Table of Contents

Chapter 1. Administration

1. Title
2. Authority
3. Applicability
4. Purpose and Supporting Documents
5. Coordination with Other Agencies
6. Exceptions
7. Effective Date
8. Amendments to the APM
9. Technical Review Agencies
10. Public Record

Chapter 2. Application Types and Purpose

2.1 Administrative Applications

2.1.A New Dwelling – Individual Lot

2.1.B Residential Accessory Structure and Addition

2.1.C Home Office/Home Occupancy

2.1.D Signs

2.1.E Outdoor Display and Café

2.1.F Change of Use

2.1.G Temporary Use

2.1.H Mobile Food Service

2.1.I Special Event

2.1.J Zoning Determination

2.1.K Zoning Certification

2.1.L Code Modification

2.1.M Floodplain Permit

2.1.N Nonresidential Administrative Review Plan

2.1.O Site Development Permit

2.2 Comprehensive Review Applications

2.2.A Preliminary Site and Subdivision Plans

2.2.B Final Site and Subdivision Plans and Plats

2.2.C Minor Site and Subdivision Plans

2.2.D Site and Subdivision Plan Revisions

2.3 Plat Applications

2.3.A Easement

2.3.B Consolidation

2.3.C Subdivision – 3 lots or less

2.3.D Boundary Line Adjustment (BLA)

2.3.E Conservation

2.4 Planning Applications

2.4.A Performance Agreements and Guarantees

2.4.B Zoning Text Amendment

2.4.C Rezoning

2.4.D Special Use Permit

2.4.E Architectural Review Board

2.4.F Administrative Appeal

2.4.G Variance

2.4.H Waiver

Chapter 3. Process General Information

* 1. Development Review Process Overview
	2. Public Record
	3. Paper and Digital Submission
	4. Quality Control Review/Application Completeness Review
	5. Right of entry
	6. Fees
	7. Technical Review Agencies
	8. Approvals
	9. Revocation of Approval
	10. Plan Validity
	11. Engineered Plans
	12. Proffer Conditions
	13. Studies, Reports, and Assessments

CHAPTER 4. Bonds Administration

4.1 Establishing bond/escrow values

4.2 Bond Extensions and Reductions:

4.3 Bond release

4.4 Default and evaluation procedures

4.5 Unit Price List

4.6 As-built plans

CHAPTER 5. SUBMISSION REQUIREMENTS AND REVIEW PROCESS

5.1 Administrative Applications

5.1.A New Dwelling – Individual Lot

5.1.B Residential Accessory Structure and Addition

5.1.C Home Office/Home Occupancy

5.1.D Signs

5.1.E Outdoor Display and Café

5.1.F Change of Use

5.1.G Temporary Use

5.1.H Mobile Food Service

5.1.I Special Event

5.1.J Zoning Determination

5.1.K Zoning Certification

5.1.L Code Modification

5.1.M Floodplain Permit

5.1.N Site Development Permit

5.2 Comprehensive Review Applications

5.2.A Preliminary Site and Subdivision Plans

5.2.B Final Site and Subdivision Plans and Plats

5.3 Plat Applications

5.3.A Plat Requirements

5.4 Planning Applications

5.4.A Comprehensive Plan Amendment, Zoning Text Amendment, Rezoning, and Special Use Permit.

5.4.B Architectural Review Board

5.4.C Administrative Appeal

5.4.D Variance

5.4.E Waiver

CHAPTER 6. PERMITS AND INSPECTIONS

* 1. Permits General
	2. Inspections General

CHAPTER 1. ADMINISTRATION

1.1 Title

This Administrative Procedures Manual shall be known as the " Administrative Procedures Manual of Strasburg, Virginia" (“APM”) and may be so cited.

1.2 Authority

The provisions of this APM are adopted by Town Council as a supporting document to the Zoning and Subdivision Ordinances providing both administrative guidelines and process standards.

1.3 Applicability

A. All development of buildings and land subject to the Zoning and Subdivision Ordinances shall be subject to this APM and other regulations, whether or not such other provisions are specifically referenced in the APM.

B. This APM establishes the procedures for development. Other portions of the Town Code, as well as other standards, may apply to development, including, but not limited to, Zoning and Subdivision Ordinances, Technical Design Manual, adopted building codes, fire codes, utility, street and drainage design and design standards.

C. The issuance of any approval pursuant to this APM shall not relieve the recipient from the responsibility to comply with other municipal, county, state or federal laws, ordinances or regulations.

D. Whenever possible the regulations within the Code of Virginia are referenced. The Code of Virginia and its amendments shall take precedence over any requirements within this document.

1.4 Purpose and Supporting Documents

The purpose and intent of the APM is designed to identify the procedures required for applications for public or private development of lands and land uses within the town. The APM is the administrative function of the Town’s Zoning Ordinance, Subdivision Ordinance, and Technical Design Manual. The APM intends that no development activity shall occur on any public or private property within the jurisdiction of the APM until and unless all applicable approvals for the development activity have been granted. Therefore, the APM shall:

A. Identify the application, review, and approval requirements for submissions related to the zoning and subdivision ordinances.

B. Create a standard timeline to obtain an approval through the development process.

C. Ensure that a consistent process is in place for each of the application types.

1.5 Coordination with Other Agencies

In addition to Town processes and regulations, when a review of an application requires outside agencies to review and approved, the standards set forth by those agencies shall apply to the review and approval of the application.

1.6 Exceptions

The Planning Director shall have the authority to waive procedures within this APM for specific project cases during non-emergency situations. The Planning Director shall have the authority to waive procedures within this APM During for specific project cases or development wide for a specified period of time for local emergencies declared by federal, state or local officials, exemptions.

1.7 Effective Date

This APM shall take effect concurrently with the Zoning Ordinance, Subdivision Ordinance and the Technical Design Manual at midnight on July 1, 2024, and the same shall be published and recorded in the Town Code as required by law.

1.8 Amendments to the APM

A. In order for staff to modify processes, the Town Council may approve amendments to language with this document as needed. Since this document provides the development process and not zoning or comprehensive plan language, amendments to this document do not require a public hearing. This does not preclude Town Council from choosing to hold a public hearing for any amendments to this document.

B. Amendments to this document shall be either incorporated into this document as a revision or as a separate document made available in the same locations as this document.

1.9 Technical Review Agencies

The Technical Review Agencies consists of representatives as subject matter experts. These agencies are Zoning Administration, Public Works, Parks & Recreation, Police, Virginia Department of Transportation, Shenandoah County Fire and Rescue, Shenandoah County Environmental, Virginia Department of Environmental Quality, Shenandoah Valley Electric Cooperative, Virginia Health Department, and other applicable Town, County, State, Federal, and public and private utilities. The duties of the agencies shall include;

1. Review submissions as requested by the Zoning Administrator for compliance with their specialization.
2. Provide comments of correction and recommendations to both the Zoning Administrator and the Applicant.

1.10 Public Record

All applications, approvals, and violations shall be available as public record unless an executed Nondisclosure agreement is established. Nondisclosure agreements shall only be applicable to projects that knowledge of the project may be impact the ability for the project to commence, or if knowledge specific elements of the development may jeopardize the safety and security of an occupant or the public. A nondisclosure agreement does not exempt public hearing when required as identified within this manual.

CHAPTER 2. APPLICATION TYPES AND PURPOSE

2.1 Administrative applications

These application types are reviewed by the zoning administrator. If the proposed development is compliant with the applicable requirements, the application will be approved, and the zoning permit issued.

