

## Single Lot Development Plan

(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](http://www.herndon-va.gov) and contact the Department of Public Works at 703-435-6853 or [planreview@herndon-va.gov](mailto:planreview@herndon-va.gov) for complete requirements.

### What is a Single Lot Development Plan?

Any development proposed within the town is subject to the town's zoning and subdivision regulations. Most development requires detailed review through a Site Plan review process (see User Guide *Site Plan Review Procedures*.) Certain types of development on individual residential properties require a Single Lot Development Plan including:

- Construction of a new house
- Replacement of a house
- Addition of a home when the footprint of the addition is 750 square feet or more
- Construction, replacement or enlargement of an accessory building when the alteration is 750 square feet of floor area or more
- Land disturbance of 2,500 square feet or more, with or without any other construction

For certain improvements of less than 750 square feet, town review and approval may be required. See [§ 78-155.6\(e\)\(1\)](#), *Building Location Surveys*.

### What is involved in the review process?

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

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

Materials required at submission 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

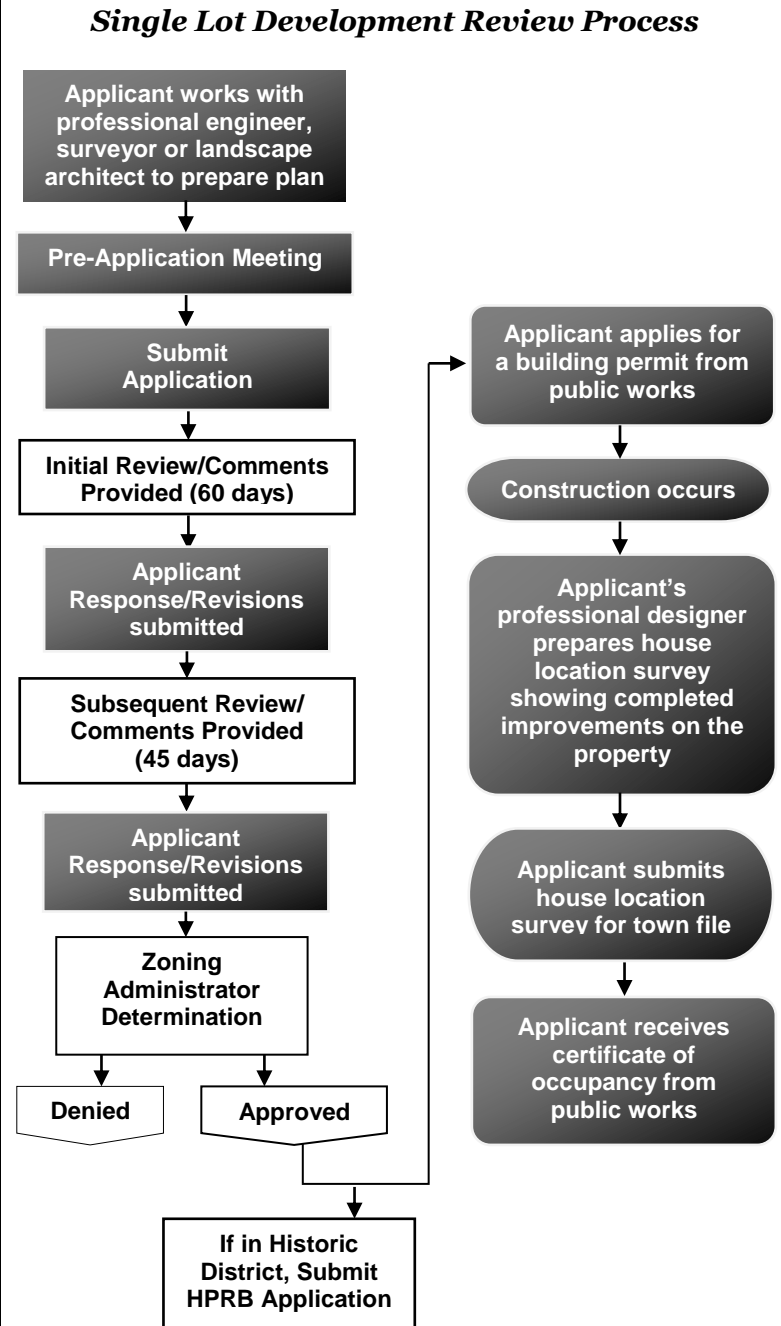
Estimated completion time for the initial review of the plan is 35 days. Depending on the completeness and quality of the plan subsequent reviews may be necessary and are generally completed within 15 after submission

**Public Improvements**

To be approved, the plan must comply with the provisions of [§ 78-155.6\(e\)\(2\) Single Lot Development](#), which requires the provision of curb, gutter, sidewalk, and on-site drainage improvements.

For curb, gutter, and sidewalk the applicant may provide a cash contribution to the town for those improvements in lieu of constructing them. The applicant may also request a full or partial waiver of this requirement if the neighborhood does not have or is not planned to have these improvements.

These improvements in addition to drainage improvements must comply with the town's Public Facilities Manual (§ 1-16, *Standards for Public Improvements Adopted by Reference*)



## What happens after the plan is approved?

If the house is within the local heritage preservation overlay district, **approval by the HPRB** is necessary. This requires submission of a separate application with materials pertaining to the architecture of the project. This process can occur after plan approval by the Zoning Administrator.

A **House Location Survey** must be submitted prior to use and occupancy of the improvement. The House Location Survey is an updated plat and serves as a record of the improvements made on the lot. It is kept in the town's files for reference. The survey must be prepared by a certified or licensed surveyor or engineer and must meet certain standards (See [§ 70-203\(g\)](#)).

For all site plans, Building Permits must be issued within five years, and the building 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 and if the extension is approved by the Town Council.

## What if an approved 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](mailto: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](mailto: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](http://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.