



DEPARTMENT OF PLANNING & ZONING  
PLANNING | ZONING | LAND PRESERVATION | FOREST CONSERVATION | GIS

**Site Plan Determination Form**

Prior to filing a permit application for additions or revisions for multi-family or non-residential projects, this form shall be completed to determine the necessity of a commercial site plan submittal in compliance with Section 4.11 of the Washington County Zoning Ordinance.

**PROPERTY OWNER INFORMATION**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone No. Office: \_\_\_\_\_ Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

**PROPERTY SUMMARY DATA**

Property Address: \_\_\_\_\_ Property Tax ID No.: \_\_\_\_\_  
Map: \_\_\_\_\_ Block: \_\_\_\_\_ Parcel: \_\_\_\_\_ Parcel Size/Acreage: \_\_\_\_\_  
Zoning District: \_\_\_\_\_ Area of Disturbance: \_\_\_\_\_ sq. ft. (See attached sheet to estimate area of disturbance)  
Is property currently occupied? Yes \_\_\_\_\_ No \_\_\_\_\_ If no, when was building/property vacated? \_\_\_\_\_

**LAST APPROVED TENANT INFORMATION**

Name of last approved tenant: \_\_\_\_\_  
Previous use of property (circle all that apply): Retail Warehouse Industrial Office Restaurant Church  
Residential Other – Describe: \_\_\_\_\_  
Does previous tenant have an approved site plan? Yes \_\_\_\_\_ No \_\_\_\_\_  
If YES, attach a copy of the most recent approved site plan. If NO, provide a “to scale” drawing (plot plan) of the property.  
Provide a detailed history of the use of the building/property by last tenant: (attach a separate sheet if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of Existing Parking Spaces _____	Number of Employees _____
Daily Traffic (one-way trips, including employees) _____	Hours of Operation _____
Gross Floor Area of Building (s) _____	Number of Floors _____

**PROPOSED TENANT INFORMATION**

Name of proposed business: \_\_\_\_\_

Proposed Use of property by new tenant (circle all that apply): Retail Warehouse Industrial Office Church  
Restaurant Residential Other – Describe: \_\_\_\_\_

Attach an "AS IS" floor plan of the tenant space and a floor plan of how the proposed tenant will occupy this space. Floor plans should include location of ingress/egress, windows, room designations such as restroom, office, warehouse, etc.

Provide details as to how the building/property will be used. Be specific in describing special processes, rooms, such as paint booths, hazardous materials, etc. (Attach a separate sheet, if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of employees \_\_\_\_\_  
Hours of operation \_\_\_\_\_  
Number of floors \_\_\_\_\_

Daily traffic (one-way trips, including employees) \_\_\_\_\_  
Gross floor area of building(s) \_\_\_\_\_

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF OWNER/APPLICANT

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**FOR PLANNING & ZONING DEPARTMENT USE ONLY**

**Based on the information provided on this form by the owner/applicant:**

- ☐ Review and approval of site plan required
- ☐ Site plan not required
- ☐ Conditions:

COMMENTS:

\_\_\_\_\_  
Director of Planning & Zoning Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Zoning Coordinator Signature

\_\_\_\_\_  
Date