1. **New Dwelling – Individual Lot.** This application type is for individual lots of new single-family, duplex, and townhouse dwellings. This includes infill lots and new lots approved as a part of a subdivision plan.
2. **Residential Accessory Structure and Addition.** This application is for any improvements on a lot that has an established dwelling. Typically, these applications do not impact the lot infrastructure such as, street access, streets, and utilities.
3. **Home Office/Home Occupancy**. These applications are required when a owner or tenant request a portion of the dwelling they reside in, to be used in a secondary capacity as a business use.
4. **Signs.** This application is required for each sign proposed to be erected whether on a structure or free standing. Sign permits are independent of any site plan, subdivision plan, or occupancy approvals.
5. **Outdoor Display and Café.** This application is required when a business is looking to utilize a portion of sidewalk area that is part of a public right-of-way. Typically, this applies to uses within the historic district that do not have sufficient setback to accommodate the us on the property and off of the right-of-way.
6. **Change of Use.** This application is required when an existing structure may have a change in use within. Verification of the zoning of the property and then will determine if the proposed use is an allowed use by the Zoning Ordinance. For example, if a retail space becomes vacant and a hair salon is being proposed. Since this is not a retail use, this application is required.
7. **Temporary Use.** This application is required temporary structures on a lot. This can include construction trailers, storage containers, emergency residences, and large tents with 50 or more occupants.
8. **Mobile Food Services.** This application is required for any mobile food service, truck, or trailer that will be operating within town limits. This permit shall be renewed on an annual basis.
9. **Special Event Permit.** This application is required when an event or gathering of 50 or more people is proposed. Special Events of 250 or more people and/or on town property require approval from the Town Council. This permit is required for town staff to ensure public health and safety standards can be maintained with an increased number of individuals in a given location.
10. **Zoning Determination.** This application is required to obtain official interpretations of;
	1. A particular regulation in the zoning ordinance,
	2. How a land use should be classified and whether the use is permitted within a particular zoning district,
	3. Whether a proposed structure complies with setback, height, bulk and other requirements,
	4. Whether an owner has vested rights,
	5. Approval of minor deviations to an approved special use permit plan,
	6. Determination of conformity of site and subdivision plan with a Zoning Map Amendment (Rezoning), or
	7. Interpretation of proffers and special use permit conditions.
11. **Zoning Certification**. This application is for identifying the current zoning status of a given lot. This will include lot size, current use, legal conformity, neighboring property zoning/uses, active permits, and open violations.
12. **Code Modification**. This application is required when a development plan cannot meet the requirements of the Technical Design Manual and alternative designs are being presented that provide an equivalent intent of the section requesting a modification to.
13. **Floodplain Permit**. This permit is required prior to starting work for development that has been approved to take place within the 100-year or 500-year floodplains.
14. **Nonresidential Administrative Review Plans.** This plan type may be submitted, following approval of such a request by the Zoning Administrator, when the proposed improvements are to a previously approved unclosed plan and/or constitute minor development such as parking lot alterations, landscaping changes, storage tank replacement, etc., which doesn't necessitate the formal submission of a full site plan.
15. **Site Development Permit.** This permit is required prior to commencing any work identified on an approved site plan or subdivision plan, or for any development that has been approved requires a connection to public infrastructure such as, water, sewer, streets, and driveway connections. This permit shall be the record for all inspections.

2.2 Comprehensive Review Applications

Thess application types require full plans that are reviewed by multiple agencies to ensure the proposed development is complaint will all local, state and federal requirements.

1. **Preliminary Site and Subdivision Plans.** These plan types are not mandatory. They are intended for the applicant to perform a feasibility review of a by-right development prior to the submission of a Final Site or Subdivision Plan.

Preliminary residential site and subdivision plans (preliminary plans) are meant to show the general design of a residential site or subdivision project and its public improvements, so the Town, and when appropriate, the Planning Commission, can indicate its approval or disapproval of the project, prior to the time the final plans and plats are designed detailing the public improvements, utilities, etc. The Town shall review the practicability of the preliminary plan and its general design. Attention shall be given to the arrangement, location, and width of streets and travelways, arrangement, placement, and size of structures, their general relationship to the topography of the land, feasibility of water supply and sewage disposal, general handling of site drainage, lot sizes and arrangement, the future development of adjoining lands as yet undeveloped, the relationship of adjoining developed lands, and the requirements/guidelines of the comprehensive plan, Zoning Ordinance, and subdivision ordinance. Preliminary plans are not meant to either depict, or be reviewed for, final engineering design and details.

1. **Final Site and Subdivision Plans and Plats**. These plan types and any necessary supporting documents for a proposed project constitute the complete application for construction approval. They shall include complete and detailed engineering and layout drawings for all the public and private improvements and utilities, in addition to any necessary ancillary calculations required for review. Associated plats shall be submitted and reviewed concurrently plan to ensure the proper legal instruments reflect the development. Upon approval, the final plans and plats form the basis for the construction of the project and the inspection services of the Department of Public Works and the state. The plats shall be recorded with the Clerk of the Circuit Court. An unrecorded plat is not a valid basis for site improvements or other commitments which depend on its characteristics.
2. A final subdivision plan shall be required for all residential land subdivisions resulting in the creation of five or more lots, or for any residential subdivision where public improvements are proposed.
3. A final site plan shall be required for all projects and/or land disturbing activities not involving a residential subdivision, which propose construction, reconstruction, alteration, or change of use where the project will cumulatively disturb more than two thousand five hundred (2,500) square feet (232.26 square meters) of land. Any revisions to a valid approved final site plan shall be processed and approved in accordance with Section 2.2.D.
4. Final plats will be required for all subdivisions, resubdivisions, and consolidations of parcels, delineation of vacation of easements, or right-of-way dedications where a legal description is required. All required plats shall be submitted as part of the first cycle review submission along with the final site or subdivision plans.

When the owner of several undersized existing nonconforming lots wants to consolidate those parcels into one parcel for the construction of, or addition to an owner-occupied

single-family residence or accessory structure, a final plat will not be required. The consolidation will be required as identified in Section 2.3.B.

1. **Minor Site and Subdivision Plans**. These plan type may be submitted when the proposed improvements are being requested to a site on which the County either has not previously approved a site plan, or on which there is an existing approved plan that has been closed. In addition, the improvements must be minor in nature and generally (1) not change either the internal or external traffic flow patterns; (2) not increase the number of dwelling units; (3) not increase the nonresidential building size by more than five thousand (5,000) square feet (464.52 square meters), or seventy-five percent (75%) of the gross building area, whichever is less; (4) not encroach into a resource protection area; and (5) generally, the proposed disturbed area should not exceed five thousand (5,000) square feet (464.62 square meters). This plan type includes one (1) waiver request without additional fees. Any additional waiver requests will require the appropriate waiver fee.
2. **Site and Subdivision Plan Revisions**. A plan revision is required when changes are needed to a valid, approved site plan that are not deemed minor in nature and cannot be addressed with the As-built Plan. This may include changes that effect ingress/egress, travel ways, number of parking spaces, stormwater facilities, water and sewer, building size, and proposed uses. The Zoning Administrator shall be contacted prior to any changes to a project to determine if a plan revision is required.

2.3 Plat Applications

These plats are for projects that are not part of a site plan or subdivision plan. Plats associated with site plans and subdivision plans shall comply with Section 2.2.B (3).

