges, stormwater management utility fees, and any other charges that constitute a lien on the subject property, that are owed to the locality and have been properly assessed against the subject property, have been paid.	
2	Residential lot grading plans shall be to scale.	
3	<p>A detailed lot grading plan with contours (two-foot intervals within disturbed areas or one-foot intervals at Stormwater Administrator’s discretion). Plan to include:</p> <ul style="list-style-type: none"> a. Existing contour lines, proposed contour lines; b. Existing elevations on each property corner, at the centerline of the street opposite each corner and opposite the center of the lot; c. Plan must demonstrate minimum fall of 6 inches within 10 feet of the structure except as restricted by side lot lines or other major considerations; d. Grading for the remainder of the lot must provide positive drainage offsite (minimum 1% grade) to lower offsite elevations or an approved drainage structure or outfall location such as a wetland or stream. Plan must include certification that this has been met; e. Grading plans in subdivisions must be coordinated between lots and in accordance with overall drainage plan for the subdivision. Plan must include note stating, “The approved residential site development plans have been reviewed and this plan is in conformance with those approved plans.” 	
4	All physical improvements on the lot shall be graphically indicated. Spot elevations are required to be shown at all house entrances, at the driveway entrance and at all changes in grade of the driveway. Spot elevations should be shown at each	

	corner of the house. Walk-out basements should be indicated on the plans, showing the entrance and the appropriate spot elevations. The proposed elevation of the first floor or grade floor of each building or structure, or addition thereto, shall be shown.	
5	Where no curb and gutter street section is planned or exists, the minimum size allowed for a driveway culvert is 15 inches and the inverts for the pipe must be shown. In any case where a driveway culvert must be larger than 15 inches based on the flow, culvert computations by a licensed professional must be submitted.	
6	Erosion controls are required for all areas on the lot where the ground will be disturbed. At a minimum perimeter silt fence and a construction entrance are required.	
7	All existing water, storm drainage, sanitary sewer, access, and other utility easements shall be indicated. Existing drainage easements must be honored and additional easements provided for all areas of concentrated flow on lot grading plans and subdivision plans. These areas include natural drainage ways (swales) concentrating flow from several lots, swales leading into culverts, and those stabilized existing drainage ways handling the outfall of other drainage structures.	
8	All existing streams, swales, and ditches, and all natural or constructed surface and underground drains, water piping and conduits of watercourses within the lot.	
9	Location of Chesapeake Bay Resource Protection Area (RPA) limits and wetlands, if applicable.	
10	Water Quality Impact Assessment (WQIA), if applicable.	
11	Location of 100-yr flood plain limits (Zone AE or A) or Zone X, Community Panel Number. If Zone AE or A then provide the Based Flood Elevation (BFE). Finished Floor Elevation (including basement and utilities) must be at least 1.5 feet above BFE.	
12	The solution to or provisions to be made on or over the lot for channeling water, if the proposed construction will change the existing drainage through or on the lot.	
13	Driveway apron dimensions and type per VDOT standards.	

14	Driveway and parking area dimensions and surfacing.	
15	Water and sewer service line types, locations, and meter sizes.	
16	Cleanouts and invert elevations.	
17	Discharge points for sump pump, as applicable.	
18	Existing and proposed street trees.	
19	Existing utility poles and proposed dry utility lines/connections per Section 72-54.4.	
20	The location and dimension from any property line of the following in accordance with § 72-82.4.C(2): a. Heating, ventilation, air conditioning, and emergency electricity generation equipment; b. Bay or display windows that project beyond the building line; c. Chimneys; d. Covered and uncovered porches and stoops; e. Basement entrances, fire escapes, and uncovered stairs; f. Awnings, cornices, canopies, eaves, and balconies; g. Carports; h. Uncovered decks; i. Roofed deck	
	B. Agreement in Lieu of a Plan – Erosion and Sediment Control and Stormwater Management	
1	For all land disturbing activities of 2,500 square feet or more associated with residential structures (including accessory structures), an agreement in lieu of a plan for erosion and sediment control and stormwater management signed by the applicant and a Responsible Land Disturber (RLD) will be required on a form provided by the Planning Services Division Environmental Section.	
	C. Single Family Stormwater Pollution Prevention Plan (SWPPP)	
1	For all proposed single family residences (including townhomes) that are part of a common plan of development (subdivision) disturbing less than one acre, an individual Single Family SWPPP is required in accordance with 9VAC25-880-70. A template is available on the City’s Stormwater Management webpage. This provision does not apply to individual subdivision lots recorded prior to July 1, 2004.	

I. Site Plan, Major

1. General Description

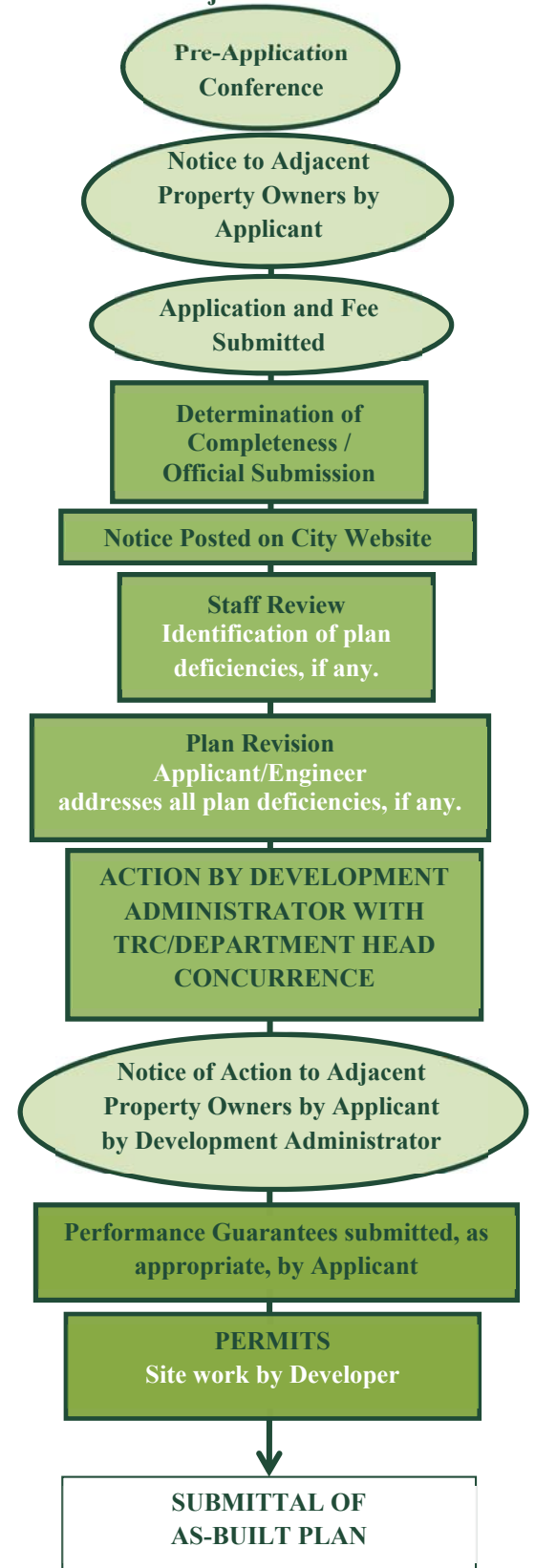
A Major Site Plan is a required submission for commercial, residential, and mixed use development where the land disturbance will be 2,500 square feet or greater, prepared and approved in accordance with the provisions of Section 72-26, Site Plan, which is a detailed engineering drawing of the proposed improvements required in the development of a property.

2. Review Procedure

- a. The applicant may submit an application for a Technical Review Committee (TRC) pre-application conference to the office of the Development Administrator to discuss project with City staff
- b. The applicant or representative attends pre-application meeting. (Optional step.)
- c. Within five (5) days prior to submitting an application, applicant shall provide written notice to adjacent property owners by certified mail. Said notice shall ask for public comment on the requested Major Site Plan to be submitted, in writing, to the office of the Development Administrator within 21 days. Certified mail receipts shall be submitted to the Development Administrator with application and fee as evidence that public notice was sent.
- d. The applicant submits site plan application, nine (9) folded copies of the site plan, electronic copy of plan, and applicable fee to the office of the Development Administrator. The Development Administrator will review the application to determine completeness. The “completeness” review determines whether the application includes the required submittals. If the application is incomplete, the applicant must address the deficiencies. Once the application is complete, it is deemed officially submitted.
- e. Staff distributes site plan for TRC review and schedules site plan for TRC meeting.
- f. The applicant attends TRC meeting to review staff and public comments on the plan.
- g. The applicant addresses plan deficiencies and submits for second review.
- h. The Site Plan is distributed to TRC members. If major revisions, it may be scheduled for an additional TRC meeting.
- i. The SWM/BMP agreement is submitted, if applicable, to the office of the Stormwater Administrator. Agreement is reviewed,

Process Flow Chart

Major Site Plan



approved, and recorded:

- (1)** Applicant submits draft copy of completed agreement to the Stormwater Administrator during plan review.
 - (2)** City staff reviews document. Once approved, the owner will submit final agreement with signatures and check for recording fees.
 - (3)** Agreement is signed by City officials.
 - (4)** City staff records agreement in Circuit Court land records.
 - (5)** City staff submits copy of recorded agreement and recording receipt to the applicant for reference into the site plan.
- j.** The Development Administrator shall post a Notice of the request on the City of Fredericksburg's website at least five (5) days prior to any action.
- k.** Action is taken by the Development Administrator with TRC/Department Head Concurrence with TRC members within 60 days of the determination of an official submission.
- l.** Performance Guarantees are submitted to the Development Administrator.
- m.** Applicant may apply for land disturbance permit.

3. Things to Know

All Major Site Plans shall be submitted to the office of the Development Administrator in clearly legible blue or black line folded copies.

Major Site Plans or any portion thereof involving engineering, architecture, landscape architecture or land surveying shall be certified by an engineer, architect, land surveyor or landscape architect who is duly authorized to practice and whose practice is registered by the Commonwealth of Virginia. No person shall prepare or certify design elements of Major Site Plans which are outside the limits of their professional expertise and licenses. Stormwater management and utility designs shall be prepared by a licensed professional qualified to prepare such designs.

Major Site Plans shall be prepared to a scale of one inch equals 50 feet or larger. The sheets shall be 24 inches by 36 inches.

A Major Site Plan may be prepared on as many sheets as necessary to clearly show the information required by this division and to facilitate the review and approval of the plan. If prepared on more than one sheet, match lines shall clearly indicate where the several sheets join.

Not all uses require a site plan. Site plans are not required for the following uses, provided that the Development Administrator determines that the use will not require the improvements set forth in the UDO:

- a.** Single-family detached, single-family attached, and duplex dwellings and their related uses and structures on a vacant lot.
- b.** Educational facilities located in religious institutions.
- c.** Renovations of buildings when existing site improvements comply with the standards of the UDO.

Site plans that disturb less than 2,500 square feet will follow the minor site plan process.

Prior to Plan Approval

If dedicating streets for public use, contact the Public Works Department for any required agreements for Streets, Signs, and Landscaping.

Lot consolidation plats, off-site easement dedication plats, and right-of-way dedication plats, if necessary, must be reviewed, approved, and recorded in accordance with Section O. Subdivisions, Final Plat, prior to plan approval.

The SWM/BMP Agreement must be reviewed, approved, and recorded prior to plan approval.

Prior to Issuance of a Land Disturbance Permit

Proof of Nutrient Credit Purchase, where applicable, and performance guarantees for erosion and sediment control, and stormwater management/drainage, and the applicable fee must be submitted to the Development Administrator prior to issuance of land disturbance permit.

Prior to Work within the Public Right-of-Way

A special excavation permit is required when working in the Right-of-Way (ROW) or on public water and sewer facilities. Performance guarantees for work in the ROW or to public water and sewer facilities and the applicable fee must be submitted to the Development Administrator prior to issuance of a special excavation permit. To work in a city Right-of-Way the contractor must have an approved Class A contractor's license. The application is filed in the Building Services Division.

City Water and Sewer Tap Procedures

(1) The contractor/owner shall notify the office of the Building Official prior to any tap work within the City to obtain approval, pay fees, and obtain permits.

(2) A copy of the approved utility plan will be required for all submission requests for taps. This approved utility plan must provide the size and material of the water and sewer lines, taps, and water meter sizes, types, and materials.

(3) If the site contractor will install the taps, the contractor will need to send a letter to the Director of Public Works requesting permission to perform such taps. This letter will need to include three references from similar jobs. Once approved, a copy of the approval needs to be provided by the contractor to the Building Official.

(4) If the contractor would like the City to install the taps, fees for the taps will be paid at time of permit pick up. A work order (green sheet) for water and sewer services installation in the City will not be released to the City Shop until Utility Billing has reviewed this application and an account is set up. All fees must be paid and required inspections performed for taps to include a pre meter inspection.

Prior to Issuance of Certificate of Occupancy

Dedication of on-site easements must be reviewed, approved, and recorded in accordance with Section O. Subdivisions, Final Plat, prior to issuance of the Certificate of Occupancy for the site.

A Cost Estimate Analysis/Site Work Certification prepared by an engineer, architect, land surveyor, or landscape architect who is duly authorized to practice and whose practice is registered by the Commonwealth of Virginia, must accompany a request for a Certificate of Occupancy to ensure completion of site work in accordance with the approved site plan.

The completion of the public and other site related improvements associated with the development shall be secured in accordance with the Performance Guarantee Schedule found in Part 3 of the Procedures Manual.

Prior to Release of Performance Guarantees

As-Built plans must be submitted to Development Administrator prior to the release of secured improvements.

Period of Validity for Plan Approval

Unless provided otherwise by statute, the period of validity of an approved final site plan, and any extensions thereof, shall be the governed by Code of Virginia Section 15.2-2261, which states a final site plan shall be valid for a period of five years. The Development Administrator is authorized to approve or deny requests for an extension of time in accordance with that section.

4. Submittal Requirements

A. General Information		
1	Application, nine folded (9) copies of plans, list of adjacent property owners, copy of public notice letter, certified mail receipts for public notice, and fee.	
2	Per §72-21.6.A.(5), the applicant shall provide satisfactory evidence that any delinquent real estate taxes, nuisance charges, stormwater management utility fees, and any other charges that constitute a lien on the subject property, that are owed to the locality and have been properly assessed against the subject property, have been paid.	
3	Project name.	
4	Project number on the bottom right corner of all sheets, e.g. SPMAJ 20XX-XX.	
5	Brief narrative describing project on coversheet.	
6	Geographic Parcel Identification Number (GPIN) number for parent parcel(s).	
7	Name, address, email address, phone number of developer.	
8	Name, address, email address, phone number of owner.	
9	Source of Title. A certificate signed by the surveyor or engineer shall be submitted setting forth the source of title of the owner of the tract and the place of record of the last instrument in the chain of title.	

