



DEPARTMENT OF PUBLIC WORKS

www.herndon-va.gov

Phone: 703.435.8492

Site Plan, Subdivision Site Plan, Plan Revision, & Single Lot Development Plan Application

Subject Property Address: _____

Project Name: _____

Description of Project: _____
(summary of what is proposed)

Associated Applications/Approvals: _____
(other Herndon development cases related to project)

Principal Contact for Application: _____
(applicant name and role)

Mailing Address: _____ Email Address: _____

_____ Telephone #: _____

The undersigned hereby applies for and requests approval of a Site Plan under the provisions of § 78-155.6 of the Herndon Town Code. I hereby affirm and certify that:

- *The information provided on this form is true and correct to the best of my knowledge.*
- *The requirements associated with this application have been read and are understood.*
- *The use and occupancy of buildings and/or the use of land noted above is proposed in conformance with all provisions of the Town of Herndon, Virginia Zoning Ordinance regulations to the best of my knowledge.*

Signature of Applicant _____ Date _____

REQUIRED APPLICATION SUBMISSION MATERIALS

- ____ Name and title of all Co-Applicants (Property Owner(s), Contract Purchasers, and Agents Authorized to Act on Behalf of the Property Owner) with respective mailing addresses, telephone numbers, fax numbers, and e-mail addresses;
- ____ If the applicant is not the landowner(s), a signed statement from the landowner(s) authorizing the agent to act on their behalf;
- ____ The completed application form with original signatures;
- ____ Nine (9) sets of plans or drawings prepared in accordance with the standards specified in the Zoning Ordinance;
- ____ Full size PDF files of the plan set at first submission and at final submission (via Drop Box);
- ____ If a plan revision, a letter describing all areas of the plan to be revised;
- ____ If waivers are requested, a letter describing each waiver request and citing the affected section of the Zoning Ordinance or public facilities manual for each waiver request;
- ____ If a pre-application conference took place, a statement indicating the date and time a pre-application conference was held with the Town, as well as a list of participants in the conference;
- ____ The application fee and the required fees for review and inspection when applicable;
- ____ If Resource Protection Area (RPA) is located on the property, an RPA Delineation Application;
- ____ Written verification from certified architect or engineer whether project does/does not qualify for VDOT 527 or 870 review. Form provided by Town.

For Office Use Only

Received By:		Date:
Fees Received:	<input type="checkbox"/> Application Fee <input type="checkbox"/> Review and Inspection 1 st Half <input type="checkbox"/> Review and Inspection 2 nd Half <input type="checkbox"/> VA Storm Water Mgmt	Amount Paid: _____ Amount Paid: _____ Amount Paid: _____ Amount Paid: _____
Application Type:	<input type="checkbox"/> Minor Site Plan <input type="checkbox"/> Major Site Plan <input type="checkbox"/> Subdivision Site Plan <input type="checkbox"/> Plan Revision <input type="checkbox"/> Single Lot Development Plan <input type="checkbox"/> Other	
Taxes Status:	<input type="checkbox"/> Paid <input type="checkbox"/> Delinquent	
Tax Map Reference:		Case #:

Application updated 10.30.19