1. **Easement Plat**. This plat is required when a portion of property is being dedicated to the town for water, sewer, stormwater, or right-of-way easements. when not part of a site plan or subdivision plan.
2. **Consolidation Plat**. This plat is required when the proposed number of lots is less than the existing number of lots.
3. **Subdivision Plat – 3 lots or less.** This plat is required when a lot is proposed to be subdivided into a total of three lots or less. For subdivisions of more than three lots, Section 2.2.B shall apply.
4. **Boundary Line Adjustment Plat (BLA).** This plat is required when a property line is being relocated, and the number of lots is not proposed to be increased or decreased.
5. **Conservation Plat**. This plat is required when lots zoned agricultural, are proposing to become conservation areas as identified in Part 704 of the Zoning Ordinance.

2.4 Planning Applications

These applications require staff to prepare an analysis and recommendation for consideration by the applicable Boards, Commissions, and/or Council. These applications may be denied by the entity required to take action.

1. **Comprehensive Plan Amendment.** An amendment to the may be submitted by property owners if their proposed development is not compliant with the Future Land Use Map.
2. **Zoning Text Amendment**. An amendment to the zoning ordinance language can be proposed by application by any individual or group. A zoning text amendment will apply townwide for all future development.
3. **Rezoning**. A rezoning application is required when the current property owner is requesting the property to be reclassified into a different zoning district. These applications are typically submitted when the proposed use does not meet the current district standards.
4. **Special Use Permit.** This application is required when a proposed use is identified in the applicable zoning district to be a special use.
5. **Architectural Review Board.** This application is required for construction, maintenance, rehabilitation, or demolition of structures in the Historic Districts. Like for like replacement of materials is exempt from permit. This application will be taken to the Architectural Review Board for their review and recommendations.
6. **Administrative Appeal.** An appeal to the board may be taken by any person aggrieved or by any officer, department, board or bureau of the locality 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 Article 7 of the Code of Virginia, any ordinance adopted pursuant to Article 7 of the Code of Virginia, or any modification of zoning requirements pursuant to Code of Virginia § 15.2-2286.
7. This application can be submitted when an applicant feels existing conditions and circumstances are such that the strict application of the provisions of this zoning ordinance would deprive the applicant of reasonable use of said land, building, or structure, equivalent to the use made of lands, buildings, or structures in the same district and permitted under the terms of this provision and that the peculiar conditions and circumstances are not the result of the actions of the applicant.
8. This application can only be submitted as a part of and references a Rezoning or Special Use Permit application. A waiver may be requested in relation to application fees, language with the Administrative Procedures Manual, specific language within the Zoning Ordinance, and language within the Technical Design Manual. If a waiver is granted, it shall only be for the related development application referenced.

CHAPTER 3. GENERAL PROCESS INFORMATION

3.1 Development Review Process Overview

Chart 3.1 identifies the actions required for the various applications

**Chart 3.1**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Application | APM Section | Public Review Process | Recommendation | Approval | Appeal |
| Approvals Requiring Public Hearing |
| Comprehensive Plan Amendment |  | Legislative Public Hearing | Planning Commission/Zoning Administrator | Town Council | Circuit Court |
| Zoning Ordinance Text Amendment |  | Legislative Public Hearing | Planning Commission / Zoning Administrator | Town Council | Circuit Court |
| Waivers |  | Legislative Public Hearing | Planning Commission / Zoning Administrator | Town Council | Circuit Court |
| Zoning Map/Staff Initiated |  | Legislative Public Hearing | Planning Commission/Zoning Administrator | Town Council | Circuit Court |
| Administrative Appeal |  | Quasi-Judicial Hearing  | Zoning Administrator | Board of Zoning Appeals | Circuit Court |
| Variance |  | Quasi-Judicial Hearing | Zoning Administrator | Board of Zoning Appeals | Circuit Court |
| Rezoning |  | Quasi-Judicial Hearing | Planning Commission/Zoning Administrator | Town Council | Circuit Court |
| Special Use Permit |  | Quasi-Judicial Hearing | Planning Commission/Zoning Administrator | Town Council | Circuit Court |
| Planned Development |  | Quasi-Judicial Hearing | Planning Commission/Zoning Administrator | Town Council | Circuit Court |
| BZA Exception |  | Quasi-Judicial Hearing  | Zoning Administrator | Zoning Administrator | Board of Zoning Appeals |
| Approvals NOT Requiring a Public Hearing |
| APM Amendment |  |  | Planning Commission/Zoning Administrator | Town Council | Circuit Court |
| TDM Amendment |  |  | Planning Commission/Zoning Administrator | Town Council | Circuit Court |
| Subdivision Plan |  |  | TRC | Zoning Administrator | Town Council |
| Preliminary Site Plan |  |  | TRC | Zoning Administrator | NO APPROVAL IS ISSUED |
| Site Plan |  |  | TRC | Zoning Administrator | Town Council |
| Plat |  |  | TRC | Zoning Administrator | Town Council |
| Public Works Plan |  |  | TRC | Zoning Administrator | Town Council |
| Historic District Certificate of Appropriateness |  |  | Zoning Administrator | Architectural Review Board | Town Council |
| Improvement Guarantee |  |  | Zoning Administrator | Town Attorney | Town Council |
| Occupancy, Change of Use, Temporary Use, and Home Occupation |  |  | TRC | Zoning Administrator | Board of Zoning Appeals |
| New SFD/Addition - Individual Lot |  |  | TRC | Zoning Administrator | Board of Zoning Appeals |
| Accessory Structure |  |  | TRC | Zoning Administrator | Board of Zoning Appeals |
| Signs |  |  | TRC | Zoning Administrator | Board of Zoning Appeals |
| Mobile Food Services |  |  | TRC | Zoning Administrator | Board of Zoning Appeals |
| Floodplain Permit |  |  | TRC | Zoning Administrator | Town Council |
| Public Works Permit |  |  | TRC | Zoning Administrator | Town Council |

3.2 Public Record.

3.2.1 **Record**

1. The Reviewing Body shall keep minutes and records of all meetings and proceedings including voting records, attendance, resolutions, findings, determinations, and decisions by any appropriate means as prescribed by rule and consistent with state law. Such record shall be provided by the Zoning Administrator at the request of any person upon application to the Zoning Administrator and payment of a fee set by the Town Council to cover the cost of duplication of the transcribed record.
2. All development review decisions and all approved maps, plans and plats shall be maintained in the permanent files of the Zoning Administrator and shall be recorded with the Clerk of the Court for Shenandoah County as required by the Virginia Code.

3.3 Paper and Digital Submission

1. **Administrative Zoning Applications.** Submissions identified in Section 2.1 may be submitted to the Planning and Zoning Administrator in either paper copy or digital form.
2. **Development Applications**. Submissions identified in Section 2.2, 2.3, and 2.4 shall be submitted in digital form to the Strasburg Customer Access Portal.
3. **Other review agencies**. Some submissions require review of outside agencies. Those agencies reserve the right to request documents for review at their discretion. Submissions to outside agencies will be made directly to that agency. Any comment letters, recommendations, and approvals shall be provided to the Planning and Zoning Administrator by the applicant.
4. **Final document retention.** The Planning and Zoning Administrator reserves the right to retain all final order documents solely in digital format in conformance with Sec. 2.2-3818 of the Code of Virginia.

3.4 Quality Control Review

This section applies to any application, unless otherwise provided in the regulations for the specific application.

