



Site/Subdivision Plan Application

Version 2023.0522

Planning & Zoning Administration
 174 E. King Street, P.O. Box 351
 Strasburg, VA 22657
 (540) 465-9197 ext. 127

Site <input type="checkbox"/> Subdivision <input type="checkbox"/> (select one)		Permit #	
Preliminary <input type="checkbox"/> Final <input type="checkbox"/> Minor <input type="checkbox"/> Revision <input type="checkbox"/> (select one)			
Applicant Information			
Name		Company name	
Address		City/State	Zip Code
Email		Phone	
Owner Information			
Name		Company name	
Address		City/State	Zip Code
Email		Phone	
Lot Information			
Address		Tax Map #	Lot Acreage
Bufferyards Front L-Side R-Side Rear		Setbacks Front Side Rear	
Project Information			
Description			
Building Height		Building Area (square feet)	
Proposed Use		Disturbed Area	Impervious Area
Related Plans (Rezoning, SUP, previously approved plans, Revisions)			
Applicant Signature			Date



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What is needed for Site Plan submission

1. Application for Site Plan Approval
2. One plan set hard copy and a digital copy that includes within the plan sheets;
 - A. Town of Strasburg Cover Sheet
 - B. General Design Plan (Rezoning, SUP - if applicable)
 - C. Applicable Proffer Conditions (Rezoning, SUP - if applicable)
 - D. Town of Strasburg Unit Price List
 - E. Related plat (Public Easements and Off-Site Easements)
3. See Section 2.31 of the Unified Development Ordinance for more information on site plan submissions.
4. For applications proposed in a Historic District, see the Town of Strasburg Historic District Design Guidelines. New Construction in the Historic District will require review by the Strasburg Architectural Review Board.

Right to Appeal:

Unified Development Ordinance (UDO) Chapter 1 Section 19.4 A: An appeal to the Board (of Zoning Appeals) may be taken by any person aggrieved or by any officer, department, Board or bureau of the Town affected by any decision of the Zoning Administrator or from any order, requirement, decision or determination made by any other administrative officer in the administration or enforcement of Code of Virginia, 15.2-2280 et seq. or this UDO. The recipient has the right to appeal the notice of a zoning violation or a written order within 30 days in accordance with this section, and that decision shall be final and un-appealable if not appealed within 30 days. The appeal period shall not commence until a written determination is made. The appeal shall be taken within 30 days after the decision appealed from by filing with the Zoning Administrator, and with the Board, a notice of appeal specifying the ground thereof.