**Chapter 84 – ZONING ORDINANCE**

**ARTICLE X. – SITE AND SUBDIVISION PLANS, PLATS**

PART 1000. – **PLANS GENERAL**

Sec. 84-1000.01. - **Site plan requirement generally.**

A site plan is required for all construction, reconstruction, and alteration within the Town. The purpose of the site plan is to demonstrate compliance with state and local development regulations as well as the provisions of the zoning ordinance.

All site plans shall be prepared in accordance with the regulations and standards established in the Administrative Procedures Manual, Zoning Ordinance, Technical Design Manual, and other state and local regulations.

Sec. 84-1000.02. - **By whom prepared.**

The site plans shall be prepared by a professional engineer, architect or land surveyor.

Sec. 84-1000.03. - **Construction in accordance with an approved site plan.**

1. No site development permit, building permit or any other permits shall be issued by any Town agency unless they are in strict accordance with the approved final site plan (including approved minor adjustments).
2. It shall be a violation of this chapter to construct, retain, develop, erect, alter, or change any structure or develop, alter, or change land except in accordance with the approved final site plan.

Sec. 84-1000.04. - **Minor adjustments; deviations from final site plan.**

1. After a final site plan has been approved, adjustments, which comply with the intent of this section, other provisions of this chapter, and with the general purpose of the Comprehensive Plan for the development of the area, may be approved by the Planning and Zoning Administrator after review by concerned reviewing authorities.
2. Deviation from an approved site plan, without written approval of the Planning and Zoning Administrator shall be deemed a violation of this chapter and shall be sufficient cause for revocation of any and all existing permits for building or construction on the subject site. An applicant who has had such permits revoked must immediately stop all work and correct the violation or submit a new site plan for consideration, and only after approval thereof and obtaining new construction/building permits, may continue progress on site construction.

Sec. 84-1000.05. – **Amendment, waiver of requirements of chapter.**

1. For a revision of an approved site plan which in the opinion of the Planning and Zoning Administrator constitutes an amendment, the applicant shall submit a revised site plan in accordance with the provisions of the Administrative Procedures Manual.
2. One or more of the minimum requirements set forth in the Technical Design Manual may be waived by either the Planning and Zoning Administrator or the Director of Public Works upon a showing by the applicant in accordance with the requirements of the Administrative Procedures Manual.

Sec. 84-1000.06. - **Minimum required improvements.**

1. The following minimum requirements shall be assured by the applicant, and shall be constructed before any building permits are issued unless the applicant enters into an agreement to so construct and posts a security therefor in accordance with the bonding policy in the Administrative Procedures Manual:
   1. Screening, fences or walls and curb and gutter as are required by the provisions of this chapter and other ordinances of the Town or by regulations of the Virginia Department of Transportation.
   2. Easements or rights-of-way for all facilities to be publicly maintained; provided, however, that each easement shall be clearly defined for the purpose intended.
   3. Dedication or reservation of land for streets and service roads.
2. The construction standards for both off-site and on-site improvements required by this chapter shall conform to the criteria of the Technical Design Manual.

Sec. 84-1000.07. - **Inspection and supervision during installation.**

1. Inspections during the installation of required off-site and on-site improvements shall be made by the Town to assure compliance with the approved final site plan and applicable Town standards. The owner or developer shall notify the Director of Public Works three days prior to the commencement of any street or storm sewer work shown to be constructed on the final site plan, in order that inspections may be scheduled.
2. The owner shall provide adequate supervision on the site during the installation of all required improvements, and there shall be a responsible superintendent or foreman, together with one set of approved plans, profiles and specifications, available at the site at all times work is being performed.
3. Upon satisfactory completion of the installation of required improvements, the owner shall receive a certificate of approval from the Director of Public Works, upon the application for such certificate. Such certificate shall serve only as a letter of recommendation to the Planning and Zoning Administrator, to be considered in conjunction with the requested release of any bonds or agreements.

Sec. 84-1000.08. - **Fee to be paid upon filing of site plan.**

1. A fee, payable to the Town of Strasburg, shall be paid at the time of submission of the application for approval of a site plan, in accordance with the fee schedule adopted by the Town Council pursuant to resolution.
2. A fee, payable to the Town of Strasburg, shall be paid prior to the issuance of construction/building permits for construction pursuant to an approved final site plan, according to the fees established by the Town Council pursuant to resolution.

Sec. 84-1000.09. - **As built plans required.**

As built plans shall be submitted where required by the provisions of the Technical Design Manual.

PART 1001. – **PLAN SUBMISSIONS**

Sec. 84-1001.01. - **Preliminary and Final Site Plans**

1. 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 of land.
2. All site plans shall be prepared in accordance with the regulations and standards established in the Zoning Ordinance, the Subdivision Ordinance, the Administrative Procedures Manual, and the Technical Design Manual and any applicable conditions.
3. Plats applicable to the plan shall be included within the plan submission.
4. Any revisions to a valid approved final plan shall be processed and approved in accordance with the Administrative Procedures Manual.

Sec. 84-1001.02. – **Preliminary and Final Subdivision Plans**

1. A subdivision plan is required for all residential land subdivisions resulting in the creation of three or more lots, or for any residential subdivision where public improvements are proposed.
2. All subdivision plans shall be prepared in accordance with the regulations and standards established in the Zoning Ordinance, the Subdivision Ordinance, the Administrative Procedures Manual, and the Technical Design Manual and any applicable conditions.
3. Plats applicable to the plan shall be included within the plan submission.

Sec. 84-10001.03 – **Revisions**

1. Revisions to site and subdivision plans may be administrative or require a full submission. The Zoning Administrator shall make a determination of the revision submission type based on the amount and complexity of the revised.
2. The applicant or the revision shall be the Designer of Record for the approved plan.

Sec. 84-1001.03. - **Plats**

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 cycle review submission along with the final site or subdivision plans.

PART 1001. – **PLAN VALIDITY**

Sec. 84-1001.01. - **Preliminary Subdivision Plats.**

In accordance with Sec. 15.2-2260 of the Code of Virginia, once a preliminary subdivision plat is approved, it shall be valid for a period of five years, provided the subdivider submits a final subdivision plat for all or a portion of the property within one year of such approval.

Sec. 84-1001.02 – **Final Site or Subdivision Plans**

In accordance with Sec. 15.2-2261 of the Code of Virginia, once a final plan is approved, it shall be valid for a period of five years. The plan validity will expire after the five-year period if a development permit is not obtained for the scope of work identified within the approved plan.