CHAPTER 1. Administration

* 1. **Title**
1. This manual, fully named the TOWN OF STRASBURG TECHNICAL DESIGN MANUAL and further mentioned as “this manual”, has been developed and designed to assist the public in knowing the policies and regulations which apply to land development in the Town of Strasburg. The provisions contained herein relate primarily to the requirements which apply to the review and approval of site development plans and plats, and construction in accordance with those plans.

**1.2 Purpose and Intent**

1. This manual effectuates or supplements requirements of the following:
2. Zoning Ordinance.
3. Subdivision Ordinance.
4. Health Laws of Virginia.
5. Code of the Commonwealth of Virginia.
6. State Soil Erosion and Sedimentation Control Law.
7. Virginia Uniform Statewide Basic Building Code (VUSBC).
8. Virginia Department of Transportation Standards and Specifications.
9. Town of Strasburg Administrative Procedures Manual (Administrative Procedures for the Management of Site Development Projects).
10. The laws and ordinances with the more restrictive provisions shall take precedence in the event of conflict between the laws and ordinances in Section 1.2 (A) and this manual.
11. This manual is an ordinance and shall have the force and effect of law. In the event any part or provision of this manual is held to be illegal or void, this shall not have the effect of making void or illegal any of the other parts or provisions of this manual, which shall remain effective.
12. The standards and specifications contained herein are the minimum acceptable standards. The director of Public Works, the Planning and Zoning Administrator may, in certain circumstances, require higher standards if it is deemed necessary for the insurance of health, safety, and welfare of the citizens of the Town.

**1.3 Effective Date**

The original effective date of this manual was April 1, 2013. The manual was last amended on July 1, 2024.

**1.4 Amendments**

When this manual is amended by the Town Council, such amendments shall take effect sixty (60) calendar days from the date of Council approval thereof. During the sixty (60) days after Town Council’s approval, an applicant may choose to have a site development project comply with the newly amended standards prior to their effective date. The applicant may do so if copies of the newly amended standards are available to the development community and if the applicant states in writing on the application which set of standards the applicant chooses to comply with for the site development project.

**1.5 Review**

1. The provisions of this manual shall be administered jointly and cooperatively by the Departments of Public Works, Planning and Zoning Administration.
2. Generally, the Planning and Zoning Administration shall be responsible for the review of zoning requirements and for the formal approval, permitting and bonding processes. The Department of Public Works and Planning and Zoning Administration shall jointly be responsible for the technical and engineering review of submissions. The Department of Development Services also performs proffer review and the coordination of the review of agencies.
3. Other agencies will be responsible for review and recommendations of approval. These agencies are;
	1. Virginia Department of Transportation, VDOT
	2. Shenandoah County, Watershed
	3. Shenandoah County, Fire Marshal Office
	4. Virginia Department of Environmental Quality, DEQ
4. A copy of recommendations for approval must be provided to the Planning and Zoning Administrator prior to plan approval.

**1.6 Waivers**

1. The provisions of this manual shall be required unless specifically waived, where applicable, by either the director of the Planning and Zoning Administrator or the director of Public Works, according to their respective areas of administration, as cited in the manual. Waiver requests for fees, monetary contributions, escrows, and extensions of plan approval validity periods shall not be considered.
2. In considering and acting upon waivers and in consideration of the public health, safety, and welfare, the Town may prescribe appropriate conditions and safeguards to further express the intent of this manual.
3. Waivers shall be a part of the official record of the submission.

**1.7 Fees**

The application fees for the review of plats, plans, waivers, other necessary documents, and construction permits are established by the Town Council by resolution and are updated periodically.

* 1. **Permits**
1. Permits from the following agencies may be required prior to the commencement of development.
	1. Town of Strasburg
	2. Shenandoah County, Watershed
	3. DEQ
	4. VDOT
2. A copy of all permits shall be posted on site at all times for inspection.
	1. **Inspections**

The Contractor shall coordinate with, and arrange for inspection with the Town, five business days prior to needing an inspection on‐site.

**1.10 Approved plans**

1. All construction shall be in strict accordance with approved plans and specifications. Any deviations or changes shall be submitted to the Town in writing for supplemental approval.
2. At least one (1) set of the approved plans, with revisions, must be kept on site at all times and available to Town staff for review. This set must have original Town stamps and signatures.
3. The Town can create a Certified Copy of the approved plans with original stamps and signatures.