1. **Application Materials.** No application is complete unless all of the information required herein is included and all filing fees have been paid. Application materials shall be made available by the Zoning Administrator. Such applications shall be filed in advance of any Public Hearing, Neighborhood Meeting or Public Meeting required pursuant to the zoning ordinance or the Virginia Code.
2. **Timing.**
	1. Whenever the APM establishes a time period for processing an application, such time period does not commence until the Zoning Administrator has reviewed such application for completeness in order to determine whether the application has been properly submitted, the Applicant has corrected all deficiencies in the application, and the Zoning Administrator has determined it to be complete. Review for completeness of application forms is solely for the purpose of determining whether preliminary information required for submission with the application is sufficient to allow further processing, and shall not constitute a decision as to whether application complies with the provisions of the zoning ordinance.
	2. Not later than 10 business days after the Zoning Administrator has received an application, the Zoning Administrator shall determine in writing whether the application is complete and shall immediately transmit the determination to the Applicant. Upon receipt of any re-submittal of the application, a new 10-day period shall begin, during which period the Zoning Administrator shall determine the completeness of the application. If the application is determined not to be complete, the Zoning Administrator’s determination shall specify those parts of the application that are incomplete and shall indicate the manner in which they may be made complete, including a list and thorough description of the specific information needed to complete the application. The Applicant shall submit materials to the Zoning Administrator in response to the list and description.
	3. If the application, together with the submitted materials, are determined not to be complete, the Zoning Administrator shall specify in writing the information required and the Applicant may resubmit the application with the information required by the Zoning Administrator or may appeal that decision in writing to the Reviewing Body for which the application was submitted or if for a ministerial permit, the Board of Zoning Appeals.
	4. Nothing in this section precludes an Applicant and the Zoning Administrator from mutually agreeing to an extension of any time limit provided by this section.
	5. If the Zoning Administrator fails to act within the time period required for completeness review, the application is deemed complete.
	6. For applications submitted digitally through the Customer Access Portal, once the Quality Control Review is approved, the applicant will receive an email with the Quality Control Review Letter indicating any additional information needed and any required supplemental review fees. These fees shall be paid prior to the first plan review submission.
3. **Limitation on Further Information Requests.** After the Zoning Administrator accepts a development application as complete, the Zoning Administrator may, in the course of processing the application, request the Applicant to clarify, amplify, correct, or otherwise supplement the information required for the application, if such would be required by the Reviewing Body to render a final determination on the merits.

3.5 Right of entry

1. Whenever necessary to make an inspection to enforce any of the provisions of the zoning ordinance, Town Code, or whenever the Zoning Administrator has reasonable cause to believe that there exists in any building or upon any premises any condition or ordinance violation which makes such building, structure or premises unsafe, dangerous or hazardous, the Zoning Administrator may enter such building, structure or premises at all reasonable times to inspect the same or perform any duty by the zoning ordinance.
2. If such building or premises are occupied, the Zoning Administrator shall first present proper credentials and request entry. If such building, structure, or premises are unoccupied, the Zoning Administrator shall first make a reasonable effort to locate the owner or other persons having charge or control of such request entry.
3. If entry is refused, the Zoning Administrator shall have recourse to every remedy provided by law to secure entry. When the Zoning Administrator shall have first obtained a proper inspection warrant or other remedy provided by law to secure entry, no owner or occupant or any other persons having charge, care or control of any building, structure, or premises shall fail or neglect, after proper request is made as herein provided, to promptly permit entry therein by the Zoning Administrator for the purpose of inspection and examination pursuant to the zoning ordinance.

3.6 Fees

1. Any action on an application for development shall be subject to payment of the required fee. The amount of fees for permits and applications are located in the Planning and Zoning Department. All required fees shall accompany an application, shall be made payable to the Town of Strasburg, and shall be submitted to the Zoning Administrator. All fees are non-refundable.
2. Fees shall be charged in order to cover the costs of examining all applications and other expenses incidental to the application. Additional application and review costs may be charged only if the Town Council determines that extraordinary fees are reasonable and should be the responsibility of the Applicant.
3. Fees shall be established with the adopted annual budget which begins on July 1.
4. Administrative review fees shall paid per the adopted fee schedule as follows.
	1. For hard copies submission to Town Hall via in person or by mail, the fee shall be provided with the application.
	2. For applications submitted digitally through the Customer Access Portal, the application fee shall be paid. Some submissions require supplemental fees. Those fees will be identified within the Quality Control Approval Letter and shall be paid prior to the first plan review submission.

3.7 Technical Review Agency Process

1. The Quality Control Approval Letter will identify the required agencies needing to review and approve the plan.
2. Comments from the agencies shall be provided to the Zoning Administrator.
3. When an agency approves or recommends approval of a plan, documentation needs to be included on the site plan sheet. The can be in the form of a formal letter of email from the agency.

3.8 Approvals

1. **Administrative Applications.** Approval Letters shall be sent by email to the applicant to the email provided on the application.
2. **Site and Subdivision Plans.** A Signature Submission shall be requested by the Zoning Administrator once all review comments have been satisfied. The Signature Submission shall include;
	1. The Technical Review Agency approvals
	2. The Unit Price List
	3. The Town of Strasburg Signature Block on the cover sheet

The Plan shall not be approved until the activities for the Signature Submission are completed and the Plan Approval Letter is provided to the applicant.

1. **Plats**
	* 1. Three hard copies of the plat for the Zoning Administrator’s signature as required for recordation with the Shenandoah County Court.
		2. Two copies will be returned to the application for recordation.
		3. A digital copy of the recorded plat shall be required prior to the issuance of a Site Development Permit.

3.9 Revocation of an approval

1. **Initiation.** The Zoning Administrator shall investigate alleged violations of imposed condition or conditions and shall determine whether or not to terminate or suspend a Development Order.
2. **Grounds for Revocation.** The following are grounds for revocation of a Development Order:
	1. The intentional provision of materially misleading information by the Applicant (the provision of information is considered “intentional” where the Applicant was aware of the inaccuracies or could have discovered the inaccuracies with reasonable diligence); and
	2. B. The failure to comply with any condition of a Development Order.
3. **Decision and Notice.** The Development Order shall contain findings that address the basis for the decision. The Development Order shall state the condition or conditions that have been violated and the harm such violation has caused. In the case of a suspension of the use, the Development Order shall state the length of time such violation may be cured. In the case of a termination, the Development Order shall state the reason such violation cannot be cured.
4. **Appeals.** An aggrieved party may appeal the Zoning Administrator’s decision to the Board of Zoning Appeals. The appeal shall be presented within the period of time authorized by the Virginia Code.
5. **Right Cumulative.** The right to revoke a Development Order, as provided in this section, is cumulative to any other remedy allowed by law.

3.10 Plan Validity

Approvals shall be valid as identified in Part 1001 of the Zoning Ordinance.

3.11 Engineered Plans

1. All Site and Subdivision Plans submitted shall be prepared by a Registered Design Professional. The designer’s seal shall be provided on all plan sheets.
2. The designer’s signature shall be required on the cover sheet of the Signature Submission plan set.
3. Landscape plans shall be prepared, and their seal provided on all the landscape sheets.
4. All plats shall be prepared by a Licensed Surveyor and include their seal and signature.

