

Spotsylvania County Planning and Zoning Department

Request for a Pre-Application Meeting

INFORMATION ON PRE-APPLICATION MEETINGS

Pre-Application meetings between the applicant and the County’s Technical Review Committee (TRC) are required for rezoning applications and strongly encouraged for all other projects. TRC meetings are held every Thursday morning and no more than two (2) pre-application requests are scheduled on an agenda. Meetings are scheduled on a first come, first served basis.

Please provide the requested information to the best of your ability. A member of the Planning and Zoning Department will be happy to assist you, should you have any questions.

For the meeting to be most beneficial for you, it is **required** that you submit a preliminary layout of your request. Either a hard copy (11x17) or an electronic PDF version of the layout is acceptable.

Contact information on pre-application meetings and scheduling:
Vanessa Stiles at VStiles@spotsylvania.va.us or (540) 507-7434

APPLICANT/CONTACT INFORMATION

Applicant Name: _____ Contact Name: _____
Phone: _____ Phone: _____
Email: _____ Email: _____

Meeting Preference: In-Person Virtual Both

PROPERTY INFORMATION/EXPLANATION

Tax Parcel IDs: _____

Property Owner Name: _____

Property Address, (if applicable): _____

Type of Project: Rezoning Special Use Permit Site Plan Preliminary Plat

Detailed Project Description (*attach additional information as necessary*): _____

Total Project Acres: _____

Building Code Use Type: _____

Total Disturbed Acres: _____

Building Code Construction Type: _____

Total Building Square Footage: _____

Max. Number of Stories (Building Height): _____

Proposed Roads: Public Private Both

On Street Parking: Yes No

Proposed Utilities: Public Water Private Well Public Sewer Private Septic

Spotsylvania County Planning and Zoning Department

Pre-Application Meeting Requested Discussion Items

Please check below specific questions/concerns you need addressed at your preliminary meeting. Please note this is not an exhaustive list of topics that may be discussed. Rather this list represents the concerns most often voiced by the applicant early in the development process. Some questions below may require additional information be provided in order for staff to confirm.

Planning and Zoning

- Are there any zoning or public hearing cases that apply to this site?
- Is this a permitted use per the zoning?
- What are the required setbacks?
- What Overlay Districts are applicable to the site?
- Is a landscaping plan required?
- Are there any buffers required? What are the parking requirements?
- What are the loading and stacking requirements?
- Are there special provisions for outside storage?
- What do I need to do to subdivide the property?
- Is a lighting plan required?

Building

- Are there any Building Code considerations?
- Will automatic fire protection (sprinkler system) be required?
- What are the Americans with Disabilities Act (ADA) requirements for the site?

Utilities

- Is public water/sewer available to the property?
- Is the site required to connect to public water/sewer? Will the dedication of easements be required?
- Is there adequate capacity?
- Is there adequate water flow to meeting fire requirements? How are connection fees calculated?

Fire

- Will fire lanes be required?
- What are the fire flows required?
- Where are Fire Department Connections (FDCs) needed?
- Is a hydrant needed?

Environmental

- What will be the requirement for compliance with the Chesapeake Bay Act?
- Do floodplains exist on the site?
- Is a perennial flow determination required?
- Will a stormwater management plan be required?

Spotsylvania County Planning and Zoning Department

Pre-Application Meeting Requested Discussion Items

VDOT/County Transportation

- What are the recommended access locations?
- Does proposed entrances meet spacing and access management standards?
- Identify the right of right-of-way, functional classification and speed of the road.
- What is the ultimate right-of-way?
- Does the proposed roadways and entrances meet geometric design standards, i.e. typical section, angle of approach, radius, etc...?
- What improvements are required at the entrance(s)?
- How are bike and pedestrian accommodations addressed with the project?
- Will a traffic impact analysis (TIA) be required for the project?
- Will turn lanes be required?
- Is there sufficient sight distance?
- Will internal circulation or stacking affect the public roadway?
- Will the roads be privately or state maintained?
- Does the project meet VDOT's Secondary Street Acceptance Requirements?
- Are there any special traffic studies in the project area?
- Are there any proposed County or State road improvement projects in the area?
- Are there any funded roadway projects in the area?
- What road improvements can I expect to make with my proposed development?

Other questions/Concerns

Please use the space below (or attach additional sheets) to describe any specific questions or concerns you would like addressed at the meeting.

Please reference the following documents as you develop your project:

1. Spotsylvania County Zoning Ordinance:
https://library.municode.com/va/spotsylvania_county/codes/code_of_ordinances?nodeId=COCO_CH23ZO
2. Spotsylvania County Subdivision Ordinance:
https://library.municode.com/va/spotsylvania_county/codes/code_of_ordinances?nodeId=COCO_CH20SU
3. Spotsylvania County Design Standards Manual (DSM):
<https://www.spotsylvania.va.us/721/Design-Standards-Manual>
4. Water & Sewer Design & Construction Standards:
<https://va-spotsylvaniacounty.civicplus.com/917/2018-DSM-by-Chapter>
5. Environment Checklist:
<https://www.spotsylvania.va.us/DocumentCenter/View/19669/Environmental-Codes-Site-Plan-Requirements-and-Submitters-Checklist>
6. VDOT Land Developers Information Center:
https://www.virginiadot.org/info/land_use.asp

STAFF USE ONLY

Project Number: _____

TRC Meeting Date/Time: _____

Date Request Received: _____

Attendance: In-Person Virtual Both