



# DEPARTMENT OF COMMUNITY DEVELOPMENT

PLANNING AND ZONING  
207 WEST SECOND AVENUE  
Franklin, Virginia 23851  
(757) 562-8580

## 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 OR two hundred and fifty dollars (\$250.00) plus ten dollars (\$10.00) per acre or portion thereof of the site if located in unincorporated Southampton County. **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