3.12 Proffer Conditions

1. Proffer conditions shall comply with Part 1100 of the Zoning Ordinance.

3.13 Studies, Reports and Assessments

1. **Generally.** The Applicant shall provide studies, reports and assessments (“SRAs”), when required, together with the application for discretionary development approval, and certified as complete by the Zoning Administrator, before any public hearing is held by the Planning Commission or the Town Council. The SRAs, with all other application submittals, shall become part of the public record. SRAs are intended to identify project benefit, compatibility and impact.
2. **When Required.**
	1. SRAs may be required for any application for discretionary development approval classified as a development of communitywide impact to determine:
		1. Fiscal or economic impact assessment;
		2. Environmental impact assessment; and/or
		3. Traffic impact assessment (TIA). If the development will substantially impact transportation on State roadways, and a TIA is requested, the Virginia Department of Transportation will be requested to review and comment.
	2. Development of Communitywide Impact. A development of communitywide impact is defined as any project that would have community--wide impact on the health, safety or welfare of citizens in Strasburg. Because of their impact developments of communitywide impact provide opportunities for review, approval and development whose size thresholds equal or exceed 100 residential dwelling units or 100,000 or more square feet of non-residential uses or over one (1) acre of land disturbance.
3. **When Not Required**. SRAs shall not be required for an application for administrative approval for any land, lot or parcel of land, which has been subject to a prior discretionary development approval process and received final Development Order or the registration of a non-conforming use.
4. **Preparation of SRAs**. All consultants engaged by the Applicant shall be approved by the Zoning Administrator as qualified experts in their respective field and with no conflict of interest. All such consultants shall disclose any information as to conflict of interest or other disqualifying interest that would prevent their ability to render an unbiased professional opinion and recommendation.
5. **Information to Be Supplied for SRAs**. An Applicant making an application for development approval requiring SRAs shall submit, the following information necessary to prepare the SRAs:
	1. An accurate map of the project site and of all property in common ownership, depicting: existing topography; public or private buildings, structures and land uses; utilities; easements; public or private roads or streets; nonconformities; environmentally sensitive lands; archaeological, cultural or historic resources; and any other reasonable requirements of the Zoning Administrator;
	2. The approximate location, arrangement, size, floor area ratio (FAR) of any buildings and structures and parking facilities proposed for construction within the development project;
	3. C. A detailed description of the development uses and activities proposed for the project site and of all property in common ownership and the character of the development to be achieved through the project;
	4. D. The approximate location of all neighboring development areas, subdivisions, residential dwellings, neighborhoods, traditional communities, public and private utility lines and facilities, public buildings, structures or facilities, community centers, and other non-residential facilities and structures within ¼-mile of the project site perimeter;
	5. E. The proposed traffic circulation and connectivity plan, including the number of daily and peak hour trips to and from the site and the proposed traffic routes to the nearest intersection with a major arterial, state highway or interstate highway;
	6. F. The approximate location of all fire, police, and emergency response service facilities and all roads and public facilities and utilities shown on the capital improvement and services plan; floodways, floodplains, wetlands, or other environmentally sensitive lands and natural resources on the Applicant’s property; location of historic, cultural and archeological sites and artifacts, wildlife and vegetation habitats and habitat corridors within ¼-mile of the project site perimeter;
	7. G. A statement explaining how the proposed project complies with the goals, objectives, policies and strategies of the Comprehensive Plan and any area or corridor plan covering, adjacent to, or within ¼-mile of the project site perimeter;
	8. H. A statement or visual presentation of how the project will relate to and be compatible with adjacent and neighboring areas, within ¼-mile of the project site perimeter;
	9. I. All other pertinent and relevant information as the Zoning Administrator may reasonably require necessary to evaluate and assess impacts, if any, of the proposed development project.

CHAPTER 4. BONDS ADMINISTRATION

4.1 Purpose

1. The purpose of bonding is to obtain an acceptable guarantee of performance to assure the timely construction and completion of legally required site improvements in accordance with approved plans and profiles, Town standards and specifications, and County and State code requirements. Applicants shall construct all improvements in accordance with the approved plan and shall enter into agreements so to construct and post security thereof. Security may be in the form of a bond or escrow as specified in this section. Security shall be posted for the following:
	1. Improvements required by the Town in accordance with the Code of Virginia Section 15.2-2241 as identified in the Zoning Ordinance, Subdivision Ordinance and this manual.
	2. Improvements proffered during the rezoning process and required by the zoning administrator in accordance with Section 15.2-2303 of the Code of Virginia.
	3. All slope stabilization devices including retaining walls and special stabilization materials or methods.
2. The Director of Planning and Public Services is responsible for all Town of Strasburg land development bonding matters with the exception of Erosion Control that is required to be submitted to and subject to standards of Shenandoah County.
3. Upon receipt of a written request from an applicant, the Director of Planning and Public Services after conferring with the town attorney, may waive elements of this bonding policy. The Director of Planning and Public Services decision shall be final.
4. It is not the intent of this ordinance to allow the phasing of site plans and subdivisions for the purpose of bonding. If the development is to be phased in sections, each section must be able to stand alone and to include all infrastructure (water, sewer, stormwater management etc.) and submitted a separate plans.

4.2 Performance Agreements and Guarantees

1. An agreement supported by a form of guarantee shall be required on all projects. This agreement and guarantee shall obligate the developer to construct legally required improvements on approved site or subdivision plans in a timely manner and in accordance with applicable standards.
2. Corporate surety bonds, cash, letters of credit and set-aside agreements, in a form acceptable to the county attorney, are the only forms of guarantee (bond) acceptable to the Town. The bond is designed to guarantee the Town a fund for completion of required improvements in the event the developer fails to discharge the obligations of his or her performance agreement. The shared obligation of all bonds is by payment of the designated funds on demand.
3. The Department of Planning and Public Services shall approve and may amend from time to time, after conferring with the town attorney, standard forms which may be used for any performance agreement and bond.

4.3 Bond Extensions and Reductions

1. **Bond Extensions.**
	1. When an applicant enters into an agreement with the Town, the necessary physical improvements shall be completed in the period specified in the agreement (the performance date). If the noted improvements are not completed within this time period, and an extension has not been obtained, or a replacement agreement and bond have not submitted and approved with a new expiration date, the agreement is deemed in default.
	2. Prior to the expiration of the performance date, the applicant may submit a written request to the Department of Planning and Public Services for an extension of the expiration date. The Department of Planning and Public Services will act to either approve, approve with conditions, or deny the request. The primary criteria for approval or denial will be the extent to which improvements have been completed. If the extension is approved, the developer shall submit an addendum to the performance agreement reflecting the extension.
	3. In the event the applicant does not request and gain approval of an extension, and the project is not completed by the expiration date, the matter shall be reviewed by the director of the Department of Planning and Public Services for appropriate action, including the possibility of referral to the Town Council for its action.
2. **Bond Reductions.**
	1. Once at least thirty percent (30%) of the improvements covered by the guarantee are completed, any form of guarantee subject to this policy may be partially released periodically (i.e., reduced) to an amount not less than the actual cost of completion, plus permitted allowances.
	2. Reduction requests shall not be approved if the performance agreement is in default or if the site is in violation.
	3. An applicant seeking partial release of any bond or other form of guarantee shall submit a written bond reduction request, current price list identifying items to be completed, copy of the proffers (if applicable) and/or special permit conditions, and proffer/special use analysis, etc., to the director of the Department of Planning and Public Services.
	4. The director of the Department of Planning and Public Services shall approve, approve with modification, or disapprove all reduction requests submitted within thirty (30) days of receipt. If a request is disapproved, the applicant shall be notified of the specific reasons for the disapproval.

4.4 Bond and Performance Agreement

1. A final bond release shall be authorized by the director of the Department of Planning and Public Services, provided the following criteria have been met:
	1. Acceptance of all public facilities by the appropriate state or local government agency, or public authority.
	2. Acceptance of as-built plans.
	3. Payment by the applicant of all required fees.
	4. The satisfaction of all applicable proffers and/or special use permit conditions.
	5. In the event that the project was submitted and approved in sections, bond release shall not be granted if the plan depends on other projects or sections for access and/or other infrastructure. The required access or site improvements must be completed prior to bond release.