10	Engineer's Certificate. A certificate signed by the surveyor/engineer stating that all requirements of the City of Fredericksburg, Virginia, have been complied with.	
11	Names of holders of any easements affecting the property.	
12	Name, address, email address, phone number, and registration seal of the engineer/surveyor/landscape architect who prepared the plan.	
13	Date of drawing (including the revision dates).	
14	Number of sheets.	
15	Match-line key plan, if multiple sheets; overall plan, if multiple sheets, showing the plan in its entirety on one sheet, with an information legend and without the match-line key plan information.	
16	North arrow shown, and where practical, oriented to the top of the page; graphic scale.	
17	<p>Approval Block containing:</p> <hr/> <p>Development Administrator</p> <hr/> <p>Zoning Administrator(if conditional zoning applies)</p> <hr/> <p>Historic Resources Planner (if in the Historic District or Gateway Overlays)</p> <hr/> <p>Stormwater Administrator</p> <p>Approved for Fire Lanes and Signage, Hydrant locations and Color Coding, FDC and PIV Locations, Turning Radii and Roadway Width for Emergency Vehicles</p> <hr/> <p>Fire Marshal</p> <p>Approved for Work Related to Public Water, Sewer, Storm Drainage, Street Trees and Rights-of-Ways</p> <hr/> <p>Department of Public Works</p>	
18	Vicinity map. The location of tract shall be shown by a vicinity map at a scale of not less than one inch equals 2,000 feet and such information as the names and numbers of adjoining streets, streams and bodies of water, railroads, subdivisions, and districts or other	

	landmarks sufficient to clearly identify the location of the property.	
19	Boundary. A boundary survey of the tract with an error of closure within the limit of one in 10,000 related to the true meridian and showing the location and type of boundary evidence shall be included. The survey shall be indicate scaled coordinates referred to in United States Coast and Geodetic Survey (USC&GS), Virginia Grid North 1983, and shall be tied to the Virginia State Plane Coordinate System, North American Datum of 1983 (NAD 83), horizontally, and North American Vertical Datum of 1988 (NAVD 88) vertically.	
20	Owner names, use, and GPIN numbers labeled for adjacent properties.	
21	All horizontal dimensions shown on the plan shall be in feet and decimal fractions of a foot to the closest 1/100 foot, and all bearings in degrees, minutes and seconds to the nearest ten seconds.	
22	A geotechnical report, prepared by or under the direction of a professional engineer experienced in soil and foundation engineering, shall be included for site plans.	
23	Geometric location data and areas for all private or public rights-of-way, common areas, utility centerlines and easements, structures, and lot lines shall be indicated.	
24	Existing topography of the parcel(s) and surrounding vicinity with a maximum contour interval of two feet shall be provided, except where existing ground is on a slope of less than two percent, and then either one-foot contours or spot elevations, not more than 50 feet apart in both directions, shall be provided. Reference source and date of all topography.	
25	Proposed finished grading by two-foot contours (or one-foot contours at City staff discretion) shall be indicated, to be supplemented where necessary by spot elevations and sectional information. Limits of grading shall be clearly indicated.	
26	Stand-alone lot grading sheet for all proposed residential subdivision lots that includes at a minimum: <ul style="list-style-type: none"> a. Lot lines b. Two-foot topography over the entire lot c. Show grading/spot shots that verify 6 inches of fall within the first 10 feet of the foundation d. Streets 	

	<ul style="list-style-type: none"> e. Environmental features (RPA, floodplain, floodway, wetlands, etc.) clearly delineated and labeled f. Easements g. Tree lines h. Buildable area within each lot i. Proposed house location on each lot for an average size house for the proposed development j. Limits of disturbance for typical/reasonable sized yard k. Driveway location l. Silt fence depicted along all downslope sides of the lot at the edge of the buildable area AND along the road frontage m. 100-year backwater from cross culverts in sags assuming 100% blockage, adjacent drainage ways, wetlands, ponds, etc. n. For all buildings where the Q100 backwater/overflow is directed between the structures, add a note to each of them stating that all HVAC units must be installed either i) elevated or; ii) behind the units clearly outside of the Q100 flood path o. Show the 100-year backwater elevation for all culverts (assume 100% blockage) under the road and provide the minimum finished floor elevation for each house 1.5 feet above the low point in the road/curb over the culvert 	
27	<p>Historic/Archaeological.</p> <ul style="list-style-type: none"> a. <u>Delineate all</u>all known historic and archaeological sites and resources, as identified by the Virginia Department of Historic Resources or by the Fredericksburg Planning Office, shall be delineated. b. <u>A Phase IA reconnaissance study prepared by a professional archaeologist identifying any potential archaeological sites or resources. A Phase IB, Phase II, or Phase III study may be substituted.</u> 	

	<p>The requirement is waived for sites assessed at a low, medium-low, or medium probability for archaeological resources on the City’s predictive model; if the applicant can demonstrate that previous grading or disturbance has destroyed any potential resources; or the development has been approved through a compliance process for Section 106 of the National Historic Preservation Act.</p> <p>c. If a site is determined likely to exist or archaeological resources adversely impacted by the development, a Phase IB identification survey prepared by a professional archaeologist.</p> <p>a.d. If a site is identified, determined likely to be significant, and impacted by the development, a memorandum of agreement detailing a scope of work for additional Phase II or Phase III investigation and mitigation measures, including avoidance or site interpretation, must be approved.</p>	
28	Cemeteries. Any grave, object or structure marking a place of burial shall be identified	
29	Building Use. Plans shall identify proposed building types by building use codes as defined in the Virginia Uniform Statewide Building Code	
30	Additional information specific to the proposed use shall be included, as deemed necessary by the Development Administrator for adequate site plan review.	
B. Environmental		
1	<p>Water Quality Impact Assessment shall be provided to assess the site for the presence of Chesapeake Bay Resource Management and Resource Protection Areas (RMA/RPA), perennial features, and wetlands. The site plan shall include:</p> <ul style="list-style-type: none"> a. “To scale” field-surveyed locations of all RPA features, 100-yr floodplains/floodways, and wetlands b. Dam-break inundation zones c. Original signed copy, by a qualified professional (state licensed professional engineer, soil scientist, geologist, wetland delineator) of a site-specific in-field evaluation and delineation for perennial flow based on the latest edition of guidance documents issued by the Chesapeake Bay Local Assistance Department (CBLAD). Form 	

	provided by Planning Services Environmental Section.	
2	<p>PASS Note (on the coversheet)</p> <p>Due to recent findings of possible acid sulfate soils (PASS) within the proximity of the City of Fredericksburg, the developer, builder and engineer acknowledge that if acid sulfate soils or other soils that produce a pH of <4 are present on the project site, extensive treatment to bring the soils acid/pH level to an acceptable level to sustain plant growth may be required.</p>	
3	<p>FIRM note (on the coversheet):</p> <p>The property shown hereon is located in Zone (insert flood hazard area, i.e. zone), an area determined to be (insert percent) annual chance flood, as graphically shown on FIRM map community panel number (insert panel number), dated September 19, 2007 (last revised FIRM).</p>	
4	<p>Chesapeake Bay Preservation Act note (on the coversheet):</p> <p>The property is in/out of (<i>select one</i>) a Chesapeake Bay Resource Management Area (RMA) and does/does not (<i>select one</i>) contain a 100-foot Resource Protection Area Buffer. (Must be supported by the WQIA)</p>	
5	<p>RPA Impacts Table (on the coversheet)</p> <p>Provide a table that provides the following information:</p> <ol style="list-style-type: none"> a. States amount of RPA disturbance type broken into following categories: road, storm sewer, utilities b. States the square footage of each RPA disturbance occurrence c. States a final total of all RPA disturbances d. Also, provide on the plan sheets the square footage of RPA disturbed by each disturbance type to support the table 	
6	<p>Sixth Order Hydraulic Unit Code (HUC) (on the coversheet)</p> <p>HUC RA45 – Portions of “Celebrate Virginia South” (confirm using DCR’s Virginia Hydraulic Unit Explorer website)</p> <p>HUC RA46 – All other areas</p>	

7	<p>Engineer Certification for Land Disturbance (on the coversheet):</p> <p>I, (<i>Name</i>), certify that XXX.XX acres of land disturbance and XXX.XX square feet of impervious area will be created with the project. Signed (<i>Signature</i> License #: _____</p>	
8	<p>Responsible Land Disturber Note (on the coversheet):</p> <p>Until further notice, the Responsible Land Disturber for this project is:</p> <p>_____</p> <p>Name Certification #</p> <p>_____</p> <p>Expiration Date</p>	
C. Fire Protection		
1	Locations of existing and proposed fire hydrants including proposed connection points.	
2	Flow calculations for fire hydrants in gallons per minute.	
3	Fire lane locations and markings per the Statewide Fire Prevention Code.	
4	Post indicator valve locations.	
5	Typical detail including make and model number for proposed fire hydrants.	
6	Turning radius on all turns including cul-de-sacs.	
7	Connections and color flow charts.	
D. Stormwater Management/Erosion & Sediment Control		
1	Provide the drainage area in acres (supported by outlined contour map).	
2	Provide runoff coefficients for the pre-developed and post-developed drainage areas. They must reflect the conditions of ultimate development.	
3	Provide supporting calculations for the computations of Q1, Q2, Q10, Q25, Q50 and Q100, both pre-developed and post-developed where required.	
4	<p>Provide supporting calculations for all channels, existing and proposed, natural and man-made, including the following:</p> <ul style="list-style-type: none"> a. Depth b. Type of lining c. Manning’s “n” value 	

	<ul style="list-style-type: none"> d. Typical channel cross section e. Side slope ratios f. Q2, Q10, Q100, V2, D10 g. Longitudinal slope h. Linings described by stations i. Contributing drainage areas j. Flow arrows 	
5	<p>Provide for all culverts the following:</p> <ul style="list-style-type: none"> a. Inverts b. Length c. Type, (min. RCP Class III) d. Headwater depth e. Discharge protection f. Outlet velocity g. Diameter (min. 15 inches) h. Design cover i. Provide additional information as required on VDOT culvert design form LD-269 	
6	<p>Provide for all curb and gutter/storm sewer systems the following:</p> <ul style="list-style-type: none"> a. Depth and spread in gutter b. Length of throats and placement of inlets c. Type of material d. Diameter (min. 15 inches) e. Velocity (min. allowable of 3 FPS maintained) f. Capacity (based on 10-year storm event) g. For all inlets and yard drains delineate the 100-year headwater elevation and label "Limits of 100-yr storm" 	

	<ul style="list-style-type: none"> h. Hydraulic grade line (HGL) computations noting elevations at key points (drop inlets, manholes, etc.) in VDOT standard form (See VDOT Drainage Manual, Section 9.5.6 Hydraulic Grade Line Procedure) i. Concrete flume transition details from curb to ditch j. VDOT Road and Bridge Standard details for structures and practices (drop inlets, curb/gutter, IS-1, etc.) k. Provide the profile for the storm sewer and associated HGL in conjunction with any road profiles or other utilities 	
7	Provide details of all special design structures (flumes, basin outlets, energy dissipaters, etc.)	
8	<p>Provide for all detention/retention basins the following:</p> <ul style="list-style-type: none"> a. Construction details for the basin and outlet devices b. Storm routings for the 2-, 10-, and 100-year/24 hour storms (also 1-year/24 hour storm for “energy balance”) c. Delineate the approximate 100-year storm elevation d. Contributing drainage areas e. Compliance with all specifications and appendices of the Virginia Stormwater BMP Clearinghouse f. A maintenance plan for short and long-term maintenance requirements 	
9	<p>Stormwater Management Facility/BMP Maintenance Agreement:</p> <p>This agreement will be on a form provided and approved by City Attorney. The recorded instrument number must be referenced on the plan before approval.</p> <p>Provide the following note:</p> <p>There is a maintenance agreement for this facility recorded by instrument #_____ that requires, in addition to the maintenance conditions contained therein,</p>	

	that the on-site facility/dam (including outlet works) must be inspected by a professional engineer within 30 days of completion of the facility, and at least once every five years thereafter. The engineer's inspection report must be subsequently submitted to the City of Fredericksburg Planning Services Division for their review and file.	
10	Virginia Runoff Reduction Method (VRRM) Calculations: Provide all applicable spreadsheet tabs including Site Area, Drainage Area tabs, and Compliance Summary tab on the site plan. Provide a plan sheet that supports the site area tab figures for pre- and post-developed land cover conditions.	
11	Nutrient credit availability letter on the site plan if required.	
12	Stormwater Management Narrative: Provide a narrative that discusses how channel protection/localized flooding criteria has been addressed at each discharge point/analysis point.	
13	Water Quality Narrative: Provide a narrative that discusses how water quality technical criteria has been addressed for the land disturbing activity.	
14	Erosion and Sediment Control Narrative: <ul style="list-style-type: none"> a. A brief project description of the nature and purpose of the land disturbing activity, and the amount of grading involved b. A description of the existing topography, vegetation, and drainage c. A description of neighboring areas such as streams, lakes, residential areas, streets, etc., which might be affected by the land disturbance d. A brief description of the soils on the site giving such information as soil name, mapping unit, erodibility, permeability, depth, texture, and soil structure e. A description of areas on the site which have potentially serious erosion problems. f. A description of the methods which will be used to control erosion and sedimentation on the site. 	

	<ul style="list-style-type: none"> g. A brief description, including specifications, of how the site will be stabilized after construction is completed. h. A schedule of regular inspection and repair of erosion and sediment control structures i. Any calculations for the design of such items as sediment traps, sediment basins, diversions, etc. 	
15	Delineate the limits of all land disturbance associated with the proposed project and label the acreage amount.	
16	Show the boundaries of different soil types on the plan.	
17	Show the locations of the erosion and sediment control measures to be used on the proposed project. Include drainage divides to those measures and provide a sequence of construction.	
18	Provide latest Virginia Erosion and Sediment Control Handbook (VESCH) details of all structural practices used to control erosion and sedimentation.	
19	Provide a temporary and permanent seeding schedule on the plans (reference VESCH).	
20	Provide City standard Erosion and Sediment Control and Pollution Prevention Plan notes on the plan.	
21	Stormwater Pollution Prevention Plan (SWPPP) for all land disturbing activities that disturb 1 or more acres (two copies). A template is available upon request.	
22	Cost estimates for stormwater and erosion and sediment control devices and facilities per Section 72-27	
E. Streets		
1	All existing and proposed streets and easements, identified with names, numbers and widths.	
2	An estimate of the daily vehicle trips generated by the project shall be included.	
3	Typical street and parking area pavement and design sections shall be included.	
4	Provide VDOT Flexible Design Worksheets for New Subdivision Streets (Re. Appendix IV, VDOT – Pavement Design Guide for Subdivision and Secondary Streets in Virginia).	
5	<p>On the coversheet, state which streets will be public and which will be private and add the following notes:</p> <ul style="list-style-type: none"> a. Inspection and approval of the subgrade (proof roll) is required prior to the placement of stone; 	

	<p>City staff will provide the inspection within 48-hours of notification.</p> <p>b. Inspection and approval of the compacted aggregate surface for depth (minimum 6 inches) and condition is required prior to the placement of asphalt; City staff will provide the inspection within 48-hours of notification.</p>	
6	Plans and profiles for all streets shall be included, including centerline elevations computed to the nearest 1/100 foot at 50 foot horizontal station intervals and at other locations of geometric importance.	
7	Cost estimates for public street improvements and drainage.	
8	Address plan, if applicable.	
9	Traffic control plan, where appropriate, for work with the public right-of-way.	
10	A detail and the location of street signs shall be shown.	
F. Water/Sewer		
1	Existing and proposed utilities and easements.	
2	Provide water and sewer analysis.	
3	Plans and profiles shall be included detailing all existing and proposed utilities, including water and sanitary sewer facilities, all pipe sizes, types and grades with supporting capacity calculations, and where connection is to be made to the City or to another utility system. Plans and profiles shall be submitted on federal aid sheets or the equivalent thereof, to a scale of one inch (horizontal) equals 50 feet or larger and one inch (vertical) equals five feet or larger.	
4	Cost estimates for public water and sewer improvements per Section 72-27.	

G. Zoning		
1	The zoning classification and land use for the area being developed and for adjoining properties. As applicable, a copy of the conditional zoning ordinance, variance approval, special exception, and/or special use permit resolution for the property being developed with narrative and graphic description how proffers and/or conditions will be implemented shall be included on the plan.	
2	Density. Calculations comparing the permitted and proposed residential density, where applicable.	
3	Open Space. Calculations comparing the minimum required open space and proposed open space for the area being developed.	
4	Bulk Regulations. Building setbacks, minimum frontage requirements, and minimum lot width requirements shall be noted on the plan.	
5	The proposed location, general use, number of floors, height, floor area ratio and the net and gross floor area for each building shall be indicated, including outside display areas and the number, size and type of dwelling units.	
6	Parking calculations comparing the minimum required parking and proposed parking (Non-ADA, ADA, Bicycle Parking, and Loading Spaces).	
7	The location and dimension from any property line of the following in accordance with § 72-82.4.C(2): <ul style="list-style-type: none"> a. Heating, ventilation, air conditioning, and emergency electricity generation equipment; b. Bay or display windows that project beyond the building line; c. Chimneys; d. Covered and uncovered porches and stoops; e. Basement entrances, fire escapes, and uncovered stairs; f. Awnings, cornices, canopies, eaves, and balconies; g. Carports; h. Uncovered decks; i. Roofed deck 	
H. Other Site Improvements		
1	All off-street parking, related driveways, entrance types, loading spaces and walkways shall be shown, indicating type and dimensioning of surfacing, size, stalls, width of aisles and a specific schedule showing the number of parking spaces provided and the number required by UDO Article 72-5.	

2	Locations for all open spaces, identifying areas for and improvements to all recreational facilities, tot lots, natural areas, and related pedestrian accommodations, shall be included.	
3	The location of the proposed project sign.	
4	The location and method of garbage and refuse collection in accordance with Section 72-55.5 and 57 of the UDO shall be indicated. All screening of refuse and pads shall be shown with typical detail.	
5	Detail, location, and photometric plan for lighting shall be indicated in accordance with Section 72-58.	
6	A landscape plan, including dimensions and distances and the location, size and description of all proposed landscape materials, and specimen tree inventory as required by UDO Article 72-5 shall be submitted. Existing vegetation, proposed removal of vegetation, and proposed replacement of vegetation shall also be indicated. Planting and tree well details.	
7	Location, type, size and height of fencing, retaining walls and screen planting, as required by the provisions of by UDO Article 72-5, shall be indicated.	

J. Site Plan, Minor

1. General Description

A Minor Site Plan is a required submission for development where the land disturbance will be less than 2,500 square feet. Minor Site Plans are not required to incorporate detailed engineering drawings but may consist of a sketch or simple drawing depicting a lot or site, existing built aspects, and a depiction of buildings or site features to be constructed.

