

Plan Review Procedures

(See zoning ordinance [§ 78-155.6](#), *Site Plans, Single Lot Development Plans, Building Location Surveys*)

The Town of Herndon Zoning Ordinance User Guide series provides the public with general information on land use regulations affecting activities undertaken by the public and administered by the Herndon Department of Community Development. It is not intended to be a complete statement of all applicable regulations. Individuals are encouraged to use the town website at www.herndon-va.gov and contact the Department of Public Works at 703-435-6853 or planreview@herndon-va.gov for complete requirements.

Applications for:

**Subdivision and Site Plans
& Plan Revisions**

Require the Submission of a

**VDOT Chapter 527
Review Process Applicability Certification**

Please refer to the certification form included with the application. The completed form must be notarized.

When is a plan submission required?

Any development proposed within the Town is subject to the Town's zoning and subdivision regulations. Most development that disturbs land requires detailed review through a site plan review process. Typical exemptions include:

- Additions or new construction less than 750 SF on residential properties improved with single family detached homes (a building location survey may be required for this work)
- The internal construction or alteration of the floor area which does not increase gross floor area, increase the intensity of use, or increase the number of parking spaces required;
- Land disturbance less than 2,500 SF,
- Certain temporary uses in accordance with [§ 78-90. Temporary Uses and Structures](#).

Plan Types

The types of plans that track under this process include:

- Single Lot Development Plan (See User Guide #6)
- Major Site Plan
- Minor Site Plan

- Subdivision Plan
- Plan Revision
- Plat and Deed of Easements & Dedications
- Temporary Use Site Plan (more than 90 days)

What is involved in the plan review process?

A **pre-application conference** with staff is required to review the requirements and procedures for a Single Lot Development Plan.

Plans should be completed with all information specified in the applicable *Plan Content Requirements table*.

Submission requirements include the following items:

1. A completed application form provided by the town and signed by the owner(s) or owner's agent(s).
2. Payment of required fee(s) as indicated in [§ 78-152.2\(b\)\(3\)](#), *Submittal Requirements*.
3. A statement of authorization from a landowner or other party authorizing an agent to act upon their behalf (if applicable).
4. 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.
5. A receipt or other documentation indicating that any delinquent taxes owed on lands subject to the application have been paid.
6. Nine sets of the plan prepared in accordance with the following standards:
 - a. any portion of the plan involving engineering, architecture, landscape architecture or land surveying, shall be prepared and certified

respectively by an engineer, architect, landscape architect or land surveyor duly authorized by the state to practice as such.

- b. Plans may be prepared in one or more sheets to show clearly the information required by this section and to facilitate the review and approval of the plan. If prepared in more than one sheet, match lines shall clearly indicate where the several sheets join.
- c. Single Lot Development Plans shall be prepared at a scale of one inch equals 30 feet or larger.
- d. Sheet size shall not exceed 24 by 36 inches. Profiles must be submitted on standard plan profile sheets.
- e. All lettering on plans shall not be less than one-tenth of an inch in height.
- f. All horizontal distances shown on plans shall be in feet and decimals of a foot to the closest 1/100 of a foot, and all bearings in degrees, minutes and seconds to the nearest ten seconds.
- g. All copies shall be clearly legible blue or black line copies.
- h. Plans shall have the most recent TOH cover sheet (available on the town's website)

The following items may also be required (verified at pre-application meeting):

- A Conservation Escrow and Escrow Agreement
- The fee for escrow agreement preparation
- A stormwater facility maintenance agreement
- A plat and deed of any easements or dedications
- A Resource Protection Area permit
- Flood Plain Study
- Water Quality Impact Assessment
- Traffic Impact Study

Once submitted and accepted, plans are reviewed administratively. Plan sets are distributed to several departments and reviewing agencies. Comments are collected and sent to the applicant when the review is complete.