4.5 Default and Evaluation Procedures

If the applicant fails to complete the required site improvements in the period of time specified in the agreement or any approved extension, the developer is in default. In such instances, the director of the Department of Planning and Public Services shall forward a recommendation to the Town Council that the project be formally declared in default, together with a recommendation for a course of action in response to default. Such recommendations may include, without limitation, using funds obtained from the guarantee of the defaulted performance agreement to complete required public improvements, vacation of all or a portion of the subdivision subject to the defaulted performance agreement, requiring successors in interest to the original developer to provide a substitute performance agreement, and/or requiring lot owners to post a right of entry bond prior to the issuance of building permits.

4.6 Unit Price List

Plan submissions shall include the Unit Price List to identify the item counts and costs related to the proposed development. The Performance Bond and Landscape Escrow amounts shall be based on the values identified within the UPL included on the approved plan.

4.7 Bond Release

Bond release must be requested by the entity that established the bond. The request shall be made by letter with the active bond as an attachment. The following is required prior to the release of any bond.

1. Site inspections completed for all bonded components.
2. Site evaluation completed by the inspections staff to ensure all items have been addressed. This includes a walk of the site and review of all inspection documentation.
3. The Designer of Record submits an As-built plan for all components of the development that were required to be bonded.
4. Once the above is completed the Director of Planning and Public Services shall provide a Bond Release Letter to the entity listed on the bond.
5. Any cash bonds shall be sent by check to the entity and address listed on the check that was provided for the bond.

CHAPTER 5. SUBMISSION REQUIREMENTS

5.1 Administrative Applications

1. **New Dwelling – Single-family attached and detached dwellings**. In addition to the application, please provide the following.
	1. A survey showing all easements, existing and proposed topography of a lot, setbacks from all property lines, the footprint of the proposed home, accessory structures, sidewalks, driveways, water and sewer lateral locations, and any structure/development on adjacent lots within twenty feet of the subject lot boundaries.
	2. For lots in the Historic District, an architectural plan demonstrating compliant with the zoning ordinance.
2. **Residential Accessory Structures and Additions**. In addition to the application, please provide the following.
	1. A survey showing all easements, the footprint of the existing and proposed accessory structures and/or addition, sidewalks, driveways, setbacks from all property lines of all structures, and any structure/development on adjacent lots within twenty feet of the subject lot boundaries.
	2. For lots in the Historic District, an architectural plan demonstrating compliant with the zoning ordinance.
3. **Home Office and Home Occupation.** In addition to the application, please provide the following.
	1. A drawing indicating the area in the dwelling to be used for the use.
	2. A narrative explaining the business and the services being done within the dwelling. Include the number of employees that will be present, number of customers at a given time, and the number of deliveries per day/week.
4. **Signs.** In addition to the application, please provide the following.
	1. For freestanding signs
		1. Site plan/drawing indicating the existing structures, property lines, right-of-ways, and the location of the proposed sign.
		2. An engineered drawing of the sign, indicating the foundation, dimensions of the sign, and the calculated sign area.
	2. For attached signs
		1. A plan/drawing indicating the building face the sign is to be placed on, the linear feet of the building or unit for multi-unit buildings, and the location of the sign on the structure.
		2. An engineered drawing of the sign, indicating the type of sign, dimensions of the sign, and the calculated sign area.
5. **Outdoor Display and Café.** In addition to the application, please provide the following.
	1. A plan/drawing the proposed area of use and any furniture or similar items to be placed in the area.
	2. A narrative that identifies the purpose, what is going to be placed outside and the times in which the items will be outside.
	3. A signed, original Town of Strasburg Hold Harless Agreement.
6. **Change of Use.** In addition to the application, please provide the following.
	1. A narrative identifying the proposed use and activities related to the use.
	2. Any changes to the exterior may require a site plan submission.
7. **Temporary Use.** In addition to the application, please provide the following.
	1. A narrative identifying the proposed use and activities related to the use.
	2. If the use is outside provide a plan/drawing of the lot, area of the use, and structures, vehicles and similar items placed within the use area.
8. **Mobile Food Service**. In addition to the application, please provide the following.
	1. A plan or drawing of the location if any furniture is to be placed.
9. **Special Event**. In addition to the application, please provide the following.
	1. A plan or drawing of the location of the event to include the location of needed town services, security staff, road closures, parade setup and paths, furniture, vehicles, temporary structures.
	2. Proof of insurance.
10. **Zoning Determination and Certification**. In addition to the application, please provide the following.
	1. A plan, drawing or aerial photo of the property to identify the correct location.
11. **Code Modification**. In addition to the application, please provide the following.
	1. The subject code language requesting to be modified.
	2. A narrative explaining the need for the modification and any proposed alternative to maintain the spirit of the requirement.
12. **Floodplain Permit**. In addition to the application, please provide the following.
	1. A plan or plat indicating the floodplain and proposed development.
13. **Site Development Permit**. In addition to the application, please provide the following.
	1. A copy of applicable plats indicating recordation.
	2. Bonds and/or escrows posted.
	3. Proof of E&S permit issued by Shenandoah County.
	4. A pre-construction must be held prior to permit issuance.
	5. Any other conditions per the Plan Approval Letter shall be satisfied.