2. Review Procedure

The applicant may submit an application for a Technical Review Committee (TRC) pre-application conference to the office of the Development Administrator to discuss project with City staff. The applicant or representative attends pre-application meeting. (Optional step.)

- a. The applicant submits site plan application, nine (9) copies of the site plan, electronic copy of plan, and applicable fee to the office of the Development Administrator.
- b. The Development Administrator will review the application to determine completeness. The “completeness” review determines whether the application includes the required submittals. If the application is incomplete, the applicant must address the deficiencies. Once the application is complete, it is officially submitted.
- c. Staff distributes site plan for TRC review.
- d. The applicant addresses plan deficiencies and submits for second review.
- e. The site plan is distributed to TRC members.
- f. Action is taken by the Development Administrator with TRC/Department Head Concurrence with TRC members within sixty (60) days of the determination of an official submission.
- g. Performance Guarantees are submitted to the Development Administrator.

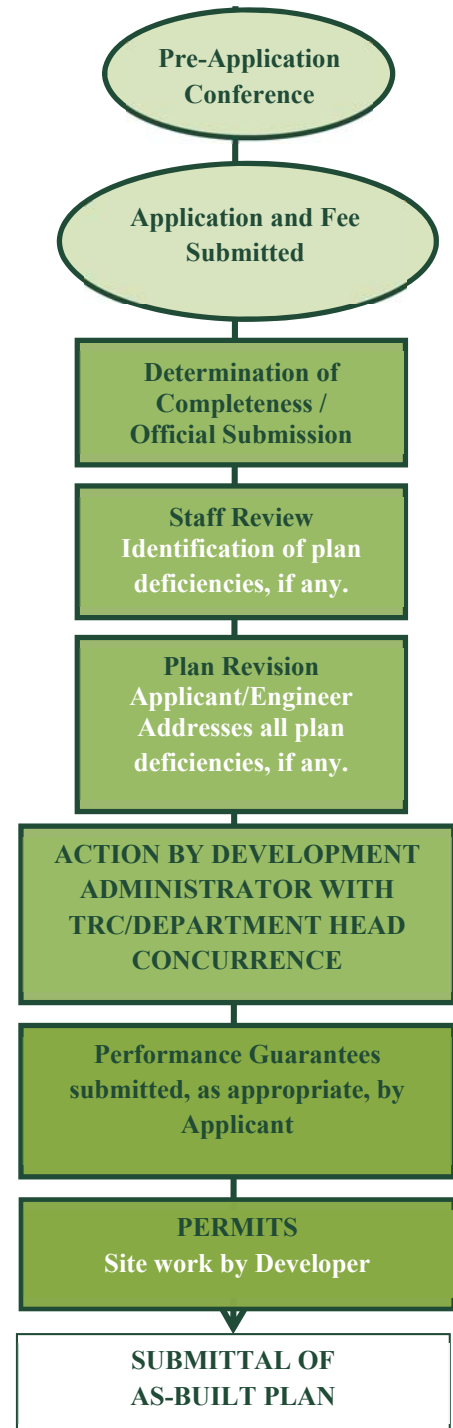
3. Things to Know

All Minor Site Plans shall be submitted to the office of the Development Administrator in clearly legible blue or black ink.

When a Minor Site Plan is required, it shall be drawn to the scale of one inch equals 40 feet or larger, on 11 inch by 17 inch (or larger, but not to exceed 36 inches in any dimension) sheet of paper.

Process Flow Chart

Minor Site Plan



All applications for projects in areas designated as medium-high or high priority, as determined by application of the City's archaeological assessment and predictive model, will additionally be reviewed to determine if archaeological resources are likely to be present on the site and adversely impacted by the project. If resources are likely to be impacted, the Zoning Administrator may authorize monitoring of the site by a professional archaeologist during land disturbance. If an archaeological site is identified, the Zoning Administrator may temporarily halt work on the site (7 days maximum) to allow for additional archaeological study.

4. Submittal Requirements

1	Application and nine (9) minor site plans.	
2	Per §72-21.6.A.(5), the applicant shall provide satisfactory evidence that any delinquent real estate taxes, nuisance charges, stormwater management utility fees, and any other charges that constitute a lien on the subject property, that are owed to the locality and have been properly assessed against the subject property, have been paid.	
3	The scale of the plan, the name of the individual who prepared the plan and north arrow shall be shown.	
4	Owner names and Geographic Parcel Identification Number labeled for land being developed and adjoining properties	
5	The zoning classification for the area being developed and for adjoining properties. As applicable, a copy of the conditional zoning ordinance, variance approval, special exception, and/or special use permit resolution for the property being developed with narrative and graphic description how proffers and/or conditions will be implemented shall be included on the plan	
6	Names and locations of adjacent property owners and subdivisions shall be identified.	
7	The following information shall also be shown: <ul style="list-style-type: none"> a. Project narrative explaining the changes to the site and proposed use; b. The boundaries of the subject property and building setback lines; c. The location and dimension of all existing and proposed structures; d. The location of all parking and loading spaces (Non-ADA, ADA, Bicycle Parking, and Loading Spaces); e. Calculations for required and proposed parking; f. Calculations for required and proposed open space area; 	

	<ul style="list-style-type: none"> g. Calculations for the required and proposed floor area ratio; h. Existing and proposed ingress/egress to and from the property; i. The location of required buffer yards and landscape areas; j. The location of existing and proposed fire hydrants; k. The location of existing and proposed utilities; l. The proposed limits of disturbance with acreage amount labeled and any necessary erosion and sediment controls; m. Detail, location, and photometric plan for lighting shall be indicated in accordance with Section 72-58; n. Any other information which the Development Administrator may deem necessary in order to fully evaluate the Minor Site Plan. 	
8	<p>The location and dimension from any property line of the following in accordance with § 72-82.4.C(2):</p> <ul style="list-style-type: none"> a. Heating, ventilation, air conditioning, and emergency electricity generation equipment; b. Bay or display windows that project beyond the building line; c. Chimneys; d. Covered and uncovered porches and stoops; e. Basement entrances, fire escapes, and uncovered stairs; f. Awnings, cornices, canopies, eaves, and balconies; g. Carports; h. Uncovered decks; i. Roofed deck 	
9	<p>Approval Block containing:</p> <hr/> <p>Development Administrator</p> <hr/> <p>Zoning Administrator (if conditional zoning applies)</p> <hr/> <p>Historic Resources Planner (if in the Historic District or Gateway Overlays)</p> <hr/> <p>Stormwater Administrator</p>	

	<p>Approved for Fire Lanes and Signage, Hydrant locations and Color Coding, FDC and PIV Locations, Turning Radii and Roadway Width for Emergency Vehicles</p> <hr/> <p>Fire Marshal</p> <p>Approved for Work Related to Public Water, Sewer, Storm Drainage, Street Trees and Rights-of-Ways</p> <hr/> <p>Department of Public Works</p>	
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K. Special Exception (City Council)

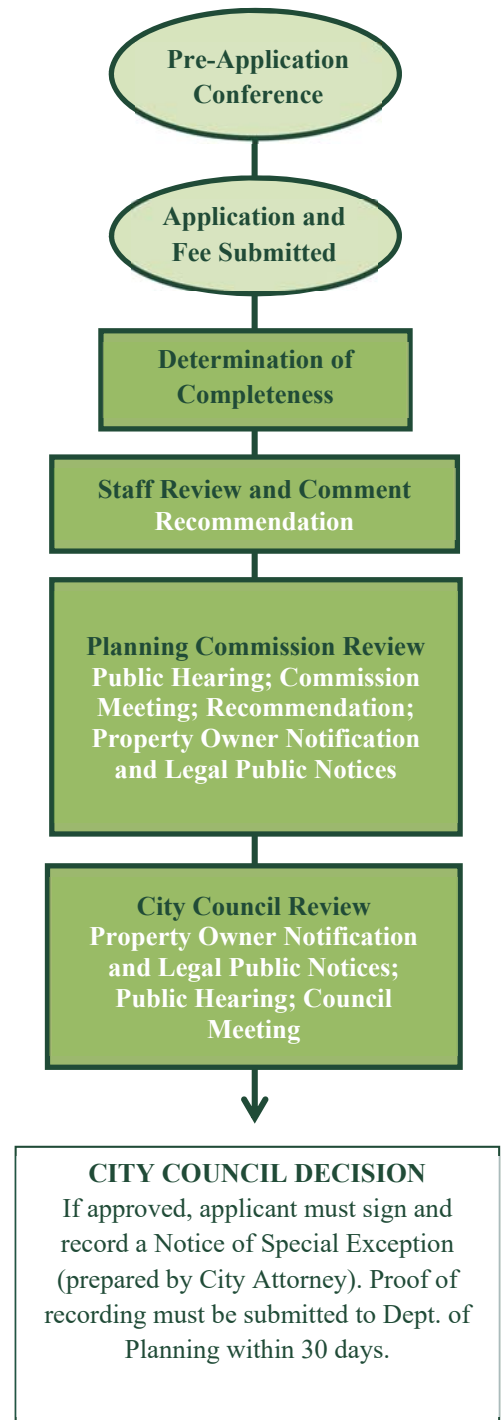
1. General Description

A Special Exception is the process by which the City Council modifies or grants exceptions to any of the general regulations within any zoning district. The purpose of a special exception is to provide needed elasticity and usefulness of the zoning regulations, in extraordinary or special circumstances. The granting of a special exception for a use not otherwise permitted by the zoning regulations may be appropriate for uses which are unique and unlikely of recurrence.

2. Review Procedure

- a. The Applicant or representative must participate in a pre-application meeting with the Technical Review Committee before submitting an application for a Special Exception.
- b. Following a pre-application conference, the applicant submits two copies of an application and the fee for the Special Exception to the office of the Zoning Administrator.
- c. The Zoning Administrator reviews the application for completeness within ten days, and notifies the contact person if the application is not complete.
- d. Once the application is determined complete, the Zoning Administrator distributes the application to the Technical Review Committee and the City Attorney and commences review. The amount of time necessary to complete the staff review is variable depending on the complexity of the application and the accuracy of the submitted material. The Zoning Administrator will provide the applicant with written comments at the end of the staff review. The applicant may revise the application in response to these staff comments.
- e. The Zoning Administrator, in consultation with the City Attorney, prepares a public hearing notice for the application.
- f. The applicant submits ~~ten~~ two hard copies of all application documents that are to be transmitted to the Planning Commission.
- g. Planning staff prepares the staff report. The City Attorney, in consultation with Planning staff, prepares a draft resolution. Planning staff then schedules the public hearing by the Planning Commission, works with the applicant to provide required public notification, and forwards the application and staff report, draft resolution, and any relevant application documents to the Planning Commission.
- h. The Planning Commission reviews the application and provides a recommendation to the City Council for approval, approval with conditions, or denial. Failure of the Planning Commission to report

Process Flow Chart Special Exception



within 100 days of the first meeting of the Planning Commission shall be deemed as a recommendation of approval, unless the application has been withdrawn by the applicant prior to the expiration of that time period.

- i. Following the Planning Commission recommendation, City staff schedules the public hearing on the application with the City Council, works with the applicant to provide the required public notification, and forwards the application, staff report, draft resolution, any relevant application documents, and Planning Commission recommendation to the City Council.
- j. Upon receipt of the report and recommendation of the Planning Commission, the City Council holds at least one public hearing and takes final action.
- k. The City Council reviews and decides on the application following a public hearing.
- l. The City Council may include conditions of approval with a Special Exception permit and may also require posting of a performance guarantee.

3. Things to Know

The request for a Special Exception from bulk regulations should only be considered in the context of a Special Use Permit, Special Exception (use) or Conditional Rezoning application.

City Council may grant a Special Exception conditioned upon suitable regulations and safeguards, reasonably related to the Special Exception application.

When the Planning Commission and City Council review, consider, and act upon an application for a Special Exception, they shall do so using the following criteria:

1. Whether the grant of the Special Exception is consistent with the City's Comprehensive Plan;
2. Whether the Special Exception is consistent with the goals, purposes and objectives of the UDO;
3. Whether there has been a sufficient period of time for investigation and community planning with respect to the application;
4. Whether the Special Exception is consistent with the principles of good zoning practice, including the purposes of the district in which the Special Exception would be located, existing and planned uses of surrounding land, and the characteristics of the property involved.
5. Whether the proposed use or aspect of the development requiring the Special Exception is special, extraordinary or unusual.
6. Whether the proposed modification or exception potentially results in any adverse impact(s) on the surrounding neighborhood, or the community in general; and if so, whether there are any reasonable conditions of approval that would satisfactorily mitigate such impacts.

4. Submittal Requirements

Requests to for approval of a Special Exception shall include the applicable fee and ~~twelve~~ two copies of the application, with the following information:

1	Application, fee, and background materials loaded to the City's FTP website.	
2	Per §72-21.6.A.(5), the applicant shall provide satisfactory evidence that any delinquent real estate taxes, nuisance charges, stormwater management utility fees, and any other charges that constitute a lien on the subject property, that are owed to the locality and have been properly assessed against the subject property, have been paid.	
3	<p>A notarized affidavit, signed by the applicant and containing the following:</p> <ul style="list-style-type: none"> a. A listing of the names and addresses of all applicants, title owners, contract purchasers, and lessees of the land described in the application, and, if any of such persons is a trustee, each beneficiary having an interest in such land, and all attorneys, real estate brokers, architects, engineers, planners, surveyors and other agents who have acted or will act on behalf of any of such persons with respect to the application. If any of the applicants, title owners, contract purchasers, or beneficiaries is a corporation, then the application shall also contain a listing of all shareholders who own ten percent or more of any class of stock issued by the corporation and, where such corporation has ten or less shareholders, a listing of all shareholders. The application shall also contain a listing of all partners, both general and limited, in any partnership with an ownership interest in the property. b. A statement indicating whether or not any member of the City Council or the Planning Commission or any member of their immediate household or family owns or has any financial interest in such property or has any financial interest in the outcome of the decision. 	
4	For any application filed by an agent, contract purchaser or lessee of the property, a written statement signed by each title owner confirming the applicant's status as the owner's agent or contract purchaser and indicating his endorsement of the application.	

5	<p>Certified boundary survey of the property signed and sealed by a professional surveyor, engineer, and/or architect showing the following:</p> <ul style="list-style-type: none"> a. The metes and bounds of all boundary lines of the subject property, and the bearings and distances of each zoning district crossing or adjacent the property. b. The total area of the property, presented in either square feet or acres. c. A scale and north arrow. d. The location and dimensions of all existing buildings, and easements of record. e. The names and route numbers of all boundary roads or streets and the width of existing rights-of-way. f. The signature and seal of the person preparing the plat. g. The location, names of owners, and GPIN of adjacent properties. 	
6	<p>A General Development Plan providing the following items, unless waived (in whole or in part) by the Zoning Administrator:</p> <ul style="list-style-type: none"> a. A general narrative of planning objectives to be achieved. b. A schematic land use plan, at a scale of not less than one inch to 100 feet showing: proposed uses, structures, site improvements, facilities, parking and loading access points, utilities, lot layout, setback, height, lot coverage, floor area ratios, density, open space, landscaping, buffer areas and building restriction lines. c. An environmental analysis of the proposed site, including a graphic inventory and any proposed preservation of 100-year floodplain/floodway areas, slopes in excess of 25 percent, unbuildable soils, existing tree cover, topography at a maximum contour interval of 5 feet, cemeteries, watercourses, unique natural features, and all known historic sites and resources, as identified by the Virginia Department of Historic Resources and the Fredericksburg Planning Department. d. For sites located wholly or in part within the Chesapeake Bay Preservation Overlay District, an environmental site assessment prepared in accordance with UDO Section 72-34.5, and other relevant information requested by the Zoning Administrator. e. If applicable, a phasing plan delineating the proposed phases of the development, the approximate commencement date for construction and a proposed build-out timeframe. f. A transportation analysis which includes a circulation plan that shows consistency with adopted infrastructure plans (streets, trails, and utilities), including location of existing and proposed vehicular, pedestrian, bicycle and other circulation facilities; general information on the circulation facilities, including trip generation, ownership and maintenance; and proposed 	

	<p>construction standards location and general design of parking and loading facilities. A full Traffic Impact analysis may be required by the Zoning Administrator.</p> <p>g. A public facilities assessment plan presenting the potential impact the proposed special exception could have, at the maximum density of development allowed in the proposed zoning district (i.e., build-out), on the following public facilities:</p> <ol style="list-style-type: none"> (1) Water treatment storage and transmission facilities. (2) Sewage transmission and treatment facilities. (3) Streets and other public transportation systems. (4) Storm sewerage and drainage, including stormwater management facilities, both on-site and off-site. (5) Public schools, libraries and other educational institutions. (6) Public parks and recreational facilities. <p>h. A statement certifying that the use and development of the property, and all improvements thereon, are subject to the final General Development Plan as well as to the generally applicable regulations set forth in UDO Section 72-33.</p> <p>i. Other pertinent information as requested by the Zoning Administrator.</p>	
7	<p>A written statement that addresses the following:</p> <ol style="list-style-type: none"> a. The proposed use including, but not limited to, ownership, hours of operation, proposed number of employees, operator's qualifications, b. How the request is consistent with the City's Comprehensive Plan (cite specific section and page number). c. How the request is consistent with the goals, purposes, and standards of the City's UDO. d. Description of the development's impact on adjacent and neighboring properties. e. How the request is consistent with the principles of zoning and good zoning practice, including the purposes of the zoning district, the characteristics of the property involved, and whether there are adverse impacts of the proposed use. 	
8	<p>A list of all adjacent property owners, including those located across the street, to include the names, Geographic Parcel Identification Numbers, and mailing addresses.</p>	
9	<p>The Zoning Administrator may request additional information applicable to the specific nature of a given structure or use as deemed necessary to fully evaluate the Special Exception.</p>	

L. Special Exception (Board of Zoning Appeals)

1. General Description

The Board of Zoning Appeals (BZA) may authorize a Special Exception from the certain regulations governing fence heights in any zoning district and signage regulations in the Creative Maker District in accordance with UDO Section 72-22.8, subject to review criteria.

