



**DEPARTMENT OF COMMUNITY DEVELOPMENT**

PLANNING - BUILDING INSPECTIONS - ZONING

207 WEST SECOND AVENUE, FRANKLIN, VIRGINIA 23851

OFFICE: 757-562-8580 OR 757-562-8682

**Application for Site Development Plan Review**

- ALL SITE PLAN APPLICATIONS MUST BE ACCOMPANIED BY NO LESS THAN 5 SETS OF SITE PLANS.
- APPLICATIONS WITH INSUFFICIENT INFORMATION WILL BE RETURNED

**PROJECT TYPE:** (check all that apply) a.) New Commercial/Industrial Facility \_\_\_\_; b.) Addition; \_\_\_\_; c.) Off-Street Parking / Display Lot \_\_\_\_; d.) Townhouses / Condominiums \_\_\_\_; e.) Educational facility \_\_\_\_; f.) Medical/Institutional Facility \_\_\_\_; g.) Church / religious \_\_\_\_; h.) Telecommunication Tower \_\_\_\_;  
**OTHER (describe)** \_\_\_\_\_

Applicant \_\_\_\_\_ Phone Number \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
**CHECK ONE:** \_\_\_\_ Design Professional; \_\_\_\_ Owner; \_\_\_\_ Agent; \_\_\_\_ Contractor; \_\_\_\_  
**CONTRACTOR'S LICENSE #** \_\_\_\_\_ **CLASS** \_\_\_\_ **SPECIALTIES** \_\_\_\_\_

Owner \_\_\_\_\_ Telephone Number \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Site Location/Address \_\_\_\_\_ Zoning District \_\_\_\_\_

**PROJECT TITLE:** \_\_\_\_\_ **Design Professional:** \_\_\_\_\_  
**Ph#** \_\_\_\_\_ **Total Site Area** (sq. ft) \_\_\_\_\_; (Acres) \_\_\_\_\_; Submittal of a site plan and subsequent revisions proposed by the applicant shall be accompanied by the designated site plan review fee of one hundred and fifty dollars (\$150.00) plus twenty-five dollars (\$25.00) per acre or portion thereof of the site if located in the City of Franklin. **Site Plan Review Fee** \$ \_\_\_\_\_

**GENERAL DESCRIPTION OF PROPOSED DEVELOPMENT:** \_\_\_\_\_ -

**PLANNING COMMISSION REVIEW CRITERIA:** (Check all that apply) a.) The building exceeds 10,000 sq. ft. \_\_\_\_; b.) The site plan proposes 2 entrances on the same road \_\_\_\_; c.) Involves the disturbance of slopes of greater than 15% \_\_\_\_; d.) Is a fast food restaurant \_\_\_\_; e.) Is a convenience store \_\_\_\_; f.) Is a shopping center \_\_\_\_; g.) Addition contains more than 10,000 sq. ft. \_\_\_\_; h.) The proposed additional floor area exceeds 75% of the existing floor area .

**ADMINISTRATIVE REVIEW BY STAFF APPLIES TO ALL OTHER PROJECTS** \_\_\_\_

**APPLICANT'S NAME (PRINT):** \_\_\_\_\_

**APPLICANT'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

CHECKS ARE TO BE MADE PAYABLE TO: **TREASURER CITY OF FRANKLIN**

*FOR OFFICE USE ONLY*

(Comments ) \_\_\_\_\_

Submittal Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Community Development Staff