



TOWN OF WEST POINT
 COMMUNITY DEVELOPMENT DEPARTMENT
 P.O. BOX 152
 329 6th STREET
 WEST POINT, VA 23181
 (804) 843-3563 – phone (804) 843-4364 - fax
 www.west-point.va.us

PLAN OF DEVELOPMENT APPLICATION

Date Submitted: _____

Permit # _____

| APPLICANT INFORMATION | |
|--|--|
| Full Name of Property/Structure Owner | |
| Mailing Address of Owner | |
| City, State, Zip | |
| Phone Number/Home/Work/Cell | |
| Fax Number | |
| E-Mail Address | |
| Name of Applicant if Different from Property Owner | |

| PROPERTY/SITE INFORMATION | |
|---|--|
| Physical Address (If Known) | |
| General Location (Lot #, Subdivision, Street) | |

| GENERAL INFORMATION | |
|-------------------------------------|--|
| Zoning District | |
| Tax Parcel Identification Number(s) | |
| Overlay Districts(s) | |

| WATER/SEWER SUPPLY |
|--|
| <input type="checkbox"/> Public Water <input type="checkbox"/> Public Sewer <input type="checkbox"/> Well <input type="checkbox"/> Sewer Other: _____ |

As part of the submission, the following questions must be answered in detail in narrative form.

1. Describe in detail, the proposed use(s) of the property, how many proposed lots, minimum area of proposed lots, how many proposed dwelling units, who will be responsible for maintaining parcels/rights-of-way, etc.
2. Describe in detail, why the proposed plan of development is necessary and why it will not be detrimental to surrounding properties. Please relate your response to the existing zoning of the area, existing land uses, neighborhoods, and the Town of West Point Comprehensive Land Use Plan.
3. Describe the proposed water and wastewater utility infrastructure including sources, discharges, permits, construction, ownership, and maintenance responsibilities.
4. Describe the environmental impact of the proposed development and the efforts to be undertaken to abate air, water, noise, stormwater, and other environmental impacts during and after construction.
5. Describe what techniques will be used to control traffic flow and what impacts the proposed use will have on existing roadways.
6. Describe the impact of the proposed use on the Town of West Point's Schools.
7. Describe the impact of the proposed use on the Town of West Point's public services, fire, rescue, law enforcement, etc.
8. Are proffers attached?
9. Are there any covenants of record or deed restrictions existing or proposed for the subject property? If so, please attach a copy.

Please list any waivers or variances you are requesting from any of the plan information requirements listed in the Plan of Development checklist.

Waivers/Variations Requested: _____

Plan submission: Plans of development shall be submitted to the zoning administrator and shall be in such form and format, shall include such information, and shall include plans and drawings in such numbers as required by written policy established by the zoning administrator and adopted by the planning commission. Such policy shall require that plans of development be prepared by appropriate professionals and that such information is included on plans of development as necessary to enable complete review and evaluation and to determine compliance or noncompliance with applicable development standards and requirements. Such policy may provide for waiver of certain plan information by the zoning administrator in cases where particular information is not necessary for proper review and evaluation of the plan of development.

Development standards: The following development standards and improvement requirements shall apply and shall be specified, where applicable, on all plans of development: (1) All street and highway construction standards and geometric design standards shall be in accord with those specified in chapter 54 of this Code, provided that the zoning administrator may recommend modification of design standards for local, collector and minor loop streets with concurrence of the Virginia Department of Transportation

and when off-street parking areas sufficient to accommodate the needs of the development are provided. (2) On-site vehicular travel lanes and driveways shall have pavement widths of not less than 20 feet for two-way traffic and 16 feet for one-way traffic, provided that travel lanes and driveways which provide direct access to parking spaces shall conform with the requirements set forth in article XX of this chapter pertaining to off-street parking. (3) Utility easements shall be not less than 20 feet in width, unless a lesser width is specifically approved by the zoning administrator. No easement line shall be located less than five feet from the outside diameter of any pipe, conduit or duct bank. (4) Sidewalks or pedestrian walkways shall be provided so as to enable safe and convenient pedestrian access between buildings located on the site, between buildings and their parking areas, and between buildings and public sidewalks.