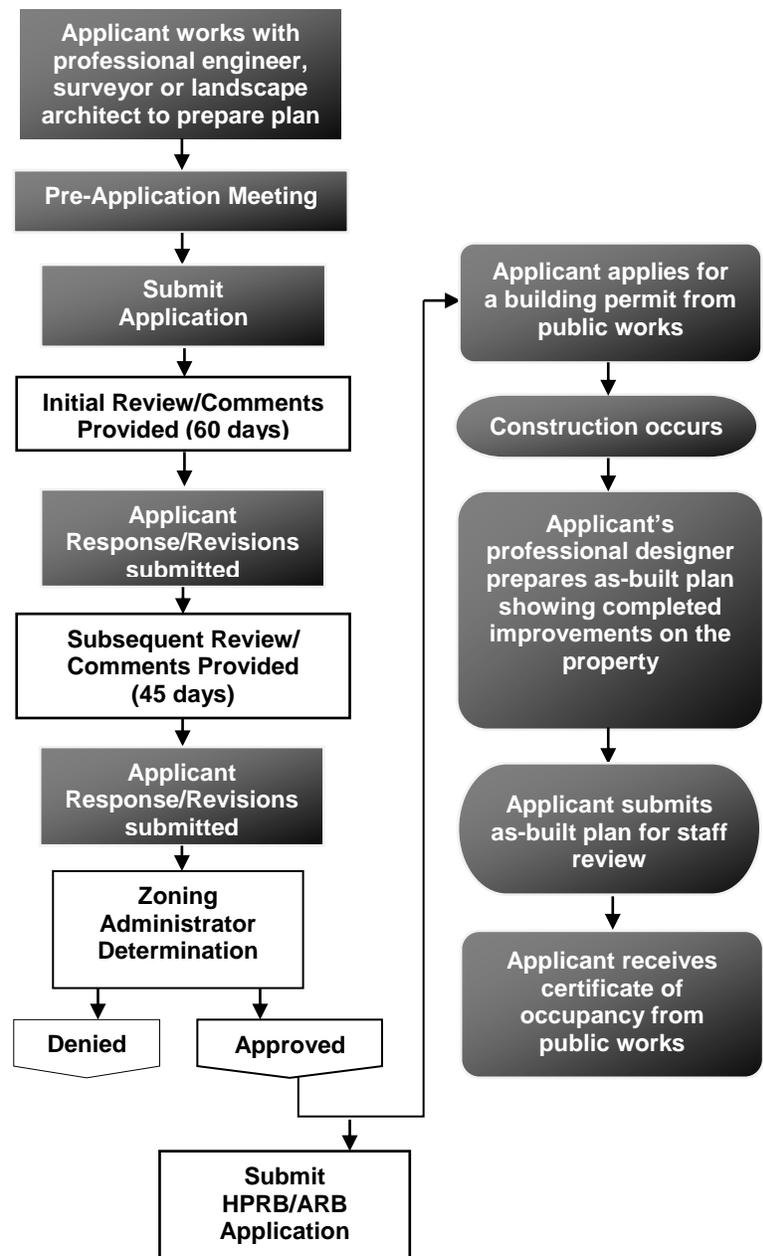
The applicant is responsible for receiving separate plan approval by the Fairfax County Fire Marshall.

Estimated completion time for the initial review of the plan is 35 days. Depending on the completeness and quality of

the plan subsequent reviews may be necessary and are completed within 20 days after submission.

The flow chart below summarizes the steps in the review process, the attached *Detailed Steps for Plan Review* provides a more in depth listing of the process.

Neighborhood meetings are encouraged for major site plans and subdivision plans prior to application. See User Guide #1, *Neighborhood Meetings and Public Participation in the Planning and Zoning Process*.



How long does it take to receive an approved plan?

The length of time required to receive plan approval depends to a large extent on the quality of the application and whether or not it meets all the standards provided in the zoning ordinance. The amount of time from the pre-application conference to final action by the Zoning Administrator can be three months or more for the larger plans depending on the length of time taken for applicant's to respond to comments and make resubmissions. The extent of revisions made by the applicant and/or required by staff increases the length of overall review.

What happens after the site plan is approved?

For all site plans, a building permit must be issued within five years, and the development must be completed within the time allowed under the Town's building regulations, or the site plan approval shall expire. This period may be extended by six months if a written request is received at least 30 days prior to expiration with approval by the Zoning Administrator

If the project also includes exterior building improvements, following plan approval, submission of application to the Architectural Review Board or Heritage Preservation Review Board is required. This process can occur in partial concurrence with the plan review with approval by the Zoning Administrator.

After final plan approval and review board approval, the applicant may continue to permitting.

Upon completion of the development, an **as-built site plan** must be submitted to show the result of the improvements and to serve as a record of the improvements made on the lot. It is kept in the Town's files for reference. The as-built site plan must be prepared by a licensed surveyor or engineer and must meet certain standards (see Zoning Ordinance § 78-202.6(n)).

What if an approved site plan needs a revision?

Consultation with the Zoning Administrator is advised. Submission of a plan revision may be required.

Need more information?

Have a question regarding plan review process or requirements? Call 703-435-6853 or e-mail planreview@herndon-va.gov to make an appointment to see the Plan Review Coordinator.

Have a question regarding Building Permits or construction codes? Call 703-435-6850 or e-mail buildinginspections@herndon-va.gov to make an appointment to see the Building Official.

Visit the Planning/Zoning page on the Town's web site at www.herndon-va.gov to view the Department of Public Works web site for the Zoning Ordinance User Guide series or to access the town code. Town offices are located at the Herndon Municipal Center at 777 Lynn Street, Herndon, Virginia, 20170.

