



Spotsylvania County, Virginia *Virginia's Strategic Location*

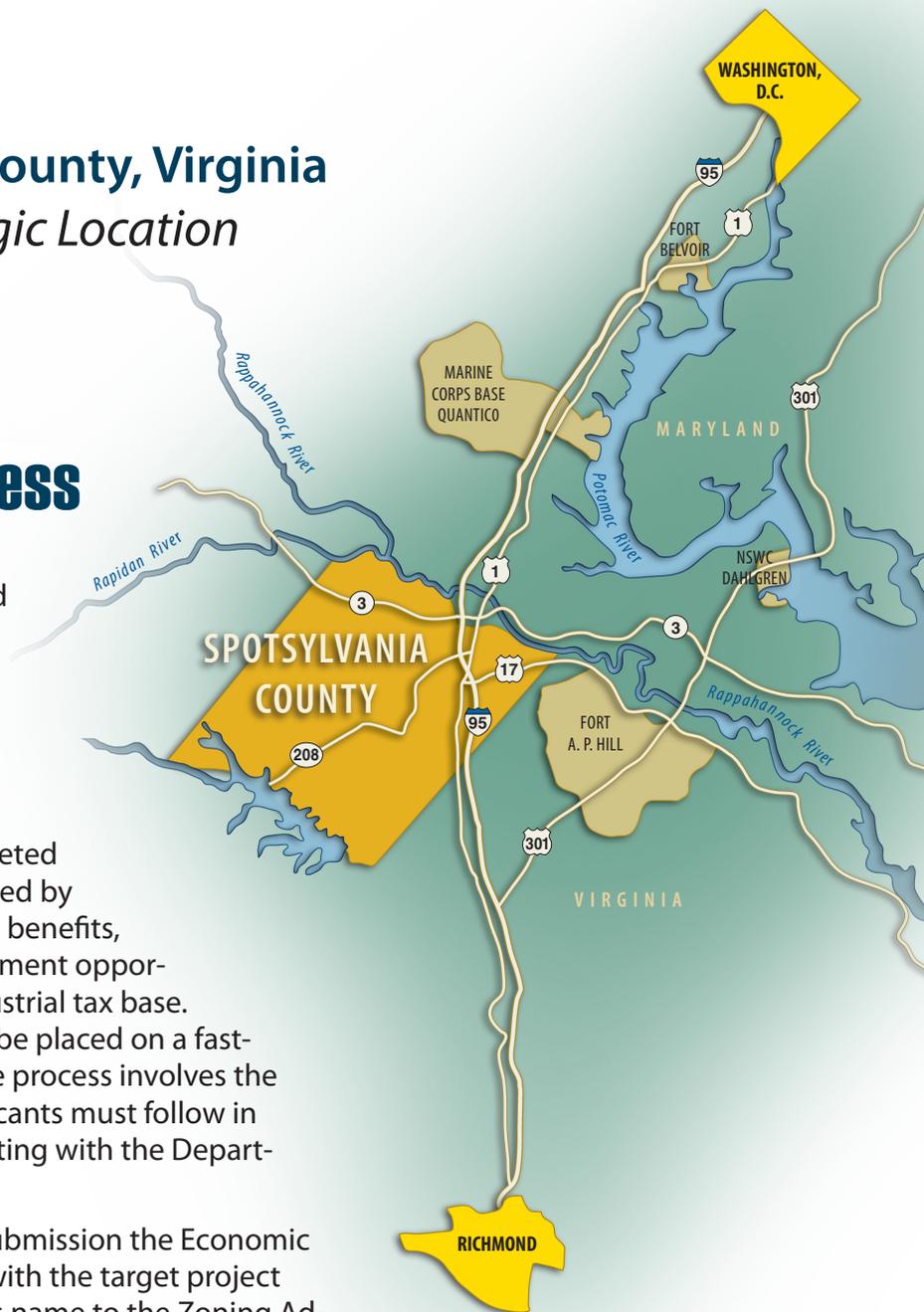
Targeted Industry Process

Ensuring that all projects meet both State and Local codes and requirements in a rapidly growing community can make the project approval process lengthy. In order to address this issue, Spotsylvania County Community Development has created a process designed to significantly reduce the project review and approval process for Targeted Industries. Targeted Industries are projects that have been identified by the County as providing significant economic benefits, including the creation of high paying employment opportunities or the expansion of the County's industrial tax base. Projects identified as Targeted Industries will be placed on a fast-track for the review and approval process. The process involves the following guidelines which prospective applicants must follow in order to qualify. The initial step will be a meeting with the Department of Economic Development.

