

## What happens after the application is accepted?

Once the application is accepted, the City will conduct a departmental review. The Planning Department must also take the case before the City's Planning Commission. Once City staff and the Planning Commission approve the plans they must be signed by the Planning Director.

## How long is the review process?

The process requires a minimum of 6 weeks, assuming Planning Commission approval. Typically, there are 3-4 iterations of plan review. Timing hinges on how quickly and thoroughly the applicant's engineer responds to comments.

## How do I revise signed plans?

The Planning Director can approve minor site plan revisions that comply with all regulations. If the changes are major, a new site plan will need to be submitted.

## How long are signed plans good for?

The plans are valid for 5 years from the date of signing to the time a building permit is obtained. The Director of Planning or the Planning Commission may grant extensions of this deadline. If the plans do expire, they must be resubmitted for approval.

## Development Review Team

- Planning Department  
540-667-1815 ext.1418
- Police Department  
(Contact thru Planning Dept.)
- Building Official  
540-667-1815 ext.1418
- Fire & Rescue  
540-662-2298
- Public Services  
540-667-1815 ext. 1409

# SITE PLAN REVIEW PROCESS



### City of Winchester

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# THE SITE PLAN REVIEW PROCESS

## What is a Site Plan?

A Site Plan is a plan that outlines the proposed development of a site. The City requires site plans to ensure that any proposed development will meet City standards.

Information included in a site plan varies depending on the size and complexity of a project. To ensure a proposed site plan includes all the needed information, the City requires applicants to complete a Site Plan Checklist. The checklist is available through the Planning Department and online at the City's website. It covers requirements listed in the City's Zoning Ordinance, as well as additional information required by City departments.

## When do I need a Site Plan?

Site Plans are required for all development within the City, except for single family homes not located in a Planned Unit Development District. Site Plans can range from parking lot and landscaping revisions to office parks and building or land use conversions.

## Should I set up a Pre-Application Meeting?

The City requires a pre-application meeting to be held with the Planning

Department for site plans. The Planning Department will contact other appropriate City staff to be included in the meeting.

The meeting is a good opportunity to discuss the project and identify any issues that might be of concern to the City or applicant, including: off-street parking, drainage, proportional improvements, and other pertinent issues.

## How do I apply for a Site Plan?

Submit a completed Site Plan Application, Site Plan Checklist, and fee to the City's Planning Department. If the materials submitted are incomplete they will be returned. The applicant will have 30 calendar days to submit completed materials or resubmittal will be required.

