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: 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 PROPERTY

PROVIDE DETAILED HISTORY OF THE USE OF THE BUILDING/PROPERTY BY LAST TENANT: (Attach 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: Retail  Warehouse  Industrial  Office  Restaurant  Church  Residential
Other – Describe: _______________________________________________________________________

ATTACH AN “AS IS” FLOOR PLAN OF THE TENANT SPACE AND A FLOOR PLAN OF HOW THE PROPOSED TENANT WILL
OCCUPY THE 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 separate sheet if necessary)

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

Number of Employees _______ Daily Traffic (One-Way Trips, Including Employees) _______
Hours of Operation _______ Gross Floor Area of Building(s) _______
Number of Floors _______

____________________________________  ________________________________
DATE                              SIGNATURE OF OWNER/APPLICANT

FOR PLAN REVIEW DEPARTMENT OFFICE 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:

____________________________________
Ashley R. Holloway, Director and Zoning Administrator

Date

Rev: 02-11-2019
Determining Area or Limit of Disturbance for Grading Permit Requirements

It is important to properly access the limits of earth disturbance associated with the construction project in order to determine applicable requirements and the level of review and approval required.

What is earth disturbance?

Earth disturbance is defined as any human activity which moves or changes the surface of land, including, but not limited to, clearing and grubbing, grading, excavation, embankments, land development, timber harvesting activities, road maintenance activities, mineral extraction, moving, depositing, stockpiling or storing of soil, rock or earth materials. All earth disturbance activities must be included when determining the total area or limit of disturbance.

The total area or limit of disturbance for a project is the sum of areas needed to construct all of the following applicable activities:

- Area of infrastructure improvements (structure(s) and any paved surface areas)
- Area of utility connections (sewer connection, water connection, electrical lines and other utilities, under drains, roof drains, stormwater systems, including work in public rights-of-way)
- Installation area for new or improved septic system
- Stockpiles
- Temporary stockpiles
- Construction vehicle paths
- Construction equipment storage and staging areas
- Grading
- Excavation
- Clearing and grubbing
- Embankments and retaining walls

How to calculate area or limit of disturbance?

To calculate the area of disturbance, add an additional 20 feet to the length and width of each area of activity then add the total area of each of the activities. (Example: If constructing a commercial building with a 100 ft. x 200 ft. foundation, calculate the disturbed area as 120 ft. x 220 ft.)