

ADOPTED

MAY 11 1999

BOARD OF SUPERVISORS
JAMES CITY COUNTY
VIRGINIA

ORDINANCE NO. 31A-192

AN ORDINANCE TO AMEND AND REORDAIN CHAPTER 24, ZONING, OF THE CODE OF THE COUNTY OF JAMES CITY, VIRGINIA, BY AMENDING ARTICLE III, SITE PLAN, SECTION 24-144, PREAPPLICATION CONFERENCE; AND SECTION 24-145, SITE PLAN SUBMITTAL REQUIREMENTS.

BE IT ORDAINED by the Board of Supervisors of the County of James City, Virginia, that Chapter 24, Zoning, is hereby amended and reordained by amending Article III, Site Plan, Section 24-144, Preapplication conference; and Section 24-145, Site plan submittal requirements.

Chapter 24. Zoning

Article III. Site Plan

Sec. 24-144. Preapplication conference ~~and submission of conceptual plan.~~

(a) Before filing an application for approval of a site development plan, the applicant is advised to confer with the planning director or his designee and such other agencies of the county, state, and/or federal governments as the planning director suggests to be advisable concerning the general proposal. ~~At that time, the applicant or his representative may submit unofficial preliminary studies of the concept of the proposed development for tentative review, comments and recommendations concerning the development of the tract. Such action does not require formal application or filing of a site plan and is not to be construed as an application for approval in computing time limitations in relation thereto.~~

(b) Prior to the submission of a site plan, the applicant or his representative is advised to submit three copies of a conceptual plan for review by the director of planning, or his designee; such action does not constitute the submission of a site plan and is not to be construed as an application for approval in computing time limitations in relation thereto. The planning division shall transmit comments to the applicant within 21 calendar days of submittal of a plan which meets all applicable submittal criteria.

(c) The conceptual plan may be granted conceptual plan approval with conditions that should be satisfied prior to final site plan approval by the zoning administrator; such action does not constitute site plan approval or preliminary approval. Submittal of a site plan that does not incorporate the conditions set forth during the conceptual plan review period, shall be reviewed by the commission under the requirements of section 24-148. Unless required by the planning director, a resubmittal of conceptual plans shall not be necessary.

(d) Conceptual plans shall, at a minimum, show:

- (1) Property lines;*
- (2) Building locations and orientation;*
- (3) Building locations on adjacent properties;*
- (4) Location of parking area(s);*
- (5) Landscape areas/buffers;*
- (6) Entrances/exits/access to the site (vehicular, pedestrian, greenway, etc.);*
- (7) Greenway connections (on-site and those adjacent to the subject property);*
- (8) Proposed use of site;*
- (9) Building/landscape setbacks per James City County ordinance;*

- (10) *Site zoning and zoning of surrounding properties;*
 - (11) *Location of stormwater management facilities;*
 - (12) *Graphic scale;*
 - (13) *Easements (conservation, utility, etc.);*
 - (14) *Unique natural/visual features (viewsheds, water features, wetlands, RPA buffer, known archaeological sites, etc.);*
 - (15) *Unique natural/visual features to be preserved (mature trees, etc.);*
 - (16) *List of currently binding proffers or SUP conditions;*
 - (17) *Location of entry signs; and*
 - (18) *Topography of site.*
- (e) *If the planning director determines that one or more of the above submittal requirements is not applicable to the proposed project, the planning director may waive those requirements.*

Sec. 24-145. Site plan submittal requirements.

- (a) Site plans shall at a minimum contain:
 - (1) Title of project;
 - (2) Name of engineer, architect, landscape architect, planner and/or licensed surveyor;
 - (3) Location of site by an inset map at a scale no less than one inch equals 2,000 feet;


- (4) Indication of the scale, north arrow, zoning, parcel number and such information as the names and numbers of adjacent roads, streams and bodies of water, railroads and subdivisions, or other landmarks sufficient to clearly identify the location of the property;
- (5) Boundary survey of site;
- (6) All existing and proposed streets and easements, their names, numbers and width; existing and proposed utilities with easements and sizes, projected peak water and wastewater flows, watercourses and their names and owners;
- (7) Location, type and size of all entrances to the site;
- (8) Existing topography and proposed finished contours.
- (9) A landscaped plan showing woodline before site preparation with species and average diameter of trees indicated with location and diameter of single trees in open areas; areas to be screened, fenced, walled and/or landscaped, with approximate arrangements, plant types and sizes; and size and type of trees to be removed having a minimum diameter breast height of 12 inches;
- (10) Provisions for off-street parking, loading spaces and pedestrian walkways including existing and proposed sidewalks, calculations indicating the number of parking spaces required and the number provided;
- (11) Number of floors, floor area, height and location of each building;
- (12) For a multifamily residential development, the number, size and type of dwelling units and the location, type and percentage of total acreage of recreation facilities;

- (13) Detailed utility layout including water and sanitary sewer plan with profiles; location of electrical transmission lines, gas pipelines, streetlights and fire hydrants; and showing the locations of garbage and trash disposal facilities;
- (14) Provisions for the adequate control of stormwater drainage and erosion and sedimentation, indicating all proposed temporary and permanent control measures;
- (15) Computation notations to include the total site area, and the amount and percentage of the site covered by open space and buildings, or dwelling units for multifamily residential developments;
- (16) Bylaws of homeowner association where applicable; and
- (17) Copies of notification to adjacent property owners; *and*
- ~~(18) Copy of conceptual plan reviewed under the requirements of section 24-144.~~

(b) If the zoning administrator determines that one or more of the above submittal requirements is not applicable to the proposed project, the zoning administrator may waive those requirements.

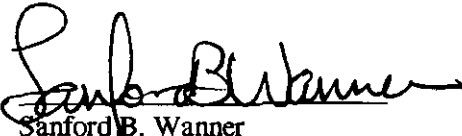
(c) The submittal of a site plan with insufficient information shall result in the return of the plans to the applicant without review; such deficiencies shall be noted in written form.

~~(d) If the submitted site plan does not have an approved conceptual plan, as set forth in section 24-144, then the site plan shall be reviewed by the commission under the requirements of section 24-148.~~



Jack D. Edwards
Chairman, Board of Supervisors

ATTEST:


Sanford B. Wanner
Clerk to the Board

<u>SUPERVISOR</u>	<u>VOTE</u>
NERVITT	AYE
SISK	AYE
MCGLENNON	AYE
BRADSHAW	AYE
EDWARDS	AYE

Adopted by the Board of Supervisors of James City County, Virginia, this 11th day of May,
1999.

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