

Please complete both sides of this application.



Site Plan Preliminary Application

Please return to: City of Charlottesville
Department of Neighborhood Development Services
P.O. Box 911, City Hall
Charlottesville, Virginia 22902
Telephone: 434-970-3182 Fax: 434-970-3359

Fees: \$500 (Administrative Review) \$750 (Planning Commission Review); \$150 administrative fee for Stream Buffer Mitigation Plan review. Commercial and Mixed-Use Projects: Add \$20 per 100 SF of building area to base fee. Checks payable to the City of Charlottesville.

If this plan requires an original Stormwater Management Plan, please also include the E&S and Stormwater Management Plan Application.

DEADLINE IS 10:00 A.M. ON WEDNESDAY SUBMITTAL DAYS.

Project Name _____

Tax Map and Parcel _____ Existing Zoning _____

Special Overlay Zoning: ____ ADC (Architectural Design Control) or ____ ECH (Entrance Corridor Historic Overlay District)

Physical Street Address/Location _____

Project Description _____

Total Project Area _____ sq. ft Residential Use _____ Non-Residential Use _____

Is the project site located in the 100-foot Stream Buffer Zone? _____ If Yes, then applicant must submit a Stream Buffer Mitigation Plan and \$150 administrative fee.

Contact Person _____

Address _____ City _____ State _____ Zip _____

Day time Phone (____) _____ Fax _____ E-mail _____

Owner of Property _____ Contact Name _____

Address _____ City _____ State _____ Zip _____

Daytime Phone (____) _____ Fax _____ E-mail _____

Applicant _____ Contact Name _____

Address _____ City _____ State _____ Zip _____

Daytime Phone (____) _____ Fax _____ E-mail _____

Right of Entry- Property Owner Permission

I, the undersigned, hereby grant the designated officer Of the City of Charlottesville the right to enter my property for the purpose of the inspection and monitoring for Compliance with the approved Site Plan for this project.

Signature _____ Print _____ Date _____

For Office Use Only

Site Plan Received: _____ Drawing Date _____ Revision Date _____ Approved _____

Amount Received: _____ Date Paid _____ Check # _____

Submitted By _____ Receipt # _____ Application # _____

Fees Schedule & Calculation

Fees:

Type	Base	Calculated
Administrative Site Plan Review	\$ 500	
Planning Commission Site Plan Review	\$750	
Stream Buffer Mitigation Plan	\$ 150	
Commercial/Mixed-Use Project Additional Fee	\$20 per 100 SF of building area	