Review and approval processes: The following processes for review and approval of plans of development shall apply: (1) The zoning administrator shall review every plan of development for compliance with applicable provisions of this chapter, the provisions of chapter 26 of this Code pertaining to erosion and sediment control requirements and other applicable requirements and shall approve, approve with modifications or conditions, or disapprove the plan of development within 60 days of receipt of all required documents. (2) In the case of a plan of development for construction of a main building or for development of a vacant site, the action taken by the zoning administrator set forth in paragraph (d)(1) of this section shall be construed to be a recommendation to the planning commission, and final approval by the planning commission shall be required. The zoning administrator shall submit the plan of development to the planning commission at its first regular meeting following action by the zoning administrator. In its review of the plan of development, the planning commission shall have the authority to approve, modify, or reverse the recommendation of the zoning administrator, provided that all decisions of the planning commission shall be consistent with and pursuant to the applicable provisions of this chapter and other applicable requirements. An appeal from a decision of the planning commission may be submitted to the town council for its action by filing a request in writing with the town council within ten days of the date of the decision of the planning commission. (3) In the case of a plan of development which includes the dedication, installation, extension or substantial modification of a public street, alley, sewer or other public facility, final approval of the plan of development by the town council shall be required. Such approval by the town council shall not be required for the installation of curb cuts, driveways, curbs and gutters, pavement or minor improvement of existing streets or alleys, or connections to existing utilities having adequate capacities to accommodate the development, when such improvements are to be installed in accordance with applicable town construction standards and at the expense of the owner or developer. A plan of development required to be approved by the town council shall be considered by the planning commission as set forth in paragraph (d)(2) of this section, provided that the action of the planning commission shall not be final and shall be construed to be a recommendation to the town council. The zoning administrator, on behalf of the planning commission, shall submit the plan of development along with the planning commission's recommendation to the town council at its first regular meeting following action by the planning commission. The town council shall approve, modify or disapprove the recommendation of the planning commission and take final action on the plan of development. (4) Prior to final approval of any plan of development, the applicant or owner shall execute an agreement to construct such required improvements as are located within public rights-of-way or easements connected to any public facility, together with a performance bond with surety acceptable to the town manager. The bond shall be in the amount of the estimated cost of the required physical improvements as determined by the town manager and shall provide for completion of the work within a specific time.

Compliance: An approved plan of development shall become null and void if no building permit to construct the improvements authorized by the plan of development has been issued within 12 months of the date of approval. Upon written request by the applicant, the zoning administrator may grant one 90-day extension of the expiration date of a plan of development.

Please complete and submit the Plan of Development checklist along with the required number of copies of the site plan. All items must either be (a) shown on the plan or (b) the applicant must request a waiver from plan information requirements. Note: All plans must be prepared by a professional engineer or land surveyor licensed by in the Commonwealth of Virginia.

I/We as the property owner/applicant/agent give permission for Town personnel to enter subject properties in relation to the administration of this application and to any applicable Town of West Point, State of Virginia or U.S. Federal Government regulations.

I hereby certify that the foregoing information and attachments are true and accurate to the best of my knowledge.

Applicant's Signature

Date

Owner's Signature

Date

Fees must be submitted at time of application. Make checks payable to The Town of West Point.

DO NOT WRITE IN THE SPACE BELOW – OFFICE USE ONLY

DATE SUBMITTED: _____ TOTAL FEE: _____ DATE PAID: _____

E&S PLAN NO. _____ E&S PLAN FEE: _____

Does the project constitute development/redevelopment within a CBPA? _____ RPA _____ RMA _____

Total Land Disturbance: _____ sq. ft.

Are the lots and buildings in general compliance with all zoning district requirements? _____

DATE OF PLANNING COMMISSION PUBLIC HEARING: _____

PLANNING COMMISSION RECOMMENDATION: APPROVED DENIED

DATE OF TOWN COUNCIL PUBLIC HEARING: _____

TOWN COUNCIL ACTION: APPROVED DENIED

COMMENTS: _____

APPROVED/DENIED

DIRECTOR OF COMMUNITY DEVELOPMENT

DATE

Town of West Point, Virginia

Plan of Development Checklist

| General information/requirements | | Included on Plans | | | Remarks |
|----------------------------------|--|-------------------|----|-----|---------|
| | | Yes | No | N/A | |
| 1 | Name and location of project | | | | |
| 2 | Name of owner, developer or agent and address/phone number | | | | |
| 3 | Name, title and address of person/firm preparing plan | | | | |
| 4 | Date of preparation or revision | | | | |
| 5 | Scale (1"=20' preferred, but not greater than 1"=60' for detail plans) | | | | |
| 6 | North arrow | | | | |
| 7 | Sheet numbering | | | | |
| 8 | Tax map and parcel identification number(s) | | | | |
| 9 | Sheet size (not larger than 24"x 36") | | | | |
| 10 | Professional's Seal, signature and date | | | | |
| 11 | Vicinity Map | | | | |
| | Statistical data | Yes | No | N/A | Remarks |
| 12 | Existing Zoning | | | | |
| 13 | Area of site | | | | |
| 14 | Area of existing buildings | | | | |
| 15 | Area of proposed buildings | | | | |
| 16 | Area of impervious surfaces | | | | |
| 17 | Area of land disturbance | | | | |
| 18 | Area of landscaped open space and green space provided | | | | |
| 19 | Number of parking and loading spaces required and provided | | | | |