5.2 Comprehensive Review Applications

1. **Preliminary Site and Subdivision Plans.**
	1. The sheet size shall not exceed 36" x 48" (900 millimeters x 1,219 millimeters). Plans consisting of more than two (2) sheets shall be indexed and indicate match lines for lots of five (5) acres (2.02 hectares) or less in size. The match lines shall follow property lines.
	2. A scale of no less than 1" = 100' (metric ratio 1:1,000); this shall be displayed on all plan sheets.
	3. Topographic contours with intervals no greater than five (5) feet (1.52 meters), referred to USGS datum, extending fifty (50) feet (15.24 meters) beyond the parcel's property lines, or additional distance, as may be necessary, in order to show major features or conditions that may affect the project.
	4. Date of plan, north arrow, and sheet numbers.
	5. A vicinity map, preferably at a scale of 1" = 2,000' (metric ratio 1:25,000), but no smaller than 1" = 3,000' (metric ratio 1:50,000).
	6. The present zoning of the project parcel(s) and present zoning and use of all adjacent parcels.
	7. The project parcel addresses or Tax Map numbers.
	8. Total project site acreage.
	9. Street rights-of-way, including name, number, and widths.
	10. All existing easements, including type, width, and use restrictions, if any.
	11. Existing storm drainage structures on the project parcel(s) and within fifty (50) feet (15.24 meters) of the property lines or additional distance, as may be necessary, in order to show major features or conditions that may affect the project, including type of pipe, sizes, and direction of flow.
	12. Storm water management and BMP facilities on the project parcel(s) and within fifty
	13. feet (15.24 meters) of the property lines or additional distance, as may be necessary, in order to show major features or conditions that may affect the project.
	14. Streams, ponds, marshes, approximate boundaries of wetland areas, including names, if applicable, on the project parcel(s), and within fifty (50) feet (15.24 meters) of the property lines or additional distance, as may be necessary, in order to show major features or conditions that may affect the project.
	15. Preliminary riparian protection area (RPA) boundary, as identified by the preservation area site assessment.
	16. The approximate one hundred (100) year flood area boundary and the source of the information.
	17. Buffers, parks, and recreation areas and the acreage of all permanent open
	18. spaces.
	19. Municipal or other publicly owned land within fifty (50) feet (15.24 meters) of the property lines or additional distance, as may be necessary, in order to show major features or conditions that may affect the project, including the distance to the nearest school or site.
	20. Existing utility lines and structures, such as water, sewer, gas, electric, telephone, wells, and drainfields on the project parcel(s), including size or capacity, and within fifty (50) feet (15.24 meters) of the property lines, or additional distance, as may be necessary, in order to show major features or conditions that may affect the project.
	21. Location of all cemeteries and other historic sites on the parcel, or a statement that no such facilities are known to exist on the site.
	22. Density tabulation, provided by section and overall total number of proposed lots and/or dwelling units, and lot/unit numbers.
	23. Streets, roads, travelways, improvements to existing streets and other rights-of-way, including widths, street classification, and preliminary anticipated traffic counts (vehicles per day).
	24. Pedestrian systems and bike trails.
	25. Lot layout, if applicable.
	26. Off-street parking layout, if applicable, including typical size, number of spaces by location, and a tabulation.
	27. Proposed buildings, including use, height and, for site plans only, distance to property lines, building restriction lines (if applicable), and any existing buildings or structures on the property and within fifty (50) feet (15.24 meters) of the property line, or additional distance, as may be necessary, in order to show major features or conditions that may affect the project.
	28. Parcels to be dedicated to public use, including size and purpose.
	29. Tree canopy and tree save areas, if appropriate, including approximate acreages, average size and dominant species.
	30. Comprehensive landscape plan.
2. **Final Site and Subdivision Plans.**
	1. The sheet size shall not exceed 24" x 36" (600 millimeters x 900 millimeters). Plans consisting of more than two (2) sheets shall be indexed and indicate match lines for lots of five (5) acres (2.02 hectares) or less in size. The match lines shall follow property lines.
	2. A scale of no less than 1" = 50' (metric ratio 1:500) for subdivisions, and 1" = 30' (metric ratio 1:250) for site plans; this shall be displayed on all plan sheets.
	3. Topographic contours with intervals no greater than two (2) feet (0.50 meters), referred to USGS datum, extending fifty (50) feet (15.24 meters) beyond the parcel's property lines or additional distance, as may be necessary, in order to show major features or conditions that may affect the project.
	4. Date of plan, north arrow with designation, and sheet numbers annotated in consonance with any required subdivision plats, or meridian of record, if subdivision plats are not required.
	5. A vicinity map preferably at a scale of 1" = 2,000' (metric ratio 1:25,000), but no smaller than 1" - 3,000' (metric ratio 1:50,000).
	6. The seal of the design professional engineer or land surveyor shall be on each plan sheet. Architects may seal site plans. Signatures are required at the time of plan approval.
	7. The present zoning of the project parcel(s), and all adjacent parcels, along with their present use. The project name and Town of Strasburg project number shall be noted for all adjoining parcels, if applicable.
	8. The project parcel addresses, and Tax Map numbers.
	9. Total project site acreage.
	10. Revisions to an approved plan shall have a completed revision block on each sheet identifying the revisions. All revisions shall be circled in red on the initial submission. The project and plan number(s) for any previously approved plan shall also be referenced on the revision.
	11. Boundary of record with 1:10,000 closure ratio, including area tabulation.
	12. Street rights-of-way, including names, recordation deed book and page references, or route numbers and widths.
	13. Streams, ponds, marshes, wetland areas on the project parcel(s), and within one hundred (100) feet (30.48 meters) of the property lines, including names, if applicable.
	14. Final riparian protection area (RPA) boundary, or a note indicating there are no mapped RPAs on the site.
	15. The one hundred (100) year flood area boundary and the source of the information.
	16. Permanent open spaces, tabulation in acreage (hectares), buffers, parks, and recreation areas, including ownership and size of the facility.
	17. Municipal or other publicly owned land within fifty (50) feet (15.24 meters) of the property lines, or additional distance, as may be necessary, in order to show major features or conditions that may affect the project, including the distance to the nearest school or school site.
	18. Utility lines and structures, such as water, sewer, gas, electric, telephone, wells, and drainfields on the project parcel(s), including size and/or capacity, and within fifty (50) feet (15.24 meters) of the property lines, or additional distance, as may be necessary, in order to show major features or conditions that may affect the project.
	19. Buildings and other structures on the project parcel(s) and within fifty (50) feet (15.24 meters) of the property lines, or additional distance, as may be necessary, in order to show major features or conditions that may affect the project.
	20. Traffic counts (vehicles per day).
	21. All entrances labeled to proper VDOT standards.
	22. Percent of grade noted at all commercial entrances.
	23. Location of all cemeteries and other historic sites on the parcel, or a statement that no such facilities are known to exist on the site.
	24. Any project which has within its limits one or more geodetic control monuments shall show those moments with the following note:
	25. A subdivision, easement, and/or dedication plat(s), if applicable, in accordance with Section 4.05.5. Subdivision and easement plats shall be included with the second cycle review submission.
	26. Floodplain study, if applicable.
	27. Lot layout, including lot numbers, area of each lot, and street dedication area. All resultant areas of recorded parcels shall be shown on the plans and indicated in the area tabulation.
	28. Density tabulation (provided by section and overall), total number of proposed lots and/or dwelling units.
	29. Streets, roads, travelways, and other rights-of-way, including deed book and page number, street classification, widths, rates of roadway superelevation, when applicable, vertical curves with the sight distance noted, vertical and horizontal sight distances verified at all intersections, and improvements within the state right-of-way. Guardrail and paved ditches shall be shown as required. Handicapped access curb ramps shall be provided at all street intersections on urban design roadways.
	30. Off-street parking (including handicap) and loading layout, if applicable, including typical size, number of spaces by location, and a tabulation by use type.
	31. Existing and proposed buildings and structures, including use, height, square footage (square meters), distance to property lines and between buildings, and any applicable building restriction lines (site plan only).
	32. Utility lines and structures, including sewer, water, gas, wells, and drainfields with sizes, types of pipe, plan and profile views, location of fire hydrants, control valves, pump stations, and anticipated flows and calculations (three [3] copies of fire flow calculations submitted separately). Proposed drainfields shall include the following note, if applicable: "The proposed drainfields shall provide a reserve drainfield area at least equal to that of the primary sewage disposal site."
	33. Storm drainage system, including all required computations on the project parcel and within fifty (50) feet (15.24 meters) of the property line, or additional distance, as may be necessary, in order to show major features or conditions that may affect the project, with sizes, type of pipe, gradients, invert elevations, direction of flow, drainage divides and areas for each structure.
	34. Storm water management and BMP facilities
	35. Final grading plan.
	36. Limits of clearing and grading, marked and clearly labeled.
	37. Erosion and sediment control devices, their design and locations.
	38. Location of street name signs, traffic control signs, street lights, stubouts, and their easements, if applicable.
	39. Buffer areas, screening, landscaping and tree canopy requirements.
	40. Tree save areas indicating dominant species and average size, area tabulations for substantiating area size compliance, and proposed new tree plantings and landscaping.

