



DIVISION OF  
PLAN REVIEW & PERMITTING

SP - \_\_\_\_\_

STAFF REVIEW OF SITE PLAN APPROVAL FORM

PROJECT NAME: \_\_\_\_\_

TAX ACCOUNT ID #  
(Required) \_\_\_\_\_

LOCATION: \_\_\_\_\_  
\_\_\_\_\_

ZONING DISTRICT: \_\_\_\_\_

EXISTING USE: \_\_\_\_\_

PROPOSED USE: \_\_\_\_\_

OWNER/  
APPLICANT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

\_\_\_\_\_  
Owner/Applicant Signature

\_\_\_\_\_  
Date

See reverse side for list of criteria

Check all that apply:

Applicant	Staff	
_____	_____	Expansion is less than a 50% increase of the overall square footage of the original buildings that were shown on an approved plan or constructed prior to zoning; or an unattached structure that creates 500 square feet or less of new disturbed area. The expansion will be used for current on-site use/business.
_____	_____	The addition or proposed new use in an existing building does not trigger APFO reviews.
_____	_____	There is less than a 50% increase in employees and parking.
_____	_____	The proposed business is to locate in an existing building and meets the Definition of Principal Permitted uses allowed in said Zoning District. Planning Staff determines the new use meets all of the other criteria and Standards as listed for site plans in the County's Zoning Ordinance.
_____	_____	Site Plan is not combined with a preliminary and/or final plat.
_____	_____	Home occupation site plan/concepts that have been presented to and approved by the Board of Zoning Appeals as part of the hearing process. Staff reserves the right to take cases to the Planning Commission that have generated a high percentage of public interest or opposition during the BZA process. BZA Case number: _____.
_____	_____	Minor changes or design modifications to previously approved site plans that have no impact on neighboring properties, the public, or person who will occupy or use the proposed development.
_____	_____	Proposed site plan activity does not affect previously approved Forest Conservation Areas and meets all requirements of the County's Forest Conservation Ordinance.
_____	_____	Does not increase the density of previously approved residential site plan.
_____	_____	The addition of athletic fields and playgrounds to existing permitted uses that do not create a negative impact on the immediate neighborhood.

**Note: The Division of Plan Review & Permitting Staff reserves the right to take any site plan before the Planning Commission if there are disagreements between staff and applicants/consultants on any of the above criteria or other issues concerning the subject plan that cannot be worked out at staff level. Site Plans that generate concerns or opposition from the public will automatically be taken to the Planning Commission.**