2. Review Procedure

- a. Applicant may request a pre-submission conference with the Zoning Administrator. A solution may be discovered without the need for an exception.
- b. Applicant submits a complete application, written narrative, and fee, to the office of the Zoning Administrator.
- c. The Zoning Administrator reviews the application for completeness within ten (10) days, and notifies the applicant, by mail, if the application is not complete and describes the additional information needed for resubmission.
- d. The applicant has thirty (30) days to provide the additional information and resubmit the application or request, in writing, that the application be re-reviewed as is. Failure of the applicant to respond within the specified time shall be considered a withdrawal of the application.
- e. Once determined complete, the Zoning Administrator will commence review of the application and schedule the item for a BZA meeting.
- f. The Zoning Administrator prepares the staff report and forwards the application and staff report to the BZA. The applicant provides required public notification,
- g. The BZA shall review the application and may approve, approve with conditions, or deny the request.
- h. If application is denied, the applicant may appeal to Circuit Court pursuant to Code of Virginia §15.2-2314.

Process Flow Chart
Special Exception (Board of Zoning Appeals)



3. Things to Know

Special exceptions may be granted in accordance with review criteria established in § 72-22.8.

The board may impose such conditions relating to the special exception as it may deem necessary in the public interest, including limiting the duration of the special exception, and may require a guarantee or bond to ensure that the conditions imposed are being and will continue to be complied with.

The policy of the BZA is that members will not discuss cases with applicants prior to a scheduled public hearing of the BZA.

Submittal Requirements

A. General Information		
1	Application, fee, and background materials loaded to the City's FTP website.	
2	Per §72-21.6.A.(5), the applicant shall provide satisfactory evidence that any delinquent real estate taxes, nuisance charges, stormwater management utility fees, and any other charges that constitute a lien on the subject property, that are owed to the locality and have been properly assessed against the subject property, have been paid.	
3	Certified boundary survey of the property signed and sealed by a professional surveyor, engineer and/or architect showing the: a. Total area of the property. b. If applicable, the location, dimensions, and setbacks of all existing structures.	
4	A written narrative that addresses the review criteria in § 72-22.8 for fence or sign special exceptions depending on the application. An exhibit including the location, dimensions, and setbacks of all proposed structures, signs, or fences and any associated screening.	

M. Special Use Permit

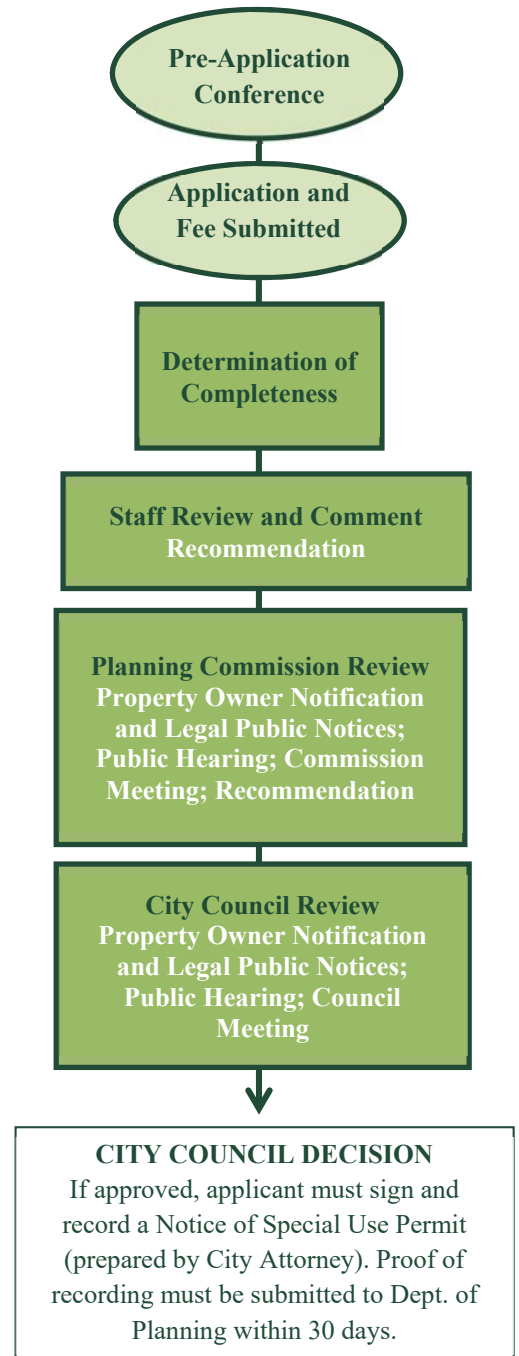
1. General Description

A Special Use Permit is authorization to establish a use type that has unique characteristics or potential impacts on adjacent uses that warrant special consideration by the City Council. Uses with an “S” in the use table in UDO Section 72-40.2 require issuance of a Special Use Permit in accordance with UDO Section 72-22.6.

2. Review Procedure

- a. The applicant or representative must participate in a pre-application meeting with the Technical Review Committee before submitting an application for a Special Use Permit.
- b. Following a pre-application conference, the applicant submits two copies of an application and the fee for the Special Use Permit to the office of the Zoning Administrator.
- c. The Zoning Administrator reviews the application for completeness within ten days, and notifies the contact person if the application is not complete.
- d. Once the application is determined complete, the Zoning Administrator distributes the application to the Technical Review Committee and the City Attorney and commences review. The amount of time necessary to complete the staff review is variable depending on the complexity of the application and the accuracy of the submitted material. The Zoning Administrator will provide the applicant with written comments at the end of the staff review. The applicant may revise the application in response to these staff comments.
- e. The Zoning Administrator, in consultation with the City Attorney, prepares a public hearing notice for the application.
- f. The applicant submits two hard copies of all application documents that are to be transmitted to the Planning Commission.
- g. Planning staff prepares the staff report. The City Attorney, in consultation with the Planning Office, prepares a draft resolution. Planning staff then schedules the public hearing by the Planning Commission, works with the applicant to provide required public notification, and forwards the application, staff report, and draft resolution to the Planning Commission.
- h. The Planning Commission reviews the application and provides a recommendation to City Council for approval, approval with

Process Flow Chart Special Use Permit



conditions, or denial. Failure of the Planning Commission to report within 100 days of the first meeting of the Planning Commission shall be deemed as a recommendation of approval, unless the application has been withdrawn by the applicant prior to the expiration of that time period.

- i. Following the Planning Commission recommendation, City staff schedules the public hearing on the application with the City Council, works with the applicant to provide the required public notification, and forwards the application, staff report, draft resolution, and Planning Commission recommendation to the City Council.
- j. Upon receipt of the report and recommendation of the Planning Commission, the City Council holds at least one public hearing and takes final action on the application.
- k. The City Council may include conditions of approval with a Special Use Permit and may also require posting of a performance guarantee.

3. Things to Know

Approval of a Special Use Permit is not an inherent right and the City Council may apply special conditions of approval.

The City Council may revoke a Special Use Permit for failure to comply with the conditions of approval.

Any use authorized by a Special Use Permit shall commence within two years of the date of approval of the Special Use Permit, as a condition of the Special Use Permit, unless provided otherwise by the City Council.

4. Submittal Requirements

Requests for approval of a Special Use Permit shall include the applicable fee and two copies of the application and the following information:

1	Application, fee, and background materials loaded to the City's FTP website.	
2	Per §72-21.6.A.(5), the applicant shall provide satisfactory evidence that any delinquent real estate taxes, nuisance charges, stormwater management utility fees, and any other charges that constitute a lien on the subject property, that are owed to the locality and have been properly assessed against the subject property, have been paid.	
3	<p>A notarized affidavit, signed by the applicant and containing the following:</p> <ul style="list-style-type: none"> a. A listing of the names and addresses of all applicants, title owners, contract purchasers, and lessees of the land described in the application, and, if any of such persons is a trustee, each beneficiary having an interest in such land, and all attorneys, real estate brokers, architects, engineers, planners, surveyors and other agents who have acted or will act on behalf of any of such persons with respect to the application. If any of the applicants, title owners, contract purchasers, or beneficiaries is a corporation, then the application shall also contain a listing of all 	

	<p>shareholders who own ten percent or more of any class of stock issued by the corporation and, where such corporation has ten or less shareholders, a listing of all shareholders. The application shall also contain a listing of all partners, both general and limited, in any partnership with an ownership interest in the property.</p> <p>b. A statement indicating whether or not any member of the City Council or the Planning Commission or any member of their immediate household or family owns or has any financial interest in such property or has any financial interest in the outcome of the decision.</p>	
4	For any application filed by an agent, contract purchaser or lessee of the property, a written statement signed by each title owner confirming the applicant's status as the owner's agent or contract purchaser and indicating his endorsement of the application.	
5	<p>Certified boundary survey of the property signed and sealed by a professional surveyor, engineer, and/or architect showing the following:</p> <p>a. The metes and bounds of all boundary lines of the subject property, and the bearings and distances of each zoning district crossing or adjacent the property.</p> <p>b. The total area of the property, presented in either square feet or acres.</p> <p>c. A scale and north arrow.</p> <p>d. The location and dimensions of all existing buildings, and easements of record.</p> <p>e. The names and route numbers of all boundary roads or streets and the width of existing rights-of-way.</p> <p>f. The signature and seal of the person preparing the plat.</p> <p>g. The location, names of owners, zoning district, and deed book references of adjoining properties.</p>	
6	<p>A General Development Plan providing the following items, unless waived (in whole or in part) by the Zoning Administrator:</p> <p>a. A general narrative of planning objectives to be achieved.</p> <p>b. A schematic land use plan, at a scale of not less than one inch to 100 feet showing: proposed uses, structures, site improvements, facilities, parking and loading access points, utilities, lot layout, setback, height, lot coverage, floor area ratios, density, open</p>	

	<p>space, landscaping, buffer areas and building restriction lines.</p> <ul style="list-style-type: none"> c. An environmental analysis of the proposed site, including a graphic inventory and any proposed preservation of 100-year floodplain/floodway areas, slopes in excess of 25 percent, unbuildable soils, existing tree cover, topography at a maximum contour interval of 5 feet, cemeteries, watercourses, unique natural features, and all known historic sites and resources, as identified by the Virginia Department of Historic Resources and the Fredericksburg Planning Department. d. For sites located wholly or in part within the Chesapeake Bay Preservation Overlay District, an environmental site assessment prepared in accordance with UDO Section 72-34.5, and other relevant information requested by the Zoning Administrator. e. If applicable, a phasing plan delineating the proposed phases of the development, the approximate commencement date for construction and a proposed build-out timeframe. f. A transportation analysis which includes a circulation plan that shows consistency with adopted infrastructure plans (streets, trails, and utilities), including location of existing and proposed vehicular, pedestrian, bicycle and other circulation facilities; general information on the circulation facilities, including trip generation, ownership and maintenance; and proposed construction standards location and general design of parking and loading facilities. A full Traffic Impact analysis may be required by the Zoning Administrator. g. A public facilities assessment plan presenting the potential impact the proposed special use could have, at the maximum density of development allowed in the proposed zoning district (i.e., build-out), on the following public facilities: <ul style="list-style-type: none"> (1) Water treatment storage and transmission facilities. (2) Sewage transmission and treatment facilities. (3) Streets and other public transportation systems. (4) Storm sewerage, including stormwater management facilities, both on-site and off-site. (5) Public schools, libraries and other educational institutions. <p>Public parks and recreational facilities.</p> 	
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	<ul style="list-style-type: none"> h. A statement certifying that the use and development of the property, and all improvements thereon, are subject to the final General Development Plan as well as to the generally applicable regulations set forth in UDO Section 72-33. i. Other pertinent information as requested by the Zoning Administrator. 	
7	<p>A written statement that addresses the following:</p> <ul style="list-style-type: none"> a. The proposed use including, but not limited to, ownership, hours of operation, proposed number of employees, and operator's qualifications. b. How the request is consistent with the City's Comprehensive Plan. (cite specific section and page numbers) c. How the request is consistent with the goals, purposes, and intent of the City's UDO district regulations. d. A description of the development's impact on existing and planned uses of adjacent and neighboring properties. e. How the request is consistent with the principles of zoning and good zoning practice, including the purposes of the zoning district, the characteristics of the property involved, and whether there are adverse impacts of the proposed use. 	
8	A list of all adjacent property owners, including those located across the street, to include the names, Geographic Parcel Identification Numbers, and mailing addresses.	
9	The Zoning Administrator may request additional information applicable to the specific nature of a given structure or use, as deemed necessary to fully evaluate the Special Use.	

N. Subdivision

1. General Description

A subdivision is the division or reconsolidation of any lots, parcels, or tracts of land into one or more lots, or parcels, of any size, for the purpose of transfer or ownership or building development, and boundary line adjustment. The term includes re-subdivision, and, when appropriate to the context, shall relate to the process of subdividing or to the land subdivided.

There are three kinds of subdivisions: Major, Minor, and Administrative.

An **administrative subdivision** involves up to nine (9) lots. An applicant for an administrative subdivision submits a final plat application (and site plan application, as applicable) to the Development Administrator for administrative review and action.

A **minor subdivision** involves between ten (10) to fifty (50) lots. The review of a minor subdivision takes one of two paths, at the option of the landowner. Either option includes at least one public hearing and decision by the City Council.

Path A – An applicant for a minor subdivision submits a final plat application (and site plan application, as applicable) to the Development Administrator. Following review by the TRC, the Development Administrator refers the final plat application to the Planning Commission for recommendation and to the City Council for final action. The site plan is reviewed and approved administratively.

Path B – At its option, the landowner submits a preliminary plat application for review and approval by City Council. The preliminary plat application is submitted to the Development Administrator. Following review by the TRC, the Development Administrator refers the application to the Planning Commission for recommendation and to the City Council for final action. The City Council holds a public hearing prior to taking action. After City Council approval of a preliminary plat, the applicant submits an application for a final plat (and site plan, as applicable) to the Development Administrator for administrative review and action.

A **major subdivision** involves fifty-one (51) or more lots. An applicant submits a preliminary plat application to the Development Administrator. Following review by the TRC, the Development Administrator refers the application to the Planning Commission for recommendation and to the City Council for final action. The City Council holds a public hearing prior to taking action. After City Council approval of a preliminary plat, the applicant submits applications for final plats and site plans to the Development Administrator for administrative review and action.

All subdivisions are approved in accordance with UDO Section 72-25.