5.3 Plat Applications

1. **Plat Requirements.** The following items shall be included with all required plats, including those for simple subdivisions, family land transfers, resubdivisions, consolidations, right-of-way dedications, easements, abandonments, vacations, and revisions to approved plats, in order to be accepted for review.
	1. The sheet size shall not exceed 18" x 24" (450 millimeters x 600 millimeters), nor be smaller than 8 1/2" x 11" (215 millimeters x 275 millimeters). All copies shall be reproduced on black or blue line paper, and conform to the Virginia State Library Board standards for plats. Plats consisting of two (2) or more sheets shall be indexed and indicate match lines. For lots of five (5) acres (2.02 hectares) in size or less, any necessary match lines shall follow property lines.
	2. A graphic scale of not less than 1" = 100' (metric ratio 1:1,000), which shall be displayed on all plat sheets. Also, all plats shall use only one uniform scale.
	3. Each sheet shall contain a title block which shall include: subdivision name, or owner's name, in accordance with the instruments of record, name and address of the engineering or surveying firm that prepared the plats, date of preparation, description of plat's purpose, and if applicable, the Town of Strasburg and plan numbers and names.
	4. All plats shall contain a north arrow.
	5. A vicinity map, preferably at a scale of 1' = 2,000' (metric ratio 1:25,000).
	6. Seal and signature of the land surveyor or professional engineer that prepared the plat shall be on each plat sheet. Seals are not required to be signed until approval submission, provided the following note is added: "This plat is for review purposes only and not for recordation."
	7. A surveyor's certificate containing the following elements:
		1. The name of the current owner and the recordation reference of the most recent instrument in the chain of title.
		2. For subdivisions and consolidations, the recordation reference of the previous plat of subdivision or resubdivision, whichever is the case.
	8. A notarized owner's consent and dedication in substantially the following form: This language is meant to be comprehensive in nature and is provided in this form in an attempt to address all the various types of plats submitted for review and approval. Therefore, the submitting land surveyor should extract and use from the language only those items relative to the particular plat being prepared.

*"The platting of dedication of the land shown hereon, and as described in the surveyor's certificate, is with the free consent and in accordance with the desire of the undersigned owner, proprietors, and trustees, if any. The undersigned hereby expressly consent(s) to the dedication of the Board of County Supervisors, in fee simple absolute, of all areas shown on this plat for roads, streets, alleys, schools, parks and such other public uses as may be identified by specific use of name or by the general designation 'for public use,' and further consent(s) to the dedication of any easement indicated on such plat for public rights or passage, storm drainage, or expressly identified for the installation of sewer, water, or other utility lines, or for access thereto, or for construction easements, temporary or permanent, ultimately to be owned, operated, or maintained by any public authority."*

* 1. Area tabulation indicating (where applicable) the total site area, number of new lots and/or parcels, number of recorded lots and/or parcels, residue of each recorded parcel, resulting from the subdivision, new right-of-way dedications, and vacated rights-of-way.
	2. Individual lots, each identified by a separate and sequential number.
	3. The existing and all adjoining parcel(s) Tax Map numbers.
	4. Subdivision, parcel, and lot boundaries with bearings and distances and/or complete curve data. Internal lots shall be geometrically related to the boundary of the subdivision, or section thereof. Curve data shall be shown on the same sheet as the curve it describes.
	5. All existing structures shown on the plat or an exhibit attached to the plat for resubdivisions, consolidations, and family subdivisions.
	6. All applicable notes.
	7. Street addresses (assigned during the review process as necessary).
	8. The one hundred (100) year flood area boundary, when applicable, including ties to property lines and corners, with bearings and distances and/or curve data, and labeled flood hazard area.
	9. The RPA boundary, when applicable, including ties to property lines and corners, with bearings and distances and/or curve data, labeled as such.
	10. Proposed and existing easements annotated with the following: type, purpose, and width, bearings and distances and/or curve data for centerlines, or limits, with ties to property lines and corners (new easements only), deed book and page references for existing easements and appropriate maintenance notes for all proposed easements, such as sight distance, utility, buffer, storm drainage, water, sanitary sewer, etc.
	11. Proposed and existing streets within and/or adjacent to the subdivision, and provided with the following: name, designator, route number or deed book and page references, if not state maintained (existing streets only), centerlines, bearings and distances and curve data for the rights-of-way, and each new right-of-way dedication annotated with the area and the phrase, Hereby dedicated for public street purposes.
	12. Vacated streets and parcels with the area vacated and those areas reverting to appropriate adjacent parcel(s).
	13. All existing easements with deed book and page number or a note stating: All underlying easements may not be indicated on this plat.
	14. The following note shall be included on the plat for all site or subdivision plats that include a landscape plan: The owner of fee title to any property on which plant material has been established in accordance with an approved landscape/planting plan shall be responsible for the maintenance, repair and replacement of the approved plant material as required by the ordinance.
	15. If a plat is not required, the note required above shall be shown on the landscape or grading plan.
	16. Every use requiring establishment of a bufferyard shall note the following restriction regarding the use of such buffer on a plat or other instrument recorded among the land records: Land designated as bufferyard shall be landscaped and may only be used for structures, uses, or facilities in accordance with the requirements of the Zoning Ordinance and the Technical Design Manual.

5.4 Planning Applications

1. **Comprehensive Plan Amendment, Zoning Text Amendment, Rezoning, and Use Permit.** Follow the requirements set forth in Article 11 of the Zoning Ordinance.
2. **Architectural Review Board**. In addition to the application, please provide the following.
	1. A scaled and dimensioned Site Plan of the property showing all existing and/or proposed buildings and structures including fences, porches, and other site features.
	2. A written description that includes:
		1. A list of all proposed modifications to existing and/or proposed buildings;
		2. A timeline of when construction of the proposed modifications will commence and be completed; and
		3. narrative of the history of the buildings, structures, and site including age of the buildings and structures, previous owners, current and past uses, and any other pertinent information.
	3. Architectural elevations and photographs of all existing and/or proposed buildings and structures showing the location and extent of the proposed modification(s). The exhibits should clearly show the form and style of the buildings and structures including the height, mass, scale, architectural details, fixtures (decorative or functional), materials, and colors.
	4. Cut sheets, specifications, photographs, samples, or other media indicating the materials and colors proposed for the modification.
	5. For demolition provide a written description that includes:
		1. A list of all structures proposed for demolition; and
		2. A timeline of when demolition will commence and be completed.
3. **Administrative Appeal.** In addition to the application the following is required. An 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 grounds thereof. The zoning administrator shall forthwith transmit to the board all the papers constituting the record upon which the action appealed from was taken.
4. **Variance.** The application shall state fully the special conditions and circumstances applying to the building or other structure or land for which such variance is sought. The application shall demonstrate that the existing conditions and circumstances are such that the strict application of the provisions of this ordinance would deprive the Applicant of reasonable use of said land, building, or structure, equivalent to the use made of lands, buildings, or structures in the same district and permitted under the terms of this provision and that the peculiar conditions and circumstances are not the result of the actions of the Applicant.
5. **Waiver**. In addition to the application, please provide the following.
	1. The subject code language requesting to be modified. An application shall only include one section of the ordinance that is requesting to be waived. Additional applications are required for the request of waiving multiple ordinance sections.
	2. A narrative explaining the need for the modification and any proposed alternative to maintain the spirit of the requirement.

CHAPTER 6. PERMITS AND INSPECTIONS REQUIREMENTS

6.1 Permits General

1. Applicable Zoning, Erosion and Sediment Control, DEQ, VDOT, and Building permits shall be issued prior to commencing work.
2. Erosion and Sediment Control and Building permits are issued by Shenandoah County.

6.2 Inspections General

1. Inspections shall be scheduled 5 business days before the requested date of inspection.
2. All unground infrastructure shall be inspected by Public Works staff.
3. A Building Location Survey completed by a Licensed Surveyor is required to be completed prior to the setting of the foundation. This survey shall include the following Surveyor’s Certificate.

*“This survey certifies that the footings for the project structure are properly situated and are consistent with the Town of Strasburg approved and/or plat for this project.”*