



Bedford County
 Department of Community Development
 Division of Planning
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 www.bedfordcountyva.gov/planning

<i>For staff use only</i>	
Date received:	Received by:
Fee Paid: \$	
Application No.:	
Project No.:	

Minor Site Plan Review Application

A minor site plan shall be submitted prior to the approval of a zoning permit for any new or expanded use or development not requiring a site development plan or a concept plan (Bedford County Zoning Ordinance Section 30-100-1).

Depending on the complexity of the site, a survey may be required. County staff may exempt some or require additional items, but in general the following are considered minimum **(please check)**:

- 1. Applicant name and name of development.
- 2. Date, scale and north point of plan.
- 3. Area (lot size), shape, and dimensions of property in acres or square feet.
- 4. All property lines and easements.
- 5. All buildings or other improvements, existing and proposed, with dimensions, floor area and heights.
- 6. Distances from buildings or other improvements to property lines (setbacks).
- 7. Adjacent properties (proximity, names of owners, tax map numbers, zoning, and land use).
- 8. Location, widths, and names of all existing or platted streets or other public ways within or adjacent to the development.
- 9. Dimensions and location of all driveways, access points, parking spaces and loading spaces.
- 10. Physical features such as natural watercourses, floodplain, tree lines, etc.

APPLICANT INFORMATION

Applicant/Company Name: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Property Owner Name (if different from applicant): _____

Relationship of Applicant to Property Owner: _____

PROJECT INFORMATION

Tax Map Number(s): _____ Zoning District(s): _____

Site Location/Address: _____

Description of Proposed Project: _____

Current Use of Property: _____

Proposed Use from Permitted Use Table (Sec. 30-79-2): _____

Submitter for Online Review System review: Name - _____

Email - _____

I certify that all items required in the checklist above are complete and understand I must obtain zoning and building permits following approval of a Minor Site Plan.

Applicant Name (Printed) *Signature* *Date*