The following sections detail the development review aspects of the subdivision process:

- a. **Preliminary Plats**
- b. **Site Plans (See Sections I and J)**
- c. **Final Plats**

Preliminary Plats

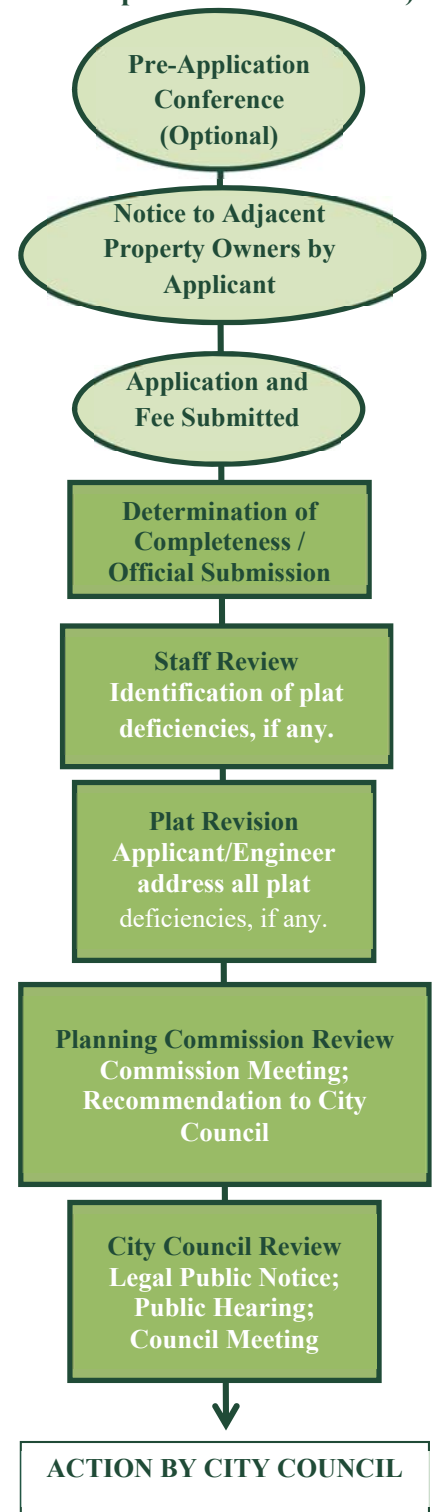
(1) General Description

A preliminary plat shows the proposed layout of the subdivision. Preliminary plats are required for major subdivisions and can be submitted at the option of the landowner for a minor subdivision.

(2) Review Procedure

- i The applicant may submit an application for a Technical Review Committee (TRC) pre-application conference to the office of the Development Administrator to discuss project with City staff (optional step). The applicant or representative attends pre-application meeting.
- ii Within five (5) days prior to submitting an application, applicant shall provide written notice to adjacent property owners by certified mail. Said notice shall ask for public comment on the requested Preliminary Subdivision Plat to be submitted, in writing, to the office of the Development Administrator within 21 days. Certified mail receipts shall be submitted to the Development Administrator as evidence that public notice was sent with application and fee.
- iii The applicant submits preliminary plat application, nine (9) copies of the preliminary plat, electronic copy of plat, and applicable fee to the office of the Development Administrator.

Process Flow Chart Preliminary Plat (Major Subdivision and Minor Subdivision, at the option of the landowner)



- iv** The Development Administrator will review the application to determine completeness. The “completeness” review determines whether the application includes the required submittals. If the application is incomplete, the applicant must address the deficiencies. Once the application is complete, it is officially submitted.
- v** Staff distributes preliminary plat for TRC review and schedules preliminary plat for TRC meeting.
- vi** The applicant attends TRC meeting to review staff and public comments on the plat.
- vii** The applicant addresses plat deficiencies and submits for second review.
- viii** The preliminary plat is distributed to TRC members. If major revisions, it may be scheduled for an additional TRC meeting.
- ix** The Planning Office prepares the staff report, schedules the public hearing on the application with the Planning Commission, provides the required posted and published public notification, and forwards the application and staff report to the Planning Commission. The applicant is responsible for providing all required public notification by mail and submitting certified mail receipts to City.
- x** The Commission shall review the application and provide a recommendation for approval, approval with conditions, or denial to the City Council.
- xi** Following the Planning Commission recommendation, City staff shall schedule the public hearing on the application with the City Council, provide the required posted and published public notification, and forward the application, staff report, and Planning Commission recommendation to the City Council. The applicant is responsible for providing all required public notification by mail and submitting certified mail receipts to City staff.
- xii** The City Council shall review and decide on the application following a public hearing. City Council must act within 90 days of an official submission. Applicants can request and Council may agree to an extension of review time.
- xiii** If approved, applicant can proceed with submission of site plans.

(3) Things to Know

If approval of a feature(s) of the preliminary subdivision plat by a state agency or public authority authorized by state law is necessary, the Development Administrator shall forward the preliminary subdivision plat to the appropriate state agency or agencies for review within 10 days of the official submission.

The approved preliminary plat shall serve as a guide in the preparation of the site plan and final subdivision plat, which

must be submitted for final approval and recordation. The approval of the preliminary plat does not guarantee approval of the final plat.

Once a preliminary subdivision plat is approved, it shall be and remain valid for the periods, and extended periods, specified within Code of Virginia Sections 15.2-2209.1 and 15.2-2260(F) and (G), as may be applicable.

(4) Submittal Requirements

Submit nine (9) copies to the office of Development Administrator in clearly legible blue or black line copies and shall contain the following information:

A. General Information		
1	Application, certified mail receipt for public notice, fee, and nine (9) plats;	
2	Subdivision name;	
3	Names and addresses of the owners and subdivider and names of holder of any easements affecting the property and the name and address of the individual who prepared the plat;	
4	Source of Title. A certificate signed by the surveyor or engineer shall be submitted setting forth the source of title of the owner of the tract and the place of record of the last instrument in the chain of title.	
5	Date of drawing (including the revision dates);	
6	Number of sheets;	
7	Match-line key plan, if multiple of sheets;	
8	Overall plan, if multiple sheets, showing the preliminary plat in its entirety on one sheet, with an information legend and without the match-line key plan information;	
9	North arrow shown, and where practical, oriented to the top of the page;	
10	Graphic scale;	
11	Approval Block containing: This Preliminary Subdivision Plat was approved by City Council on (<i>Month, Date, Year</i>) by Resolution (<i>RXX-XX</i>).	
12	Vicinity map at a scale of one inch to 2,000 feet, which shall be included on the plat showing the relationship of the proposed subdivision to the adjoining property and the area within a one-mile radius, describing all adjoining streets, City corporate limits, neighboring subdivisions, and other landmarks;	
13	When the subdivision consists of land acquired from more than one source of title, the outlines of the various tracts,	

	which shall be indicated by dashed lines. Identification of the respective tracts shall be placed on the plat;	
14	A certified boundary survey and topographic mapping with a horizontal scale not less than one inch equals 100 feet and a contour interval of not greater than two feet, describing the area covered by the proposed subdivision;	
15	Parcels of land intended to be dedicated or reserved for public use, or to be reserved by deed for the common use of property owners in the subdivision;	
16	Areas described in the comprehensive plan as proposed sites for schools, trails, parks, or other public uses, which are located wholly or in part within the land being subdivided;	
17	Lots: Number and approximate area of all lots. Lots shall be numbered consecutively (beginning with "1, 2, 3...") throughout the subdivision so that there is no duplication of lot numbers.	
18	Amenities. Private amenities to be located within the subdivision shall be identified by graphic descriptions and narratives within identified sections of the subdivision.	
19	A proposed phasing plan indicating the location of those land areas and improvements to be sequentially developed and the anticipated timing to the achieve each phase of development	
20	Identify proposed building types by building use codes as defined in the Virginia Uniform Statewide Building Code.	
B. Zoning, Land Uses and Adjacent Properties		
1	The zoning classification, land use, and GPIN for the area being subdivided and for adjacent properties;	
2	Names, zoning, and GPIN numbers of adjacent property owners and subdivisions shall be identified;	
3	As applicable, a copy of the conditional zoning ordinance, variance approval, special exception, and/or special use permit resolution for the property being developed with narrative and graphic description how proffers and/or conditions will be implemented shall be included on the plat;	
4	A table comparing the permitted and proposed density, open space, and floor area ratio for the area being developed;	
5	Building setbacks, minimum frontage, and minimum lot width requirements.	
C. Streets and Utilities		
1	The names, locations, and dimensions of the following: all streets (existing and platted), public water and sewer facilities; easements; rights-of-way; lot lines. Total acreage of each parcel in each use, both proposed and existing.	

2	Names, locations, and dimensions of proposed streets and lots, including a boundary survey or existing survey of record with an accuracy of not less than one foot in twenty-five hundred (2,500). Indicate the number of total acres in each use. The location of all driveways and street access point including sight distance along existing public streets shall be shown.	
3	Utilities: Preliminary locations and sizes of all utilities, including water supply and sewage disposal.	
4	Bridges and Culverts: Preliminary locations and sizes of any proposed bridges or culverts.	
D. Environmental		
1	Stormwater Management: Descriptions and general locations of structures and facilities required from stormwater management as regulated by Article 72-5 of the UDO.	
2	Water Quality Impact Assessment shall be provided to assess the site for the presence of Chesapeake Bay Resource Management and Resource Protection Areas (RMA/RPA), perennial features, and wetlands. The plat shall include: <ul style="list-style-type: none"> a. "To scale" field-surveyed locations of all RPA features, 100-yr floodplains/floodways, and wetlands b. Dam-break inundation zones c. Original signed copy, by a qualified professional (state licensed professional engineer, soil scientist, geologist, wetland delineator) of a site-specific in-field evaluation and delineation for perennial flow based on the latest edition of guidance documents issued by the Chesapeake Bay Local Assistance Department (CBLAD). Form provided by Planning Service Environmental Section. 	
3	Provide the following notes: <ul style="list-style-type: none"> a. This property is in/out (select one) of a Chesapeake Bay Resource Management Area. This property does/does not (select one) contain a 100-foot Resource Protection Area Buffer. (Must be supported by the WQIA) b. Resource Protection Areas are to be retained as undisturbed and vegetated 100-foot wide buffer areas, as specified in Chapter 72 of the City of Fredericksburg Code. c. Only water dependent facilities and redevelopment, as defined in Chapter 72 of the City of Fredericksburg Code are permissible within the Resource Protection Area, including the 100-foot wide buffer. 	

	d. Property lies within a F.E.M.A. defined flood zone “__” per community panel _____, dated _____.	
4	Location(s) of threatened or endangered species and/or habitats per the Virginia Department of Conservation and Recreation Natural Heritage Program database shall be indicated.	
5	Cemeteries: Any grave, object or structure marking a place of burial shall be identified.	
6	Historic/Archaeological: All known historic and archaeological sites and resources, as identified by the Virginia Department of Historic Resources or Fredericksburg Planning Department, shall be delineated.	
7	The 100-year HUD floodplain/floodway limits shall be delineated, where applicable.	

Final Subdivision Plat

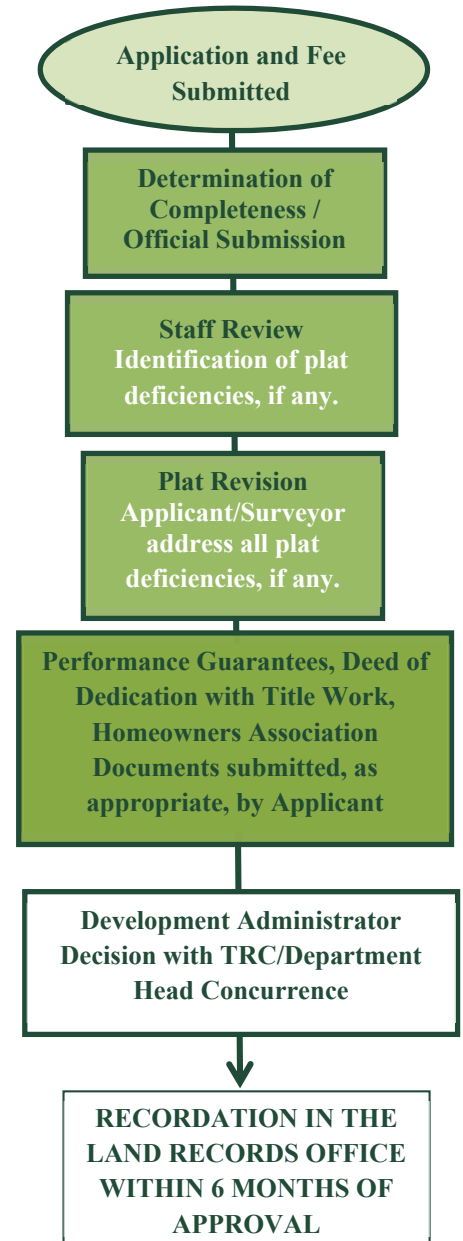
(1) **General Description**

(2) **A final subdivision plat is a schematic representation of land divided or to be divided, which is prepared by a professional who is licensed to prepare such plat. Review Procedure for a Major or Minor Subdivision with an Approved Preliminary Plat and Administrative Subdivisions**

- i Applicant may submit application for Technical Review Committee (TRC) pre-application conference to the office of the Development Administrator if the Development Administrator determines the project is sufficiently complex.
- ii Applicant or representative attends pre-application meeting.
- iii Applicant submits application fee, and nine (9) subdivision plats to the Office of the Development Administrator. Plats must be clearly legible blue or black line copies.
- iv The Development Administrator will review the application to determine completeness. The “completeness” review determines whether the application includes the required submittals. If the application is incomplete, the applicant must address the deficiencies. Once the application is complete, it is deemed officially submitted.
- v Development Administrator routes plats to TRC. TRC identifies plat deficiencies, if any.
- vi The applicant addresses plat deficiencies and submits for second review.
- vii Performance guarantees and deed of dedication with updated title work are submitted by the applicant, as appropriate.
- viii Development Administrator and TRC members take action on final plat within 60 days of the determination of an official submission. Applicants can request an extension of review time.
- ix Final plat and deed of dedication are recorded with the Clerk of Circuit Court.

Process Flow Chart

Final Subdivision Plat for a Major or Minor Subdivision with an Approved Preliminary Plat and Administrative Subdivisions

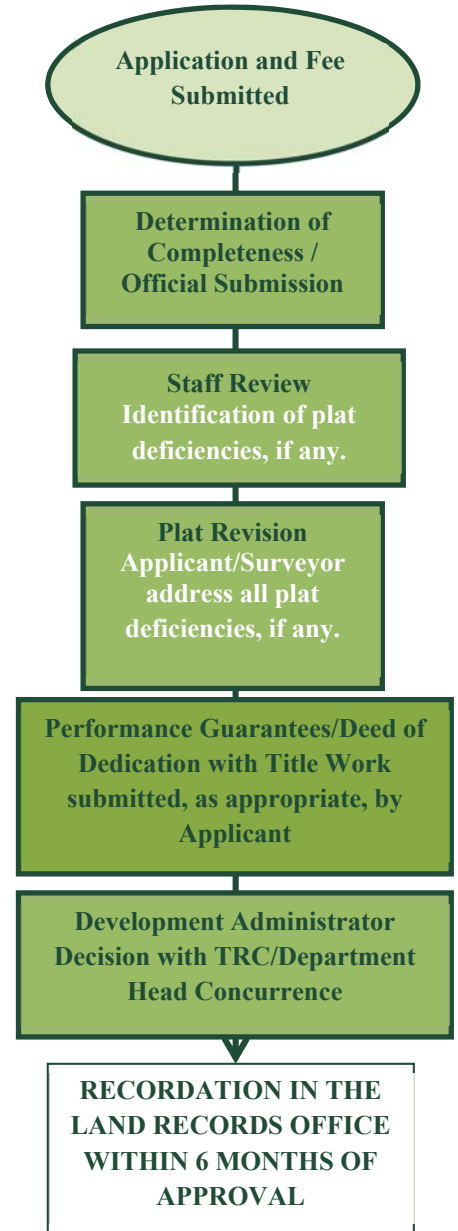


- x Applicant delivers a copy of recorded plat to Development Administrator prior to the issuance of building permits.

(3) Review Procedure for a Minor Subdivision without an Approved Preliminary Plat

- i Applicant may submit application for Technical Review Committee (TRC) pre-application conference to the office of the Development Administrator if the Development Administrator determines the project is sufficiently complex.
- ii Applicant or representative attends pre-application meeting.
- iii Applicant submits application fee, and nine (9) subdivision plats to the Office of the Development Administrator. Plats must be clearly legible blue or black line copies. The Development Administrator will review the application to determine completeness. The “completeness” review determines whether the application includes the required submittals. If the application is incomplete, the applicant must address the deficiencies. Once the application is complete, it is officially submitted.
- iv Development Administrator routes plats to TRC. TRC identifies plat deficiencies, if any.
- v The applicant addresses plat deficiencies and submits for second review.
- vi The Planning Office prepares the staff report, schedules the application with the Planning Commission (no public hearing), and forwards the application and staff report to the Planning Commission.
- vii The Commission shall review the application and provide a recommendation for approval, approval with conditions, or denial to the City Council.
- viii Following the Planning Commission recommendation, City staff shall schedule the public hearing on the application with the City Council, provide the required posted and published public notification, and forward the application, staff report, and Planning Commission recommendation to the City Council. The applicant is responsible for providing all required public notification by mail and submitting certified mail receipts to City staff.

Process Flow Chart
Final Subdivision Plat for a Major or Minor Subdivision without an Approved Preliminary Plat and Administrative Subdivisions



- ix** The City Council shall review and decide on the application following a public hearing. City Council must act within 60 days of an official submission. Applicants can request and Council may agree to an extension of review time.
- x** Performance guarantees and deed of dedication with updated title work are submitted by the applicant, as appropriate.
- xi** Final plat and deed of dedication are recorded with the Clerk of Circuit Court.
- xii** Applicant delivers a copy of recorded plat to Development Administrator prior to the issuance of building permits.

