



**Site Plan Review Procedure  
Building Inspections, Engineering, Planning and Zoning  
Salem, Virginia**

The objectives of site plan review are to 1) maintain the character and integrity of neighborhoods and ensure compatible development patterns; 2) promote excellence of design; 3) encourage the most appropriate development and use of land; 4) prevent traffic hazards; 5) ensure the availability and efficient provision of public services; and 6) avoid adverse impacts on the natural environment. A site plan shall be required and shall be submitted to the city for each of the following:

1. All new development in every zoning district except for single family and two family dwellings.
2. The conversion of any single-family or two-family dwelling to any other use or to a higher intensity residential use.
3. Additions or modifications to buildings or sites, except single family and two family dwellings, if said addition or modification results in a 5,000 square foot or greater increase in impervious surface area of the site.
4. The conversion of any property from fee simple ownership to a condominium form of ownership.
5. The conversion of any building or property to a different use category, e.g., commercial to industrial.

All required site plans shall be prepared by a professional engineer, or land surveyor B, who is registered by the Commonwealth of Virginia. The city may waive this requirement if the type, scale or location of the proposed development does not necessitate such plans. A plot plan that meets the standards contained in Section 106-406.3 shall be required for all uses or development not requiring a site plan.

**Review Process:**

- 1) Predevelopment Conference. Applicants should contact the Department of Community Development at 540-375-3032 in order to determine review requirements. The Administrator will determine whether it is possible to process a site plan concurrently with the issuance of a building permit. For some projects, it may be necessary to schedule an on-site visit and a staff meeting with appropriate City departments and/or to submit a preliminary site plan prior to preparation of detailed final plans and engineering specifications.
- 2) Preliminary Site Plan. Projects that require the submittal of a preliminary site plan shall depict the general development concept and location of proposed land uses, parking, and buildings on the site. Ten (10) copies of the preliminary plan plus PDFs shall be submitted to the Department of Community Development for transmittal to other City departments. Applicants will be notified of the results of this review.

**Sec. 106-400.1. Preliminary site plans.**

(A) Applicants for site plan approval may submit a preliminary site plan to the city for review and approval prior to preparing a final site plan. The preliminary site plan shall show the general location of all existing and proposed land uses and site features. Specifically it shall include the following information:

1. The name and location of the proposed development.

2. The boundary of the entire tract showing distances and bearings.
3. The name and address of the property owner and/or developer of the site, if different than the owner. Also, the name and address of the person or firm preparing the plan.
4. Area and present zoning of the site proposed for development.
5. Adjacent and abutting properties with information on ownership, zoning and current use.
6. Location of the lot or parcel by vicinity map. Site plans shall also contain a north arrow, original date, revision dates and graphical scale.
7. The names, and locations of existing and proposed public or private streets, alleys and easements on or adjacent to the site. The center lines or boundary of adjacent rights-of-way shall also be shown.
8. The exact location of buildings or structures existing on or proposed for the site, including their setbacks from property lines, and the distance between buildings or structures.
9. The existing topography of the parcel prior to grading, and the proposed finished contours of the site with a maximum of two foot contour intervals.

(B) The city shall review the preliminary site plan and shall advise the applicant whether or not the features and uses shown on the preliminary plan generally conform to the provisions of this chapter and any other applicable city ordinance and requirement. If the features and uses shown on the preliminary plan generally conform to the provisions of this chapter, the city shall advise the applicant of the approval of the preliminary plan and shall authorize the applicant to prepare and submit a final site plan. If the features and uses shown on the preliminary plan do not conform to the provisions of this chapter, the city shall advise the applicant in writing, and shall advise the applicant on what changes to the preliminary plan are necessary prior to approval.