**1.11 Utilities**

* 1. Utility Placement:

Underground installation of utilities, such as electric, telephone and cable television, shall be installed for new subdivision and site plan developments and to the extent possible in redevelopment projects. Such utilities shall be placed under the sidewalks or within the right‐of‐way when feasible. Water and Sewer utilities shall be placed in the center of the roadway when feasible.

* 1. Adjacent Utilities:
1. Wherever possible, other utilities shall be placed no closer than ten feet horizontally or eighteen inches vertically (crossings) to water or sewer lines. The distances are to be measured inside edge to inside edge.
2. Where water or sewer lines and other utilities cross or where terrain features may dictate, the Town reserves the right to have other utilities properly identified with a marker or other means of identification specifically approved by the Town.
3. All new and/or replaced utilities shall be marked with non‐detectable utility tape eighteen inches above the utility.
4. Area dedicated for treatment plants, pumping stations, water storage tanks and similar town facilities shall be on a minimum of 0.5 acre lot dedicated to the town.

**1.12 Easements**

1. All public water and sanitary sewer systems shall be shown on a plat as an easement.
2. Easements dedicated to the town shall be free of structures or use the land in ways that are in conflict with town uses, unless an executed Town of Strasburg, Hold Harmless Agreement has been obtained.
3. Other utilities may cross Town easements at, or as nearly as possible, to a 90‐degree angle. It is Town of Strasburg policy not to share easements with other utilities due to safety and liability issues, and to ensure the ability to repair or renovate facilities.
4. Retaining wall easements

A retaining wall easement shall be identified on an approved plat. The retaining wall easement shall meet the following.

1. The easement shall extend from the wall on both sides in a distance equal to the clear height of the retaining wall or length of protruding structural components, such as cantilevered slabs, counterforts, and earth anchors, whichever is greater,
2. The easement shall extend 10 feet beyond the ends of the wall,
3. The easement shall be located entirely on one lot and shall not straddle property lines unless the wall is constructed within a retaining wall easement dedicated to the Homeowners' or Property Owners' Association in accordance with #2 (below).
4. The property owner, or the Homeowner's Association for the subdivision, as applicable, shall be responsible for maintenance of the retaining wall, and a note shall be included to this effect on the Final Plat.”
5. No structures shall be placed within the easement with the exception of a required pedestrian guardrail.

**1.13 Installation of infrastructure**

The installation of water piping, sanitary sewer, storm sewer, roadway, sidewalks and similar infrastructure shall be at the expense of the developer unless otherwise noted within this manual or as a proffered condition for the specific development.

**1.14 Public Inquiries**

The Public may view the approved applications on file with the Public Works Department. In order to view the approved applications, the public must make an appointment with the Public Works Department, no less than ten (10) business days prior to reviewing the records. If requests are unusual or time consuming, it may require additional time to locate the files. The files may not leave the premises of the Town property without permission from the Director of Public Works and/or their designee and/or the Town Manager.

1.15 **Minimum Submission Requirements**

The minimum requirements for all submissions to the Planning and Zoning Administrator shall be those cited in the Administrative Procedures Manual.

1.16 **Access to Copies of Approved Subdivision Plans**

A. Prior to the execution of an offer to buy, sellers of new homes in projects with active site development permits obtained after November 14, 1998 shall notify prospective home buyers of the location, and provide home buyers with access to copies of the following:

1. The approved sketch or preliminary plan for the section in which the property for sale is located.
2. The approved final subdivision plan and plat for the section in which the property for sale is located.
3. Any proffered conditions accepted pursuant to Section 15.2-2303 Va. Code Ann. as part of the zoning approval for the development that includes the property for sale.
4. The copies of these documents shall be located on the site of the property encompassed by the subdivision plat or planned unit development in which the property for sale is located, or at an office in its immediate vicinity. The copies of these documents shall be the most current version approved by the Town as of the date access to such copies is provided.

1.17 **Notification to Adjacent Property Owners**

1. The notice requirements for a zoning text amendment, zoning map amendment, Special Use Permit, and Administrative Appeal are defined within this Section, however, that to the extent of any inconsistency between the provisions of this section and any state statute, the Code of Virginia governs, specifically § 15.2-2204, § 15.2-2205, and § 15.2-2206.
2. Proof of notice shall waive the right of that person to challenge the validity of the proceeding.
3. Costs of any notice required pursuant to this ordinance or the Code of Virginia, § 15.2-2204 shall be taxed to the Applicant.