(4) Things to know

Homeowners Associations must be established prior to the final plat recordation when open space or other facilities are being created which are intended to be owned and maintained by the Homeowners Association.

Plats shall be clearly legible blue or black line copies.

All final plats of subdivision shall be prepared at a scale of not less than one inch equals 100 feet with letters and figures not less than 0.10 inch in height, on sheets not to exceed 18 inches by 24 inches.

Approval of the plat is granted only on the completion or installation of all required improvements or the posting of performance guarantees ensuring the completion or installation of such improvements.

Final plat approval and recordation is required before lots can be sold or transferred.

The subdivider shall record the approved final subdivision plat in the land records of the Circuit Court within six months of the approval of the plat. If the plat is not recorded within this time, the approval of the plat expires.

(5) Submittal Requirements

A. General Information		
1	Application, fee, and nine (9) plats.	
2	Subdivision name.	
3	Name of owner and address, city, state.	
4	North point.	
5	Scale.	
6	Date of drawings and the number of sheets, if shown on more than one sheet, match lines shall clearly indicate where the several sheets join and shall be accompanied by a key plan showing the entire development.	
7	Location of the proposed subdivision shall be indicated by an insert map at a scale of not less than one inch equals 2,000 feet describing thereon the north point, adjoining streets and their names and identifying numbers, City corporate limits, neighboring subdivisions, and other landmarks.	
8	When the subdivision consists of land acquired from more than one source of title, the outlines of the various tracts shall be shown on the plat.	
9	The plat shall indicate the accurate location and dimension by bearings and distances of all lots and street lines; boundaries of all easements, parks and school sites or other public areas; total acreage of subdivided area; the numbers and areas of all building sites; all existing and platted streets and their names, numbers, and widths; watercourses and their names; names of owners; and property lines, both within the boundaries of the subdivision and adjoining such boundaries.	
10	All curves on a final subdivision plat shall be defined by their radii, central angles, arc lengths, tangent lengths, chord lengths, and chord bearings. Such curve data shall be expressed by a curve table lettered on the face of the plat, each curve being tabulated and numbered to correspond with the respective numbered curve shown throughout the plat.	
11	All dimensions shall be shown in feet and decimals of a foot to the closest 1/100 foot, and all bearings shall be shown in degrees, minutes and seconds to the nearest second.	
12	Geographic Parcel Identification Numbers (GPIN) for the parent parcel and proposed lots shall be labeled on the plat and for adjoining properties.	
13	The zoning classification, including references to any applicable conditional zoning, variance, special exception, and/or special use permit approvals for the area being subdivided shall be identified.	

14	All Chesapeake Bay Resource Protection Areas, floodplain/floodway limits, wetlands, and dam-break inundation zones shall be delineated.	
15	<p>Water Quality Impact Assessment (unless previously provided) shall be provided to assess the site for the presence of Chesapeake Bay Resource Management and Resource Protection Areas (RMA/RPA), perennial features, and wetlands. The plat shall include:</p> <ul style="list-style-type: none"> a. "To scale" field-surveyed locations of all RPA features, 100-yr floodplains/floodways and wetlands. b. Dam-break inundation zones. c. Original signed copy, by a qualified professional (state licensed engineer, soil scientist, geologist, wetland delineator) of a site-specific in-field evaluation and delineation for perennial flow based on the latest edition of guidance documents issued by the Chesapeake Bay Local Assistance Department (CBLAD). Form provided by Planning Services Environmental Section. 	
16	<p>Provide the following notes:</p> <ul style="list-style-type: none"> a. This property is in/out (select one) of a Chesapeake Bay Resource Management Area. This property does/does not (select one) contain a 100-foot Resource Protection Area Buffer. (Must be supported by the WQIA) b. Resource Protection Areas are to be retained as undisturbed and vegetated 100-foot wide buffer areas, as specified in Chapter 72 of the City of Fredericksburg Code. c. Only water dependent facilities and redevelopment, as defined in Chapter 72 of the city of Fredericksburg Code are permissible within the Resource Protection Area, including the 100-foot wide buffer. d. Property lies within a F.E.M.A. defined flood zone "___" per community panel_____, dated_____. 	
17	<p>Monuments and property corners.</p> <p>All monuments and property corners required under Article 72-5 shall be shown on the plat.</p> <p>The plat shall reference at least two (2) monuments at subdivision corners to the Virginia Coordinate System (VCS) 1983 North. The bearings shown on the plat shall be referenced to the VCS 1983 North. The geodetic control monument from which the coordinate reference is desired shall be referenced including their identifiers and the VCS</p>	

	<p>1983 North coordinates. The following notes shall be required on the plat:</p> <ul style="list-style-type: none"> a. The plat is referenced to the Virginia Coordinate System (VCS) 1983 North as computed from a field survey which ties this subdivision boundary to the City of Fredericksburg, Spotsylvania County, Stafford County, Virginia Department of Transportation, United States Department of Defense or National Geodetic Survey monument (insert number and name of monument). b. The grid factor (elevation factor (X) scale factor) which has been applied to the field distance to derive the referenced coordinates is (insert complete grid factor). Unless otherwise stated, the plat distances shown are intended to be horizontal distances measured at the mean elevation of the subdivision. c. The bearings shown are referenced to VCS 1983 Grid North. To convert to True North apply the convergence angle (insert complete convergence angle and direction). The foot definition used for conversion of VCS 1983 North coordinates is the "U.S. Survey Foot" (1 foot = 12/39.27 meter). d. The elevations shown are referenced to (insert NAVD 88, NGVD 29, or assumed) vertical datum. 	
18	<p>Global Positioning System (GPS). GPS coordinates on two property corners by:</p> <ul style="list-style-type: none"> a. VA State Plane, North Zone, 1983 Datum X,Y coordinate values on two adjacent outer perimeter property pins, or b. Surveyed distance and bearing traverses from and between adjacent outer perimeter property pins. 	
19	<p>Private or public restrictions and their period of existence. If the restrictions are of such length as to make their lettering on the plat impractical, reference shall be made on the plat to a separate instrument.</p>	
20	<p>Easements.</p> <ul style="list-style-type: none"> a. Exact location of all easements, their width, use, and ownership, and a note that all easements provided for transportation purposes are to be maintained by the City of Fredericksburg only to the extent necessary to serve travelway purposes. b. Streets, alleys, and easements are labeled as either "public" or "hereby dedicated" to the City or "private". It must be very clear what is public and what is private. 	

21	<p>Required forms and signatures:</p> <p>a. Certificate of title: The surveyor or engineer shall affix upon each plat his/her name and address with a certificate signed by him/her stating the source of the title of the owner of the land subdivided and the place of record of the last instrument in the chain of title.</p> <p>b. Surveyor's or engineer's certificate: The surveyor or engineer shall affix upon each plat and sign the following certificate: "I hereby certify, to the best of my knowledge and belief, that all of the requirements of the City Council and ordinances of the City of Fredericksburg, Virginia, regarding the platting of subdivisions within the City have been met." Given under my hand this _____/_____/_____ day of _____, 20____. _____ Date _____ State Licensed Land Surveyor or Engineer</p> <p>c. Owner's consent dedication statement:</p> <ol style="list-style-type: none"> 1. The owners listed in this section exactly match those in the Certificate of Title. 2. Owner name matches GIS records (which are taken from tax and land records). 3. Owner is listed with the Virginia SCC as authorized to do business in Virginia (for corporations, limited partnerships, limited liability companies). 4. The person signing has authority to do so: <ol style="list-style-type: none"> i. Individual: may sign personally. ii. Corporation: a president, vice president, or other person as may be authorized by the board of directors may sign. iii. LLC: a member or a manager may sign; NOT a president or VP. iv. Limited Partnership: a general partner may sign. v. General Partnership: any partner may sign in the name of the partnership. 5. Owner's signature block must contain this language exactly: "The platting or dedication of [insert description of the land] is with the free consent and in accordance with the desire of the undersigned owners, proprietors and trustees, if any." 6. If easements are being dedicated to the City, this must appear after the language in 5.: "The easements labeled as _____ _____ easements are hereby dedicated to public use." The label should exactly match the label of the easement as shown on the plat. 	
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	<p>7. The owner’s signature must be notarized.</p> <p>d. Certificate of approval: The following signature panel shall be provided for the Development Administrator, as applicable: "This subdivision known as _____ Subdivision (Section _____, if applicable) is approved by the undersigned in accordance with existing subdivision regulations and may be admitted to record."</p> <p>_____ _____ Development Administrator Date</p> <p>e. Notary Clauses</p> <p>1. The notary clause is the correct format to correspond to the owner type:</p> <p>See §55.1-612 for the <i>general form</i> for a notary clause and §55.1-621 for more forms, including for a corporation, partnership, etc.</p> <p>See §55.1-616 for <i>out of state</i> notary clauses.</p> <p>2. The Notary The notary clause includes the date upon which the notarial act was performed, the county or city and state in which it was performed, a reproducible image of the notary’s seal, and the date of expiration of the notary’s commission.</p>	
22	Address. The street address for the proposed lots shall be affixed on the plat prior to final approved and recordation.	
23	GIS digital data. The plat preparer shall submit an electronically formatted computer file containing all information shown on the final plat. The computer file shall conform to 2013 CAD format and be submitted to the City of Fredericksburg ftp site in its final form prior to recordation of the plat.	
24	<p>A separate deed of subdivision, dedication and easement shall be included, containing a legal description of the tract being subdivided, the fee simple dedication of any rights-of-way, open space, or other lands located within the boundaries of the property shown on the final plat that are required by this division to be dedicated to the City, and all on-site public utility or other easements required by this division to be dedicated. Such deed shall be approved as to form by the City Attorney prior to recordation.</p> <p>The deed must be accompanied by a title report no more than 90 days old.</p>	
25	Where applicable, separate documentation verifying the existence of a Homeowners Association or similar entity shall be provided prior to final plat approval.	

B. Streets		
1	The accurate location and dimensions of all existing and proposed streets, both within and adjoining the subdivision. Streets shall be named and shall not duplicate existing or platted street names, unless the new street is a continuation of existing or platted streets, in which case it shall bear the name of the existing or platted street.	
2	Temporary cul-de-sacs where needed. When one or more temporary turnarounds are shown, the following statement shall be included on the plat: "The area on this plat designated as temporary turnaround shall be constructed and used until (street name) is/are extended, at which time the excess land in the temporary turnaround area shall be abandoned for street purposes and shall revert to adjoining lot owners in accordance with specific provisions in their respective deeds."	
3	<p>Private Streets under the provisions of UDO Article 72-5. Such private streets shall be recorded within private ingress/egress easements, and the plat and such deed of gift or transfer, shall include notes stating:</p> <ul style="list-style-type: none"> a. Which lots are served and any property that will be restricted from being served; b. That the City of Fredericksburg has the right of use to the ingress/egress easement for public emergency response and governmental purposes; and c. The private ingress/egress easement depicted on the plat is considered a private ingress/egress easement and is intended for the exclusive use of the property owner(s) identified by the final plat. The easement will not be eligible for funding for maintenance for improvement from public resources managed by the City of Fredericksburg or the Virginia Department of Transportation. 	

0. Subdivision and Site Plan Exceptions

1. General Description

In unusual cases or when strict adherence to the regulations of the UDO would result in substantial injustice or hardship, the Development Administrator (for site plans and administrative subdivisions) or City Council (for major and minor subdivisions) may vary any of the subdivision and site plan related provisions of the UDO, under the terms, procedures, and conditions established in UDO Section 72-25.3.

2. Review Procedure for Site Plan Exceptions and Administrative Subdivision Exceptions

- a. Within five (5) days prior to submitting an application, applicant shall provide written notice to adjacent property owners by certified mail. Said notice shall ask for public comment on the requested Subdivision or Site Plan Exceptions to be submitted, in writing, to the office of the Development Administrator within 21 days. Evidence of certified mail receipt of such notices shall be provided to the Development Administrator with application fee.
- b. Applicant submits in writing the provision from which the exception is requested and the grounds therefore, to the office of the Development Administrator. The applicant shall submit the request with the site plan or subdivision plat application.
- c. The Development Administrator reviews the application for completeness within ten (10) days, and notifies the applicant, by mail, if the application is not complete and describes the additional information needed for resubmission.
- d. Once determined complete, the Development Administrator will commence review of the application and may schedule the application for the next TRC meeting, if determined appropriate.
- e. The Development Administrator will review exception request and



- make a decision.
- f. Within seven (7) days of the Development Administrator's decision, written notice of the subdivision exception of such decision is mailed, by the office of the Development Administrator to the applicant.
- g. If exception is approved by the Development Administrator, the applicant can proceed with their final plat.
- h. Any person aggrieved by the Development Administrator's decision may appeal the action to the City Council on written application filed with the Development Administrator within 14 days from the date of the decision.

3. Review Procedure for Subdivision Exceptions for Major and Minor Subdivisions

- a. Applicant submits, in writing, the provision from which the exception is requested and the grounds therefore, to the office of the Development Administrator. The applicant shall submit the request with the preliminary plat application.
- b. The Development Administrator reviews the application for completeness within ten (10) days, and notifies the applicant, by mail, if the application is not complete and describes the additional information needed for resubmission.
- c. Once determined complete, the Development Administrator will commence review of the application and schedule the application for the next TRC meeting.
- d. The applicant or representative may participate in the TRC meeting.
- e. The office of the Development Administrator shall schedule the item for the next Planning Commission agenda and commence review.
- f. The office of the Development Administrator prepares the staff report, schedules a meeting with the Planning Commission, and forwards the application, with the preliminary plat, and staff report to the Planning Commission.
- g. Following the Planning Commission recommendation, City staff shall schedule the public hearing on the application with the City Council. The applicant shall provide the required public notification. Staff shall forward the application, staff report, and Planning Commission recommendation to the City Council.
- h. The City Council shall review and decide on the request in conjunction with action on the associated subdivision plat application and following a public hearing.
- i. Any person aggrieved by the City Council, may appeal to the Circuit Court in accordance with the Code of Virginia.

4. Things to Know

Exceptions from the site plan and subdivision provisions are considered by the City Council for major and minor subdivisions and the Development Administrator for site plans and administrative subdivisions.

The grantor of the exception may revoke the exception for failure to comply with the conditions of approval.

Please see Section 72-25.3 in the UDO for additional details.

5. Submittal Requirements

1	Each request for an exception of the terms of the Site Plan or Subdivision Regulations shall be made in writing by the applicant, stating specifically the provision from which the exception or modification is requested, and the grounds therefore.	
2	All exception requests shall be accompanied by such plats, drawings, and engineering documents required by the Development Administrator to allow the Development Administrator or City Council to understand and act on the exception or modification.	
3	A list of all adjacent property owners (including parcels), as shown in the current real estate tax assessment records. Including tax map and geographic parcel identification number and the name and mailing address of the property owner.	
4	A copy of a map highlighting the properties where property owner information is provided.	
5	Copy of letter to adjacent property owners and certified mail receipt for public notice, as appropriate.	

P. Text Amendment

1. General Description

A text amendment is a legislative amendment of City Code Chapter 72, the Unified Development Ordinance.

2. Review Procedure

- a. Only the Planning Commission and City Council may initiate a text amendment. The Planning Commission action takes the form of a motion, while the City Council's action takes the form of a resolution.
- b. The appropriate administrator or City Attorney may develop a proposal for a text amendment. For each proposed amendment, the administrator will meet with the City Attorney to review the proposal, determine whether there is statutory authority for the proposal, and identify any other planning or legal issues.
- c. The administrator will prepare the public hearing notice, subject to the review and approval of the City Attorney.
- d. The City Attorney will draft the motion or resolution and ordinance for the text amendment in consultation with the administrator. The administrator will prepare the staff report.
- e. When the draft ordinance, motion or resolution, public hearing notice, and staff report are complete, the administrator will refer the text amendment to the Planning Commission or City Council to commence the legislative process.

3. Submittal Requirements

Not Applicable.

4. Things to Know

Not Applicable.