(Ord. of 3-14-05(2))

**Sec. 106-400.3. Final site plans.**

(A) Every final site plan submitted in accordance with the requirements of this chapter shall show the following information unless the administrator determines that such information is not necessary to insure conformance with city ordinances or standards:

1. Location of the lot or parcel by vicinity map. Site plans shall also contain a north arrow, original date, revision dates and graphical scale.
2. Property lines of the parcel(s) proposed for development, including the distances and bearings of these lines. If only a portion of a parcel is proposed for development, a limits of development line shall also be shown.
3. The name and address of the property owner and or developer of the site, if different than the owner. The name and address of the person or firm preparing the plan.
4. The tax parcel number(s) of parcels proposed for development and depicted on the site plan.
5. The name of adjacent property owners and the owners of any property on which any utility or drainage easement may be required in conjunction with the development. Tax parcel numbers for each of these properties shall also be provided.
6. The nature of the land use(s) proposed for the site.
7. The zoning district designation of the parcel(s) proposed for development, and the zoning designation and current land use of adjacent parcels.
8. The names, and locations of existing and proposed public or private streets, alleys and easements on or adjacent to the site. The center lines or boundary of adjacent rights-of-way shall also be shown.
9. The location, type, and size of site access points such as driveways, curb openings, and crossovers. Sight distances at these access points shall be provided. If existing median cuts will serve the site they shall be shown. If new median cuts are proposed, their location shall also be shown.
10. All proffers accepted pursuant to Section 106-522 shall be shown on the plan.

11. Off-street parking areas and parking spaces including handicapped spaces, loading spaces, and walkways indicating type of surfacing, size, angle of stalls, width of aisles, and a specific schedule showing the number of spaces provided and the number required by this chapter.
12. The exact location of buildings or structures existing on or proposed for the site, including their setbacks from property lines, and the distance between buildings or structures.
13. The number of stories, floor area, and building height of each building proposed. If more than one land use is proposed, the floor area of each land use shall be provided. Floor area shall be calculated on the basis of parking required for the use(s).
14. For residential developments, the type of dwelling unit shall be stated along with the number of units proposed. Where necessary for determining the number of required parking spaces, the number of bedrooms in each unit shall also be provided.
15. The location of proposed or required fire lanes and signs.
16. The existing topography of the parcel prior to grading, and the proposed finished contours of the site with a maximum of two foot contour intervals.
17. Detailed utility plans and calculations shall be submitted for sites for which public water or sewer will be provided or for sites on which existing utilities will be modified. The City Engineer shall have the authority to set the standards for such plans.
18. An erosion and sedimentation control plan and detail sheet shall be submitted for site developments involving the grading disturbance of greater than 5,000 square feet of area, or 1,000 cubic yards of material.
19. A detailed storm water management plan and calculations shall be submitted. The City Engineer shall determine the requirements for such plans.
20. The location of existing and proposed freestanding signs on the parcel.
21. The location and type of proposed exterior site lighting, including height of poles and type of fixtures.
22. The location of any 100 year flood plain and floodway on the site, and the relationship of buildings and structures to this floodplain and floodway.
23. The location of required or proposed buffer yards, screening, fencing, and site landscaping and irrigation. The type and size of the plant materials and screening to be used shall be provided. In addition, the relationship of these materials to physical site improvements and easements shall be provided.

(Ord. of 3-14-05(2))

**Sec. 106-400.5. Format of plans.**

- (A) Site plans shall be submitted on sheets no greater in size than 34 by 44 inches. A sheet size of 24 by 36 inches is preferred. The scale of the plans shall not be greater than one inch equals ten feet (1"=10'), or less than one inch equals 50 feet (1"=50'). Plans shall be designed using an engineering scale. The Director of Planning and Development may approve a lesser scale such as 1"=100' provided sufficient detail is provided to insure compliance with all applicable requirements of this chapter and any other requirement or ordinance of the city or Commonwealth.
- (B) If more than one sheet is used to supply the information required by this chapter, sheets shall be numbered, and match lines shall be provided, when appropriate, to clearly indicate where the plans join.
- (C) Prior to final approval by the city, site plans shall be signed by the owner or developer of the parcel(s) proposed for development. The signature shall certify that the owner/developer is aware of the site design requirements imposed by the site plan and other applicable city codes, and shall further certify that the owner/developer agrees to comply with these requirements, unless modified in accordance with local law.
- (D) After approval, approved plans shall be submitted to the Engineering Department in digital format. (Ord. of 3-14-05(2))