



MINOR PLAN OF DEVELOPMENT APPLICATION

COUNTY OF GOOCHLAND, VIRGINIA

Environment and Land Development

P.O. Box 103

Goochland, VA 23063

Phone: (804) 556-5860

Web: www.goochlandva.us

FAX: (804) 556-5654

Application File Date: _____	Fee paid: \$ _____
Application No.: <u>POD-</u> _____	Receipt No.: _____

Application Requirements

The following forms must be filled out completely and submitted or the application may not be accepted:

1. A *Minor POD Application* with full answers to every statement and question. The application must be signed by a Property Owner, Applicant, or Representative named below.
2. **Five (5) sets** of plans/sketch detailing existing conditions and required improvements as required by checklist.
3. Please email an electronic copy of the plans to environmental@goochlandva.us.
4. The *Application Fee* is required at the time of application - \$250.00.

Applicant(s) Information

Name of Property Owner: _____	Telephone: _____
Address: _____	Cell phone: _____
_____	FAX: _____
E-mail: _____	

Name of Applicant: _____	Telephone: _____
Address: _____	Cell phone: _____
_____	FAX: _____
E-mail: _____	

Name of Representative: _____	Telephone: _____
Address: _____	Cell phone: _____
_____	FAX: _____
E-mail: _____	

Property Information

Street Address: _____	Zoning: _____
GPIN Number: _____	Acreage: _____
Existing Use: _____	

Are there any deed restrictions? If yes, attach copy of deed restrictions. Date restrictions expire: _____

The undersigned Owner Applicant authorizes entry onto the property by Goochland County employees during normal discharge of their duties in regard to this request.

Signature

Print Signature

Written Description of Use and Proposed Physical Improvements

Project Information

1. Proposed use(s): _____
2. Hours of operation: _____
3. Proposed name of business: _____
4. Estimated number of patrons: _____
5. Proposed number of employees: _____
6. Square footage of any proposed building: _____
7. Provided parking spaces: _____

Additional Comments/Remarks

Minor Plan of Development Requirements

The minor plan of development shall be applicable to uses that are required to submit a plan of development and that meet all of the following requirements:

- Property is zoned for the proposed use.
- Property is located outside of a major village or overlay district.
- No changes to the existing access to the property or to the internal traffic flow on the property are required.
- Proposed development does not disturb an area greater than 10,000 square feet.
- Site meets applicable federal, state, and local requirements.

Minor Plan of Development Process

Completed Minor POD applications shall be filed with the Environment and Land Development Office. Once the application is deemed complete, Goochland County has up to thirty (30) days to approve or deny the application, under normal circumstances.

MINOR PLAN OF DEVELOPMENT APPLICATION CHECKLIST

APPLICANT AGREEMENT & SIGNATURES

****Applicant must read and sign****

- Each application package must contain five (5) sets of plans/sketches.
- All information in this application/checklist is required, unless specifically waived by Goochland County staff. Additional submittal materials may be required. The application is not complete without this checklist completed and with the required information indicated below, as applicable.

In representing the above referenced firm submitting this application for review, I hereby state that the information provided in this application, and all accompanying information, is accurate, true and correct to the best of my knowledge, and that the attached plans contain all information required by the checklist.

Applicant Signature

Date

Print Name

CHECKLIST INFORMATION AND MATERIALS

The following information must be provided unless specifically waived by the POD Administrator. Additional submittal materials may be required by the POD Administrator. Incomplete packages may not be accepted.

- ❑ **Site Plan.** A site plan drawn to scale with the project name, all existing and proposed improvements, and other information including but not limited to:
 - ❑ Boundary lines of subject property.
 - ❑ Zoning district, geographic parcel identification number (GPIN), tax parcel identification number, and the name and contact information of applicant and/or property owner.
 - ❑ Location of all existing and proposed structures showing compliance with yard setback requirements.
 - ❑ Entrance locations and width.
 - ❑ Off-street parking areas including number of spaces and type of surface.
 - ❑ Location, type, and lumens for any outdoor lighting.
 - ❑ Location and number of sanitary facilities, where applicable.
 - ❑ Location of major environmental features.
 - ❑ Location of well and drain field.
 - ❑ Location and size of proposed signage.
 - ❑ Location, type, size, and height of fencing, retaining walls, and walls.
 - ❑ Existing rights-of-way, access easements, and driveways
 - ❑ Location of sidewalks (if applicable)
 - ❑ Adequate drainage system for the disposition of storm and natural waters. Velocity and peak flow rates of stormwater runoff. Properties and waterways downstream from development sites shall be protected from damage due to increased volumes.
 - ❑ A copy of any conditional use permit conditions, certificate of approval conditions, proffers, or other special approval which has been granted on the subject property.

- ❑ **Parking.** The following improvements for parking areas are permitted:
 - ❑ For uses that are deemed to require one to 25 parking spaces, parking areas may be gravel.
 - ❑ For uses that are deemed to require 26 or greater parking spaces, driving aisles and required parking areas must be covered with one or more of the following materials: bituminous surface treatment, bituminous concrete, concrete or equivalent paving material.

- ❑ No landscape plan is required.

- ❑ The applicant may submit additional information/material that will make the conceptual plan review more productive. Drawings or other submittal items that clarify topography, visibility, utilities, landscaping, or other unique or unusual conditions are welcome.

- ❑ **Minor POD Fee: \$250.00**