1. Prior to the applicant coming in for plan submission the Economic Development Director will send an email with the target project name, tax map number and the applicant's name to the Zoning Administrator, Building Official and Planning Director.
2. Prior to submission, a meeting shall occur between the applicant and the Community Development staff (Planning, Code Compliance, Zoning and Economic Development) that will explain the County's Targeted Industry process.
3. Once the project is identified as a Targeted Industry and the initial submission meeting has occurred, the customer may make application. They will submit the required information along with a copy of the form from the Economic Development Director identifying the project as a Targeted Industry. Code Compliance intake staff will process the project and distribute within one business day.

The review of the plan will be performed in a timely manner. Once plans have been submitted and processed it will be presented to the Planning Director and Building Official.

We encourage all applicants to have a simultaneous review for both site and building plans.



SITE PLANS

1. Planning technicians shall enter and distribute the plans to all agencies and departments. Those agencies and departments that are not located within the County's East Campus shall have their plans delivered within 24 hours of receipt by the Planning Department.
2. The Planning Technician will schedule a special meeting of the TRC (Technical Review Committee). The applicant and their architect /engineer will be notified of the date and time of the meeting.
3. Each department and agency will have 5-7 business days to review the plans. On the 8th business day there will be a special meeting of the TRC that will have all agencies and departments represented.
4. In order to receive all comments at one time, **this meeting will include the applicant, engineer and architect. A formal comment letter shall be sent to the applicant, engineer and architect by the close of the next business day.**
5. The engineer & architect will be allowed 60 days to respond to all revisions and/or notes requested. It should be noted to the applicant that the engineer needs to be timely in their revisions to meet the applicant's timeline.
6. When the plans are resubmitted the case planner will supply the distribution list to the Planning Technician to deliver accordingly.
7. The agencies and departments will have 4 days to review and respond to the case planner via email of the remaining issues to be addressed for approval. ***If there are outstanding issues, the case planner shall coordinate with the reviewer/applicant to achieve compliance within 5 business days.***
8. The case planner will then submit to the engineer or architect any revisions or the need to submit the final document for the review and acceptance of the County Attorney and County Administrator.

Building Office Plan Review

1. Once plans are submitted, initial review time shall begin within 5 working days.
2. Reviewed comments shall be emailed or faxed to the applicant or designee.
3. A meeting will be scheduled by the building office plan reviewer when code issues noted by the TRC have not been corrected by the applicant's architect/engineer.

When submitting a project for the Targeted Industry process, it is important to note the following:

- 1. Building plans and site plans may be reviewed simultaneously, however, a building permit for construction cannot be issued until the site plan has been approved and recorded.**
2. The Virginia Stormwater Management Program permit issued through the Department of Conservation and Recreation should be applied for after all of the storm water issues have been addressed. This allows the permit to be issued prior to approval by the County Administrator.
3. Any Best Management Practice (BMP) agreement should be submitted during step 5 of the site plan process to allow the County Attorney ample time to review and approve the BMP agreement. It is important to note that any revisions to the BMP during the design, comment and revision stage could change the BMP agreement and may add time to the review by the County Attorney.
- 4. Incomplete plans cannot be reviewed and will delay the process.**
- 5. Applicants may apply for Early Clearing and Grading and Early Footing and Foundation Permits to further assist with the timing the project. While part of the Targeted Industry process, these permits may also be applied for by projects not meeting the Targeted Industry requirements. Footing and Foundation plans are not reviewed by staff and requires the applicant's License Design Professional to complete a form confirming their review and approval and must include the applicant's/owner's signatures. This permit is issued at the applicant's/owner's own risk.**