Process Flow Chart Text Amendment



Q. Zoning Appeal

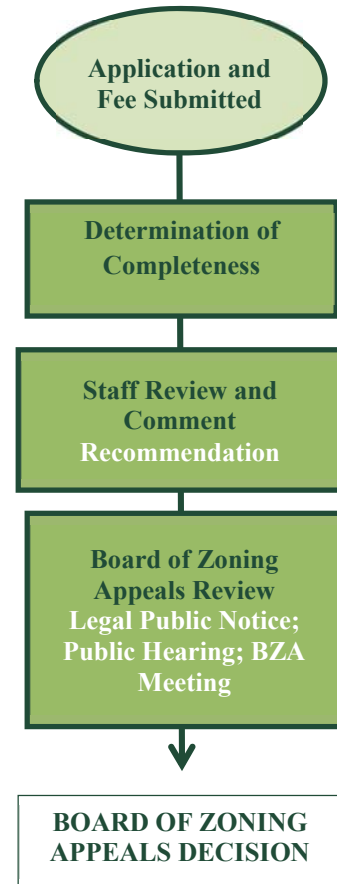
1. General Description

Any person aggrieved or any officer, department, board or bureau of the City affected by any decision of the Zoning Administrator, or Development Administrator, as applicable, or from any order, requirement, decision or determination made by any other administrative officer in the administration or enforcement of the UDO, as specifically described in the UDO, may make appeal to the Board of Zoning Appeals (BZA). Such appeal shall be made within the specified time frame set forth in the notice or written order.

2. Review Procedure

- a. Applicant submits, in writing, the specific order, requirement, decision or determination being appealed, with the applicable fee, to the office of the Zoning Administrator.
- b. The Zoning Administrator reviews the appeal for completeness and timeliness within 5 days. If complete, the Zoning Administrator schedules the appeal for the next BZA meeting. If incomplete, the Zoning Administrator requests additional information from the applicant. If the appeal is not timely, within the specified time frame set forth in the Code of Virginia, the applicant is notified that the order, requirement, decision or determination being appealed is final and unappealable.
- c. The Zoning Administrator, in conjunction with the City Attorney, prepares a report to the BZA, works with the applicant to provide required public notification and gives notice to the parties of interest.
- d. The BZA holds a public hearing and shall make a decision to reverse or affirm, wholly or partly, or modify, an order, requirement, decision or determination being appealed within 90 days.

Process Flow Chart Zoning Appeal



3. Submittal Requirements

1	<p>A signed statement setting forth the determination being appealed, to include the following information:</p> <ol style="list-style-type: none"> a. The order, requirement, decision, determination or notice of violation that is the subject of the appeal. b. The date upon which the decision being appealed was made. 	
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	<ul style="list-style-type: none"> c. The grounds for the appeal. d. Specifically how the appellant is an aggrieved person e. Any additional supporting data such as plats, plans, drawings, charts or other related material 	
2	Application fee.	

4. Things to Know

In no case shall a written order, requirement, decision or determination made by the Zoning Administrator or other administrative officer be subject to change, modification or reversal by the Zoning Administrator or other administrative officer after 60 days have elapsed from the date of the written order, requirement, decision or determination.

R. Zoning Map Amendment (Rezoning, Rezoning with Proffers, and Planned Development)

1. General Description

A zoning map amendment or rezoning is a legislative amendment to the official zoning map, which may include changing the boundaries of one or more districts, the district classification of one or more parcels or the proffers from an existing map amendment. Zoning map amendments may be initiated by a property owner, a contract purchaser, the owner's agent, the Planning Commission, or the City Council.

In connection with a zoning map application, the land owner may voluntarily proffer reasonable conditions not generally applicable to land similarly zoned. Once accepted by the City Council, these proffers become part of the zoning regulations applicable to the land and they run with the land until it is rezoned. A map amendment application with proffers is referred to as a conditional rezoning.

An application for a planned development zoning district is a type of conditional rezoning. A general development plan is submitted by the applicant to show compliance with the requirements of the UDO, the Comprehensive Plan, and other applicable infrastructure plans (streets, trails, utilities). The Planned Development district is established to encourage innovative and creative design, to facilitate the use of the most advantageous construction techniques and to protect natural resources. The district is designed to permit a greater degree of flexibility in terms of layout, design and construction.

2. Review Procedure

- a. General rezoning applications will be administered by the Zoning Administrator. Applications associated with Comprehensive Plan amendments or significant land use policy issues may be administered by the Senior Planner as assigned by the Planning Director.
- b. Unless waived by the Administrator, the applicant will meet with the Technical Review Committee before submitting a zoning map amendment application.
- c. Following completion of the pre-application conference, the applicant may submit an application, fee, and two copies of the submittal requirements for the zoning map amendment.
- d. The Administrator will review the application to determine completeness. The "completeness" review determines whether the

Process Flow Chart Zoning Map Amendment



application includes the required submittals. The Administrator may accept the application signature(s) subject to the review and approval of the City Attorney. If the application includes proffers, the city attorney will determine whether or not the proffer statement is legally sufficient. The Administrator will notify the applicant if the application is complete or incomplete. If the application is incomplete, the Administrator will ask the applicant for the information necessary to address the deficiencies.

- e. Once the application is determined complete, the Administrator will distribute the application to the Technical Review Committee and the City Attorney and commence review. The amount of time necessary to complete the staff review is variable depending on the complexity of the application and the accuracy of the submitted material. The Administrator will provide the applicant with written comments at the end of the staff review. The applicant may revise the application in response to these staff comments.
- f. The Administrator, in consultation with the City Attorney, prepares a public hearing notice for the application.
- g. When the staff review is complete, any application revisions are made, and after the City Attorney drafts the zoning map amendment ordinance in consultation with Planning staff, Planning staff schedules the public hearing on the application with the Planning Commission, and works with the applicant to provide required public notification. The applicant then submits ten hard copies of the entire application packet for distribution to the Planning Commission.
- h. Planning staff prepares the staff report. Planning staff forwards the staff report, draft zoning map amendment ordinance, and any relevant application documents to the Planning Commission. For any application, the Administrator may schedule a work session prior to the public hearing, to present the project to the Planning Commission and to seek direction in addressing issues related to the project.
- i. The Planning Commission conducts a public hearing, reviews the application, and provides a recommendation for approval, approval with conditions, or denial to the City Council. The Planning Commission acts within 100 days of the date of the first meeting of the Commission after the application has been accepted.
- j. Following the Planning Commission recommendation, City staff schedules a public hearing on the application with the City Council, works with the applicant to provide the required public notification, and forwards the application, staff report, and Planning Commission recommendation to the City Council.
- k. Applicant must sign and record a notice of Conditional Zoning in a form approved by the City Attorney and record it in the Circuit Court of the City of Fredericksburg. Proof of recording must be submitted to the Office of the Administrator within 30 days of City Council action.

3. Things to Know

Proffers are conditions, voluntarily offered by the applicant, to be accepted by the City Council. In no instance shall a proffer be less restrictive than the requirements in the UDO. See Part 3: Section 4 Resource List for a link to the Proffer Checklist.

Any changes to proffers must be submitted to the Zoning Administrator at least seven (7) days prior to the City Council meeting.

4. Submittal Requirements

In addition to the GDP, requests to amend the zoning map shall include ~~twelve~~ two copies of the application and the following information:

A. General Information		
1	Application, fee, and background materials loaded to the City's FTP website.	
2	Per §72-21.6.A.(5), the applicant shall provide satisfactory evidence that any delinquent real estate taxes, nuisance charges, stormwater management utility fees, and any other charges that constitute a lien on the subject property, that are owed to the locality and have been properly assessed against the subject property, have been paid.	
3	<p>A notarized affidavit, signed by the applicant and containing the following:</p> <ul style="list-style-type: none"> a. A listing of the names and addresses of all applicants, title owners, contract purchasers, and lessees of the land described in the application, and, if any of such persons is a trustee, each beneficiary having an interest in such land, and all attorneys, real estate brokers, architects, engineers, planners, surveyors and other agents who have acted or will act on behalf of any of such persons with respect to the application. If any of the applicants, title owners, contract purchasers, or beneficiaries is a corporation, then the application shall also contain a listing of all shareholders who own ten percent or more of any class of stock issued by the corporation and, where such corporation has ten or less shareholders, a listing of all shareholders. The application shall also contain a listing of all partners, both general and limited, in any partnership with an ownership interest in the property. b. A statement indicating whether or not any member of the City Council or the Planning Commission or any member of their immediate household or family owns or has any financial interest in such property or has any financial interest in the outcome of the decision. 	

4	For any application filed by an agent, contract purchaser or lessee of the property, a written statement signed by each title owner confirming the applicant's status as the owner's agent or contract purchaser, and indicating his endorsement of the application.								
5	<p>A certified plat of the property to be zoned sealed by a professional surveyor, engineer, and/or architect shall include:</p> <ul style="list-style-type: none"> a. The metes and bounds of all boundary lines of the subject property, and the bearings and distances of each zoning district crossing or adjacent the property. b. The total area of the property, presented in either square feet or acres. c. A scale and north arrow. d. The location of all existing buildings, structures, and easements of record. e. The names and route numbers of all boundary roads or streets and the width of existing rights-of-way. f. The signature and seal of the person preparing the plat. g. The location, names, zoning district, and GPIN references of adjacent property owners. 	<table border="1"> <tr><td></td></tr> <tr><td></td></tr> <tr><td></td></tr> <tr><td></td></tr> <tr><td></td></tr> <tr><td></td></tr> <tr><td></td></tr> </table>							

6	<p>A General Development Plan providing the following items, unless waived (in whole or in part) by the Administrator:</p> <ul style="list-style-type: none"> a. A general narrative of planning objectives to be achieved. b. A schematic land use plan, at a scale of not less than one inch to 100 feet showing: proposed uses, structures, site improvements, facilities, parking and loading access points, utilities, lot layout, setback, height, lot coverage, floor area ratios, density, open space, landscaping, buffer areas and building restriction lines. c. An environmental analysis of the proposed site, including a graphic inventory and any proposed preservation of 100-year floodplain/floodway areas, slopes in excess of 25 percent, unbuildable soils, existing tree cover, topography at a maximum contour interval of 5 feet, cemeteries, watercourses, unique natural features, and all known historic sites and resources, as identified by the Virginia Department of Historic Resources and the Fredericksburg Planning Office. d. For sites located wholly or in part within the Chesapeake Bay Preservation Overlay District, an environmental site assessment prepared in accordance with UDO Section 72-34.5, and other relevant information requested by the Administrator. e. If applicable, a phasing plan delineating the proposed phases of the development, the approximate commencement date for construction and a proposed build-out timeframe. f. A transportation analysis which includes a circulation plan, including location of existing and proposed vehicular, pedestrian, bicycle and other circulation facilities; general information on the circulation facilities, including trip generation, ownership and maintenance; and proposed construction standards location and general design of parking and loading facilities. A full Traffic Impact Analysis may be required by the Administrator. g. A public facilities assessment plan presenting the potential impact the proposed rezoning could have, at the maximum density of 	
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	<p>development allowed in the proposed zoning district (i.e., build-out), on the following public facilities:</p> <ul style="list-style-type: none"> (1) Water treatment storage and transmission facilities. (2) Sewage transmission and treatment facilities. (3) Streets and other public transportation systems. (4) Storm sewerage and drainage, including stormwater management facilities, both on-site and off-site. (5) Public schools, libraries and other educational institutions. Public parks and recreational facilities. <p>h. A statement certifying that the use and development of the property, and all improvements thereon, are subject to the final General Development Plan as well as to the generally applicable regulations set forth in UDO Section 72-33.</p> <p>i. Other pertinent information as requested by the Administrator.</p>	
7	<p>In addition to the information listed in 5 above, a General Development Plan for a planned development zoning district which involves ten or more lots for a Zoning Map Amendment shall meet the requirements set forth in the Procedures Manual for a Preliminary Plat.</p>	
8	<p>A written statement that addresses the following:</p> <ul style="list-style-type: none"> a. The proposed use including, but not limited to, ownership, hours of operation, proposed number of employees, operator's qualification. b. How the request is consistent with the City's Comprehensive Plan (cite specific section and page number) and other applicable infrastructure plans (streets, trails, and utilities). c. How the request is consistent with the goals, purposes, and standards of the City's UDO. d. Description of the development's impact on adjacent and neighboring properties. 	

	e. How the request is consistent with the principles of zoning and good zoning practice, including the purposes of the zoning district, the characteristics of the property involved, and whether there are adverse impacts of the proposed use.	
9	For conditional zoning applications, a written proffer statement signed by the owner(s) and applicant.	
10	A list of all adjacent property owners, including those located across the street, to include the names, Geographic Parcel Identification Numbers, and mailing addresses.	
11	The Administrator may request additional information applicable to the specific nature of a given structure or use, as deemed necessary to fully evaluate the request.	

S. Zoning Permit

1. General Description

The term “Zoning Permit” is the process used for review of several different application types, including:

By the Zoning Administrator:

- **Accessory Structure Permit** – A permit required for construction of any accessory structure subject to the standards in UDO Section 72-42.
<https://www.fredericksburgva.gov/documentcenter/view/340>
- **Antenna Structure Permit** – A permit required before installation to ensure that proposed antennas or other structures are permitted in the zoning ordinance and that they comply with all zoning requirements in the UDO.
<https://www.fredericksburgva.gov/Search?searchPhrase=Antenna%20Structures%20Permit%20Application&page=1&perPage=10>
- **Certificate of Zoning Use** – A document indicating that a proposed development or use complies with all zoning-related requirements in the UDO.
<https://www.fredericksburgva.gov/documentcenter/view/345>
- **Driveway Permit** – A permit required before installation or modification of a curb cut or driveway on an existing residential lot to ensure compliance with all zoning requirements in the UDO and Public Works Policies.
<https://www.fredericksburgva.gov/DocumentCenter/View/17867/Driveway-Permit-2020?bidId=>
- **Fence/Wall Permit** – A permit required for construction of any permanent fences or walls two or more feet in height subject to the standards in UDO Section 72-56.
<https://www.fredericksburgva.gov/documentcenter/view/7984>
- **Home Occupation Permit** – A permit required before a homeowner or renter may operate a business out of a residential dwelling, subject to the standards in UDO Section 72-42.6.D.
<https://www.fredericksburgva.gov/documentcenter/view/9889>
- **Homestay Permit** – A permit required before a property owner can use a residence for short term lodging rental, subject to the standards in UDO Section 72-42.6.E.
<https://www.fredericksburgva.gov/documentcenter/view/10528>
- **Temporary Use Permit** – A permit required prior to operation of a temporary use or installation of a temporary structure, subject to the standards in UDO Section 72-43.
<https://www.fredericksburgva.gov/documentcenter/view/360>

By the Development Administrator:

- **Sign Permit** – A permit required for installation of a sign, subject to the standards in UDO Section 72-59.
<https://www.fredericksburgva.gov/documentcenter/view/357>

By the Stormwater Administrator:

- **Land Disturbance Permit** – A permit required for all development located in the Chesapeake Bay Preservation Overlay District (CBPO) that will disturb 2,500 square feet or more of ground area in Resource Management Areas or 10,000 square feet or more in all other areas, subject to the standards in UDO Section 72-34.5.
<https://www.fredericksburgva.gov/documentcenter/view/7078>

2. Review Procedure

- a. Applicant submits an application and fee to the office of the Zoning Administrator, Development Administrator, or Stormwater Administrator, as appropriate.
- b. The Administrator reviews the application for UDO compliance within 15 days.
- c. The Administrator may approve, approve with conditions, or deny the application.
- d. Decisions of the Zoning Administrator may be appealed to the Board of Zoning Appeals within 30 days of the decision date in accordance with Code of Virginia Section 15.2-2311.

3. Things to Know

Certificates of Zoning Use

Certificates of Zoning Use are required for all forms of development, a new use, change in use, change in ownership (prior to obtaining a business license), or change in the business location. A Business License must be obtained from the Commissioner of Revenue before any nonresidential use begins to operate in the City.

Home Occupation Permit

Anyone conducting a home-based business must obtain a Business License from the Commissioner of Revenue after obtaining a Home Occupation permit from the Planning Office.

Signs

The design of signs in Historic Districts requires a Certificate of Appropriateness from the Architectural Review Board. The design of signs in the Princess Anne Gateway Corridor Overlay and Lafayette Boulevard Gateway Corridor Overlay require approval of the Development Administrator. Signs being erected, constructed, posted, painted, altered, or relocated require a sign permit. Applicants should check with the Development Administrator before modifying or adding any signage.

4. Submittal Requirements

Applications are available on the City’s website or in the Planning Services Division and Building Services Division. Links to the applications are also available in Part 3 of this Procedures Manual.

Process Flow Chart
Administrative Permit



T. Zoning Variance

1. General Description

The Board of Zoning Appeals (BZA) may authorize a Zoning Variance in accordance with UDO Section 72-22.8, when a literal enforcement of the provisions will result in a hardship or an unreasonable restriction of the use of the land on a single property due to unique circumstances associated with the property (not those created by the action of the property owner).

