



CASE #: SP- _____
 FEE AM'T: _____
 DATE PAID: _____

CITY OF WINCHESTER, VIRGINIA

Rouss City Hall
 15 North Cameron Street
 Winchester, VA 22601
 540-667-1815

SITE PLAN APPLICATION

(rev 11/21/2022)

Please print or type all information

_____ Applicant

_____ Telephone _____ Street Address

_____ E-mail address _____ City _____ State _____ Zip

_____ OWNER'S SIGNATURE (use reverse to list additional owners) _____ Owner Name (as appears in Land Records)

_____ Telephone _____ Street Address

_____ E-mail address _____ City _____ State _____ Zip

TYPE OF REQUEST - Please mark type of request and complete information

| SITE PLAN | FEE | PARKING SPACES |
|---|--|-------------------------|
| (name of project) | (total fee due) | (total number proposed) |
| <input type="checkbox"/> New | <input type="checkbox"/> \$1,200 + \$25 per parking or display space | |
| <input type="checkbox"/> Major Revision | <input type="checkbox"/> \$1,200 + \$25 per parking or display space | |
| <input type="checkbox"/> Minor Revision | <input type="checkbox"/> \$300 + \$25 per parking or display space | |

PROPERTY LOCATION

Current Street Address(es) _____ Zoning _____

Tax Map Identification - (sections, blocks, lots) _____

REQUIRED MATERIALS LIST

- _____ 1 copy of application (this form completed)
- _____ 1 completed site plan check list
- _____ Fee (check made payable to the **Treasurer, City of Winchester**)
- _____ 1st Submittal: 3 paper copies of plans, PLUS 1 digital copy (PDF) of all documents. Revisions will require 1 digital copy (PDF) and paper copies as requested by Planning.
- _____ Letter explaining request and grounds for request or waivers
- _____ List of adjacent property owners (public hearing items only). List must provide name and mailing address as it appears in Land Records for owners of all properties within 300 feet of any portion of the subject site.

All public hearing materials must be submitted at one time by 5:00 PM on the deadline date for the next regular meeting in order to be placed on the agenda. **Only complete applications, which includes all the above materials, will be accepted.**

I/We hereby certify that the above information is complete and correct and that public notification will be properly posted on the site not later than 14 days before the public hearing (if applicable) and that all delinquent Real Estate taxes have been paid per Section 23-9.

SIGNATURE _____ DATE _____
APPLICANT

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Additional Owner's Name

Address

City, State, Zip

Telephone

OWNER'S SIGNATURE

Additional Owner's Name

Address

City, State, Zip

Telephone

OWNER'S SIGNATURE

Additional Owner's Name

Address

City, State, Zip

Telephone

OWNER'S SIGNATURE

Additional Owner's Name

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OWNER'S SIGNATURE