| | | | | | |
|----|--|-----|----|-----|---------|
| 20 | Date of rezoning, special use permit or variance approval and resolution or ordinance number | | | | |
| 21 | Permitted uses and structures (reference Zoning Ordinance Section Number) | | | | |
| 22 | Lot and yard requirements | | | | |
| 23 | Lot area | | | | |
| 24 | Lot width | | | | |
| 25 | Yards (front, side and rear) | | | | |
| 26 | Building setback lines | | | | |
| 27 | Building height | | | | |
| 28 | Building separation | | | | |
| | Existing conditions | Yes | No | N/A | Remarks |
| 29 | Benchmarks, elevation, location and description with elevation coordination to NGVD 1929, if arbitrary elevation datum is utilized (for Flood Zone evaluation) | | | | |
| 30 | Boundary lines with bearings and distances, show monumentation found or set | | | | |
| 31 | Adjacent property owners (names, deed/plat references, tax map and parcel numbers, zoning) | | | | |
| 32 | Streets, roads and alley locations (names, route numbers and right-of-way widths) | | | | |
| 33 | Easements (description, width location, dimensions and recordation reference) | | | | |
| 34 | Building and structures (description, location and dimensions) | | | | |
| 35 | Vegetation (location and description) | | | | |
| 36 | Topography (contours and spot elevations) | | | | |
| 37 | Waterways (locations and names) | | | | |
| 38 | Flood Zone (reference to FEMA Flood mapping) | | | | |

| | | | | | |
|----|--|-----|----|-----|---------|
| 39 | Base Flood elevation | | | | |
| 40 | Elevation of lowest finished floor | | | | |
| 41 | CBPA Resource Protection Area limit and buffer, Resource Management Area, and Intensely Developed Area | | | | |
| 42 | Soil types, hydrologic classification, presence or absence of shrink-swell potential, hydric soils, soil permeability, and erosion potential | | | | |
| 43 | Wetlands, tidal and non-tidal | | | | |
| | Proposed conditions and facilities | Yes | No | N/A | Remarks |
| 44 | Boundary lines and easements (locations, dimensions, bearings and distances) | | | | |
| 45 | Streets, roads and driveways (locations, dimensions, pavement widths and sections, right-of-way widths and street names as applicable) | | | | |
| 46 | Buildings and structures (locations, dimensions, heights, and lowest finish floor elevations) | | | | |
| 47 | Vegetation and landscaping (size, quantity, type, installation details) | | | | |
| 48 | Grading, proposed cuts and fills, contours and spot elevations | | | | |
| 49 | Clearing limits | | | | |
| 50 | Project limits and limits of land disturbance | | | | |
| 51 | Utilities (water, sanitary sewer and storm drainage, electric, telephone and cable television, etc.—show utility installation locations and easements) | | | | |
| 52 | Street entrances (location, width, type, pavement section, construction details) | | | | |
| 53 | Sight distances at intersections | | | | |
| 54 | Traffic generation and traffic impact study as warranted | | | | |
| 55 | Traffic and regulatory signage | | | | |

| | | | | | |
|----|---|-----|----|-----|---------|
| 56 | Traffic management plan for construction zones | | | | |
| 57 | Dumpster and refuse collection facilities, screening, location and dimensions | | | | |
| 58 | Signs (placement, type, sizes, illumination, landscaping, effect on sight distances, etc.) | | | | |
| | Parking | Yes | No | N/A | Remarks |
| 59 | Number of spaces required | | | | |
| 60 | Number of spaces provided | | | | |
| 61 | ADA accessible spaces | | | | |
| 62 | Parking layout, design and placement and dimensions | | | | |
| 63 | Aisle width | | | | |
| 64 | Pavement or surfacing material cross section | | | | |
| 65 | Curbing/wheel stops | | | | |
| 66 | Location of spaces/distance to principal entrance of building(s) | | | | |
| 67 | Required yards | | | | |
| 68 | Screening and landscaping | | | | |
| 69 | Signage, stall delineation | | | | |
| 70 | Lighting and illumination, photometrics, mounting height, lamp wattage, illuminance, construction details | | | | |
| 71 | Lamp direction, aiming angle and shielding requirements | | | | |