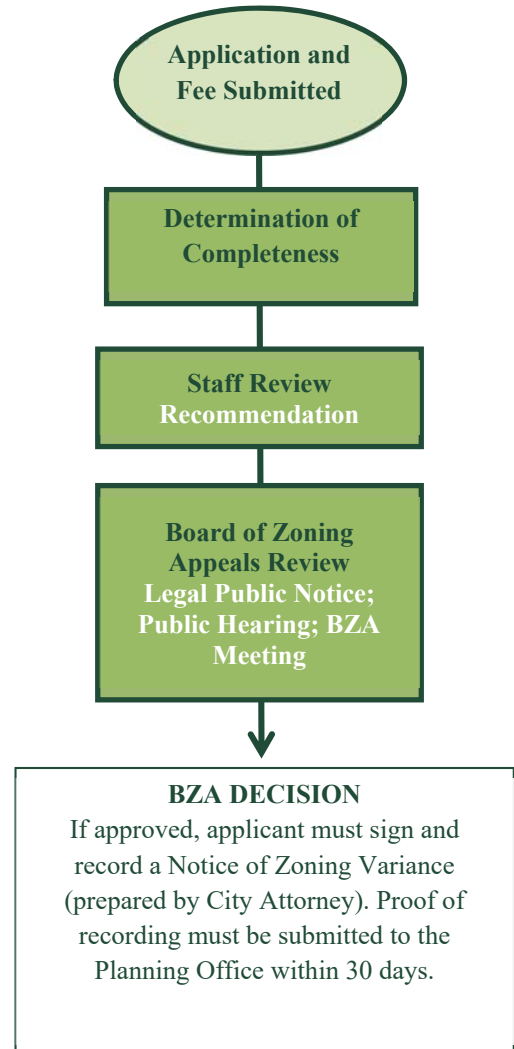
2. Review Procedure

- a. Applicant may request a pre-application conference with the Zoning Administrator prior to submitting an application for a zoning variance.
- b. Applicant submits an application, written narrative, and fee, to the office of the Zoning Administrator.
- c. The Zoning Administrator reviews the application for completeness within ten (10) days, and notifies the applicant, by mail, if the application is not complete and describes the additional information needed for resubmission.
- d. The applicant has thirty (30) days to provide the additional information and resubmit the application or request, in writing, that the application be re-reviewed as is. Failure of the applicant to respond within the specified time shall be considered a withdrawal of the application.
- e. Once determined complete, the Zoning Administrator will commence review of the application and schedule the item for a Board of Zoning Appeals meeting.
- f. The Zoning Administrator prepares the staff report and forwards the application and staff report to the Board of Zoning Appeals. The applicant provides required public notification,
- g. The Board of Zoning Appeals shall review the application and may approve, approve with conditions, or deny the request.
- h. If application is denied, the applicant may appeal to Circuit Court.

3. Things to Know

In order for the BZA to grant a variance, the applicant must prove that the strict application of the terms of the ordinance would unreasonably restrict the utilization of the property or that the granting of the variance would alleviate a hardship due to a physical condition relating to the property or improvements thereon at the time of the effective date of the ordinance, and (i) the property interest for which the variance is being requested was acquired in good faith and any hardship was not created by the applicant for

Process Flow Chart Zoning Variance



the variance; (ii) the granting of the variance will not be of substantial detriment to adjacent property and nearby properties in the proximity of that geographical area; (iii) the condition or situation of the property concerned is not of so general or recurring a nature as to make reasonably practicable the formulation of a general regulation to be adopted as an amendment to the ordinance; (iv) the granting of the variance does not result in a use that is not otherwise permitted on such property or a change in the zoning classification of the property; and (v) the relief or remedy sought by the variance application is not available through a special exception process that is authorized in the ordinance pursuant to subdivision 6 of § [15.2-2309](#) or the process for modification from any provision contained in the unified development ordinance pursuant to subdivision A 4 of § [15.2-2286](#) at the time of the filing of the variance application..

Only provisions regulating the shape, size, or area of a lot or parcel of land or the size, height, area, bulk, or location of a building or structure may be the subject of a Zoning Variance application.

The property that is granted a variance shall be treated as conforming for all purposes under State Law and the UDO.

4. Submittal Requirements

A. General Information		
1	Application, fee, and background materials loaded to the City's FTP website.	
2	Per §72-21.6.A.(5), the applicant shall provide satisfactory evidence that any delinquent real estate taxes, nuisance charges, stormwater management utility fees, and any other charges that constitute a lien on the subject property, that are owed to the locality and have been properly assessed against the subject property, have been paid.	
3	Certified boundary survey of the property signed and sealed by a professional surveyor, engineer and/or architect showing the: <ul style="list-style-type: none"> a. Total area of the property. b. If applicable, the location, dimensions, and setbacks of all existing structures. 	
4	A written narrative that addresses the following: <ul style="list-style-type: none"> a. How your request meet the definition of a variance? § 15.2-2201 defines a Variance in part as “a reasonable deviation from those provisions regulating the shape, size, or area of a lot or parcel of land or the size, height, area, bulk, 	

	<p>or location of a building or structure...” How your request meets one of the following: the strict application of the terms of the ordinance would either (Code of Virginia, § 15.2-2309):</p> <ol style="list-style-type: none"> 1. Would the request “alleviate a hardship due to a physical condition relating to the property or improvements thereon at the time of the effective date of the ordinance...” 2. Does the strict application of the terms of the ordinance “unreasonably restrict the utilization of the property.” <p>b. How does your request meet the following five criteria (Code of Virginia § 15.2-2309.2 and § 15.2-2201 have been included as appropriate).</p> <ol style="list-style-type: none"> 1. Was “the property interest for which the variance is being requested was acquired in good faith and any hardship was not created by the applicant for the variance”? 2. § 15.2-2309.2 states that, “the granting of the variance will not be of substantial detriment to adjacent property and nearby properties in the proximity of that geographical area” and § 15.2-2201 states that, “the character of the district will not be changed by the granting of the variance.” 3. § 15.2-2309.2 states that, “the condition or situation of the property concerned is not of so general or recurring a nature as to make reasonably practicable the formulation of a general regulation to be adopted as an amendment to the ordinance” and § 15.2-2201 states that, “the hardship will not be shared generally by other properties;” 4. Does the granting of the variance result “in a use that is not otherwise permitted on such property or a change in the zoning classification of the property”? 5. Is “the relief or remedy sought by the variance application is not available through a special exception process that is authorized in the ordinance pursuant to subdivision 6 of §15.2-2309 or the process for modification of a zoning ordinance pursuant to subdivision A 4 of § 15.2-2286 at the time of the filing of the variance application”? 	
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Part 3: Schedules, Fees, & Resources

Part 3 of the Procedures Manual includes resources and contact information for applicants. The fee schedule may change, so applicants should check the City's web page <https://www.fredericksburgva.gov/index.aspx?nid=926> to ensure they have the most recent version of this Procedures Manual (the version of this manual is printed in the lower left-hand corner of this page).

1: MEETING SCHEDULES

The following pages:

City Council:

<https://www.fredericksburgva.gov/260/City-Council>

Planning Commission:

<https://www.fredericksburgva.gov/241/Planning-Commission>

Architectural Review Board (ARB):

<https://www.fredericksburgva.gov/223/Architectural-Review-Board>

Board of Zoning Appeals (BZA):

<https://www.fredericksburgva.gov/225/Board-of-Zoning-Appeals>

2: APPLICATIONS AND FEE SCHEDULES

Fees:

Planning Services:

<https://www.fredericksburgva.gov/documentcenter/view/9007>

Building Services:

General & Administrative:

<http://www.fredericksburgva.gov/DocumentCenter/View/225>

Commercial:

<http://www.fredericksburgva.gov/DocumentCenter/View/226>

Residential:

<http://www.fredericksburgva.gov/DocumentCenter/View/227>

Applications for:

Administrative Permits for Certificate of Zoning Use, Change of Nonconforming Use, Fence, Home Occupation, Sign, Temporary Use, and Zoning Verification:

<https://www.fredericksburgva.gov/DocumentCenter/Index/580>

Certificate of Appropriateness, Gateway Corridor Overlay (Corridor Overlay Review), Planned Development (Rezoning Application) Sidewalk Café, Special Exceptions, Special Use Permit, Zoning Appeal, and Zoning Variance:

<https://www.fredericksburgva.gov/DocumentCenter/Index/580>

Subdivision:

<https://www.fredericksburgva.gov/index.aspx?nid=926>

Site Plan, Major or Minor:

<https://www.fredericksburgva.gov/index.aspx?nid=926>

Comprehensive Plan Amendment, Map Amendment & Conditional Rezoning, Planned Development:

<https://www.fredericksburgva.gov/DocumentCenter/Index/580>

3: CONTACTS

The following contacts are provided for the convenience of applicants.

A. Office of the Building Official

Telephone: (540) 372-1080

Address: 715 Princess Anne Street, Fredericksburg, Virginia 22401
Lower Level, Room L6

Mailing Address: P.O. Box 7447 Fredericksburg, Virginia 22404

Facsimile: (540) 310-0636

Webpage: <http://www.fredericksburgva.gov/index.aspx?NID=269>

B. Office of the Zoning Administrator, Development Administrator, and Stormwater Administrator

Telephone: (540) 372-1179

Address: 715 Princess Anne Street, Fredericksburg, Virginia 22401
2nd Floor, Room 209

Mailing Address: P.O. Box 7447 Fredericksburg, Virginia 22404

Facsimile: (540) 372-6412

Webpage: <http://www.fredericksburgva.gov/index.aspx?NID=386>

C. Fire Marshal

Telephone: (540) 372-1061

Address: 601 Caroline Street, Fredericksburg, Virginia 22401
7th Floor

Mailing Address: P.O. Box 7447 Fredericksburg, Virginia 22404

Facsimile: (540) 372-1050

Webpage: <http://www.fredericksburgva.gov/index.aspx?NID=340>

D. Commissioner of the Revenue

Telephone: (540) 372-1004
Address: 715 Princess Anne Street, Fredericksburg, Virginia 22401
1st Floor
Mailing Address: P.O. Box 7447 Fredericksburg, Virginia 22404
Facsimile: (540) 372-1197
Webpage: <http://www.fredericksburgva.gov/index.aspx?NID=301>

E. Public Works

Telephone: (540) 372-1023
Address: 715 Princess Anne Street, Fredericksburg, Virginia 22401
Lower Level, Room L6
Mailing Address: P.O. Box 7447 Fredericksburg, Virginia 22404
Facsimile: (540) 372-1158
Webpage: <http://www.fredericksburgva.gov/index.aspx?NID=459>

F. Transportation Division

Telephone: (540) 937-0572
Address: 815 Princess Anne Street, Renwick Building – West Entry
Fredericksburg, Virginia 22401
Webpage: <https://www.fredericksburgva.gov/1331/Transportation-Division>

G. Virginia Department of Transportation

Telephone: (540) 899-4288
Address: 87 Deacon Road, Fredericksburg, Virginia 22405
Webpage: http://www.virginiadot.org/about/fred_quick-directions.asp

4: RESOURCE LIST

The following pages include resources for applicants that are not part of the City's UDO but do include requirements for new development proposed in the City.

- Community Planning and Building, Planning Services Division

Historic District Handbook

This publication includes an overview of the City's history, a section on how historic overlay zoning works, guidelines for renovations as well as new construction in a historic context, a review of Fredericksburg's architectural history, a glossary of architectural terms, and more.

<http://www.fredericksburgva.gov/documentcenter/view/175>

Lafayette Boulevard Design Guidelines

This publication includes guidelines for new construction and alterations within the Lafayette Boulevard Corridor Overlay District.

<http://www.fredericksburgva.gov/documentcenter/view/396>

Princess Anne Street Design Guidelines

This publication includes guidelines for new construction and alterations within the Princess Anne Street Corridor Overlay District.

<http://www.fredericksburgva.gov/documentcenter/view/393>

Notice of Conditional Zoning

This document must be completed and recorded by Applicant following City Council approval of a Conditional Zoning request. Evidence of recording must be provided to Planning Services within thirty (30) days of City Council action.

<http://www.fredericksburgva.gov>

Proffer Checklist

The proffer review checklist is a guide to formatting proffers for zoning map amendments. The guide will be used by the City Attorney's office to provide comments on submitted proffer statements.

<https://www.fredericksburgva.gov/documentcenter/view/5481>

- Transportation Division

Long Range Transportation Planning Documents

<https://www.fredericksburgva.gov/1331/Transportation-Division>

- VDOT

2011 Virginia Work Area Protection Manual

The 2011 Virginia Work Area Protection Manual (WAPM), as last revised, has been adopted by the Commonwealth Transportation Board. The 2011 WAPM is effective on and after Jan. 1, 2012, for VDOT crews, new maintenance projects, new traffic control devices, sign manufacturing, and renewal contracts.

http://www.virginiadot.org/business/resources/const/2011_WAPM_Rev_1_Print.pdf

Drainage Manual

<http://www.virginiadot.org/business/locdes/hydra-drainage-manual.asp>

Road Design Manual

<http://www.virginiadot.org/business/locdes/rdmanual-index.asp>

Traffic Engineering Design Manual 2014

<http://www.virginiadot.org/business/locdes/traffic-engineering-manual.asp>

Road and Bridge Standards and Specifications

2008 Road and Bridge Standards

http://www.virginiadot.org/business/locdes/2008_road_and_bridge_standards.asp

2016 Road and Bridge Specifications

<http://www.virginiadot.org/business/const/spec-default.asp>

Structure and Bridge Manuals

The standards, details, and design aids included in the various Manuals of the Structure and Bridge Division, Volume V - series, are provided for informational purposes only. **VDOT does not warranty any of the information contained therein.** It is the responsibility of the designer/engineer to perform adequate checks to insure that the designs, details, calculations are adequate/appropriate for the specific design with the applicable specifications.

Refer to the memoranda with each part of the Manuals of the Structure and Bridge Division for updates on information on new issues, revisions and other miscellaneous information. All the manuals are in pdf.

Micro Station DGN files are included as file attachments to the PDF files for Part 3 thru Part 8.

<http://www.virginiadot.org/business/bridge-manuals.asp>

Other Structure and Bridge Manuals, Guides & Instructional and Informational Memoranda

<http://www.virginiadot.org/business/bridge-manuals-default.asp>

- Federal Highway Administration

Manual on Uniform Traffic Control Devices (MUTCD) 2009 Edition, as last revised

http://mutcd.fhwa.dot.gov/pdfs/2009r1r2/pdf_index.htm

The 2009 edition of the MUTCD, published Dec. 16, 2009, was formally approved by the Commonwealth Transportation Board in December, 2011 and last revised in 2012.

The document contains new federal requirements and guidelines for the use of traffic signals, signs, and pavement markings on all public roadways and private roadways open to public travel.

Several new sections were added, and guidelines were revised as a result of new research and practices throughout the country.

The original effective date for implementation was Jan. 1, 2012.

The Virginia Supplement to the 2009 Manual of Uniform Traffic Control Devices (MUTCD) contains standards, guidance, options, and support for the design, application, and placement of traffic control devices on roadways in Virginia.

http://www.virginiadot.org/business/virginia_mutcd_supplement.asp

FHWA Standard Highway Signs

In addition to the MUTCD, the FHWA has a companion document called the Standard Highway Signs Book.

http://mutcd.fhwa.dot.gov/ser-shs_millennium.htm

Virginia Standard Highway Signs, 2011 Edition

http://www.virginiadot.org/business/resources/ted/final_mutcd/standard_highway_signs_book.pdf

As is the case with the Virginia SHS Book (see above), the FHWA Standard Highway Signs Book serves as an aid to sign designers and fabricators.

5: PERFORMANCE GUARANTEE SCHEDULE

Per UDO Section 72-27, Performance Guarantees. The chart below outlines the plan/plat type that generates the need to review a cost estimate, which items should be included in the cost estimate, and when the performance guarantee is required to be secured.

Plan/Plat Type	Improvements	When Required
Early Clearing and Grading Plan	Erosion and Sediment Control and/or Stormwater Management	Prior to Issuance of Land Disturbance Permit
Preliminary Plat	None	n/a
Site Plan	Erosion and Sediment Control and/or Stormwater Management	Prior to Issuance of Land Disturbance Permit
	Work within existing public rights-of-way and to public water and sewer, unless waived by Public Works.	Prior to Issuance of Special Excavation Permit
Final Subdivision Plat	Site improvements that have not been completed and accepted per the approved Site Plan for any of the following items: Water and Sewer Street Improvements Lighting Landscaping/Buffering Recreational Facilities Proffered Improvements Monumentation	Prior to Final Subdivision Plat Approval
Major Site Plan	Erosion and Sediment Control and/or Stormwater Management	Prior to Issuance of Land Disturbance Permit
	Site improvements that have not been completed and accepted per the approved Major Site Plan. Includes, but is not limited to, landscaping, signage, and lighting. Note: All site improvements that affect public safety and welfare must be completed and accepted prior to the Issuance of a Certificate of Occupancy Permit.	Prior to Issuance of Occupancy Permit
	Work within existing public rights-of-way and to public water and sewer, unless waived by Public Works.	Prior to Issuance of Special Excavation Permit