Town of West Point, Virginia

Erosion and Sediment Control Plan Checklist

Code of the Town of West Point, Virginia Chapter 26

| General information/requirements | | Included on Plans | | | Remarks |
|----------------------------------|--|-------------------|----|-----|---------|
| | | Yes | No | N/A | |
| 1 | Name and location of project | | | | |
| | Name of owner, developer or agent and address/phone number | | | | |
| 3 | Name, title and address of person/firm preparing plan | | | | |
| 4 | Date of preparation or revision | | | | |
| 5 | Scale (1"=20' preferred, but not greater than 1"=60' for detail plans) | | | | |
| 6 | North arrow | | | | |
| 7 | Sheet numbering | | | | |
| 8 | Tax map and parcel identification number(s) | | | | |
| 9 | Sheet size (not larger than 24"x 36") | | | | |
| 10 | Professional's Seal, signature and date | | | | |
| 11 | Vicinity Map | | | | |
| | Statistical data | Yes | No | N/A | Remarks |
| 12 | Existing Zoning | | | | |
| 13 | Area of site | | | | |
| 14 | Area of existing buildings | | | | |
| 15 | Area of proposed buildings | | | | |
| 16 | Area of impervious surfaces | | | | |
| 17 | Area of land disturbance | | | | |
| | Existing conditions | Yes | No | N/A | Remarks |
| 18 | Benchmarks, elevation, location and description with elevation coordination to NGVD 1929, if arbitrary elevation datum | | | | |

| | | | | | |
|----|--|--|--|--|--|
| | is utilized (for Flood Zone evaluation) | | | | |
| 19 | Boundary lines with bearings and distances, show monumentation found or set | | | | |
| 20 | Adjacent property owners (names, deed/plat references, tax map and parcel numbers, zoning) | | | | |
| 21 | Streets, roads and alley locations (names, route numbers and right-of-way widths) | | | | |
| 22 | Easements (description, width location, dimensions and recordation reference) | | | | |
| 23 | Building, structures and utilities (description, location and dimensions) | | | | |
| 24 | Vegetation (location and description) | | | | |
| 25 | Topography (contours and spot elevations) | | | | |
| 26 | Waterways (locations and names) | | | | |
| 27 | Flood Zone (reference to FEMA Flood mapping) | | | | |
| 28 | Base Flood elevation | | | | |
| 29 | CBPA Resource Protection Area limit and buffer, Resource Management Area, and Intensely Developed Area | | | | |
| 30 | Soil types, hydrologic classification, presence or absence of shrink-swell potential, hydric soils, soil permeability, and erosion potential | | | | |
| 31 | Wetlands, tidal and non-tidal | | | | |

| | Proposed conditions and facilities | Yes | No | N/A | Remarks |
|----|---|-----|----|-----|---------|
| 32 | Boundary lines and easements (locations, dimensions, bearings and distances) | | | | |
| 33 | Streets, roads and driveways (locations, dimensions, pavement widths and sections, right-of-way widths and street names as applicable) | | | | |
| 34 | Buildings and structures (locations, dimensions, heights, and lowest finish floor elevations) | | | | |
| 35 | Proposed improvements and facilities | | | | |
| 36 | Grading, proposed cuts and fills, contours and spot elevations | | | | |
| 37 | Clearing limits | | | | |
| 38 | Project limits and limits of land disturbance | | | | |
| 39 | Proposed utilities (water, sanitary sewer and storm drainage, electric, telephone and cable television, etc.—show utility installation locations and easements) | | | | |
| 40 | Construction entrances | | | | |
| 41 | Temporary erosion and sediment control measures | | | | |
| 42 | Permanent erosion and sediment control measures | | | | |
| 43 | Stormwater management facilities, location, size, details and supporting calculations for design | | | | |
| 44 | Construction sequence | | | | |
| 45 | Erosion and sediment control notes, see sample notes | | | | |
| 46 | Erosion and sediment control plan implementation phasing, if more than one (1) phase of construction proposed | | | | |

| | Proposed conditions and facilities | Yes | No | N/A | Remarks |
|----|--|-----|----|-----|---------|
| 47 | Proposed erosion and sediment control measure details and specifications | | | | |
| 48 | Legend of symbols (VESCH standards) | | | | |
| | Narrative Report | Yes | No | N/A | Remarks |
| 49 | General project description | | | | |
| 50 | Existing site conditions | | | | |
| 51 | Adjacent property | | | | |
| 52 | Off-site areas | | | | |
| 53 | Critical areas | | | | |
| 54 | Erosion and sediment control measures | | | | |
| 55 | Permanent stabilization | | | | |
| 56 | Stormwater runoff considerations | | | | |
| 57 | Calculations | | | | |
| 58 | Drainage area maps, existing conditions and proposed conditions | | | | |
| 59 | Wetland determination or delineation | | | | |
| 60 | Chesapeake Bay Preservation Area (CBPA) Resource Protection and Management Area limits | | | | |
| 61 | CBPA pollutant loading and reduction calculations | | | | |
| 62 | Best Management Practices (BMP) design, calculations and details | | | | |
| 63 | Maintenance schedule | | | | |
| 64 | Itemized cost estimates for erosion and sediment control plan implementation and performance surety requirements | | | | |

NOTE: All Erosion and Sediment Control Plans shall be prepared in accordance with Virginia Erosion and Sediment Control Regulations and Law; and shall generally conform to plan requirements as indicated in the latest edition of the Virginia Erosion and Sediment Control Handbook.