



**SITE PLAN APPLICATION**  
 County of New Kent, Virginia  
 Planning Department  
 Web site: [www.co.new-kent.va.us/planning](http://www.co.new-kent.va.us/planning)

New Kent County ♦ Planning Department ♦ P O Box 150 ♦ New Kent, VA 23124 ♦ Phone 804-966-9690 ♦ Fax 804-966-8531  
 \*\*Use P O Box for all mail. Street address: 12007 Courthouse Circle, New Kent, VA 23124 FOR DELIVERIES ONLY\*\*

**DESCRIPTION OF PROPERTY**

Tax Map Parcel Number(s): \_\_\_\_\_  
 GPIN: \_\_\_\_\_  
 Property Street Address: \_\_\_\_\_  
 Current Zoning: \_\_\_\_\_ Current Use: \_\_\_\_\_  
 Proposed Used: \_\_\_\_\_  
 Total Acreage: \_\_\_\_\_

**OFFICE USE ONLY**  
**\*DO NOT WRITE IN THIS BOX\***

Application No: \_\_\_\_\_  
 AFD Status: \_\_\_\_\_  
 Date Received: \_\_\_\_\_  
 Fee Amount: \$ \_\_\_\_\_  
 Staff Initials: \_\_\_\_\_

**TYPE OF SITE PLAN APPLICATION**

SCHEMATIC (12 Copies)       PRELIMINARY (12 Copies)       FINAL (12 Copies)  
 AMENDMENT OF APPROVED PROJECT       RE-EXAMINATION (After 2<sup>nd</sup> Resubmission)  
 PROJECT NAME: \_\_\_\_\_

**TYPE OF DEVELOPMENT**

COMMERCIAL       INDUSTRIAL       MULTI-FAMILY       PUBLIC/SEMI-PUBLIC  
 OTHER: \_\_\_\_\_

**PROPERTY OWNERS INFORMATION**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Work: \_\_\_\_\_ Home: \_\_\_\_\_  
 Cellular/Pager: \_\_\_\_\_ Fax: \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_

**APPLICANT'S/AGENT'S INFORMATION**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Work: \_\_\_\_\_ Home: \_\_\_\_\_  
 Cellular/Pager: \_\_\_\_\_ Fax: \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_

**WATER/SEWER SUPPLY**

Public Water       Public Sewer       Well       Septic  
 Other: \_\_\_\_\_

**STATISTICAL SUMMARY**

_____ Number of rooms/dwellings	_____ Building Height
_____ Number of Floors	_____ Number of Buildings
_____ Total Building Square Footage	_____ Total Site Area
_____ Square Footage for Building Footprint	_____ Total Disturbed Area
_____ # Off-street Parking Spaces	_____ Total Impervious Area
_____ # Off-street Loading Spaces	_____ Total Open Space Area

**NOTE:** The applicant shall submit to the agent twelve (12) copies of the preliminary plan on twenty-four inch by thirty-six inch (24" x 36") blue-line or black-line prints at a scale of one hundred feet (100') to the inch, except in cases where the agent has approved an alternate scale to facilitate showing the entire development on a single sheet. Where more than one (1) sheet is used, an index shall be provided and sheets shall be numbered in sequences and match-lines shall be provided and labeled.

For those preliminary plans requiring review by the Planning Commission, the applicant shall, in addition to the plan sheets required above, submit an overall plan on one (1) or more eleven inch by seventeen inch (11" x 17") reproducible sheets or shall provide sufficient copies of larger plan sheets as required for the Planning Commission distribution list of twelve (12).

I/We as the property owner/applicant/agent give permission for County personnel to enter subject properties in relation to the administration of this application and to any applicable New Kent County, State of Virginia or U.S. Federal Government regulations. Additionally, if the County Planning Department deems it necessary for an outside agency or organizations review any technical part of this application, I/we agree to reimburse the County for all costs associated with such outside reviews and consultation within 15 business days of being billed by the County.

Property Owner Signature: _____	Date: _____
Property Owner Signature: _____	Date: _____
Property Owner Signature: _____	Date: _____
Applicant/Agent Signature: _____	Date: _____
Contract Purchaser Signature: _____	Date: _____

**FEES**

The fees for this application consist of an application fee and a Map Maintenance fee (*see below for calculations*). Make checks payable to **Treasurer of New Kent County**. Fees must be submitted at time of application.

**PRELIMINARY/FINAL**

Fee:	\$ 700.00
+ \$25.00 per acre(fraction), Number of acre(fraction): _____ x \$25=	\$ _____
Map Maintenance Fee:	\$ 35.00
+ \$10.00 per acre(fraction), Number of acres: _____ x \$10=	\$ _____
<b>Total Due:</b>	<b>\$ _____</b>

**RE-EXAMINATION**

Fee:	\$ 325.00
+ \$25.00 per acre(fraction), Number of acre(fraction): _____ x \$25=	\$ _____
<b>Total Due:</b>	<b>\$ _____</b>

**SCHEMATIC**

Fee:	\$ 0.00
------	---------

**AMENDMENT**

Fee:	\$ 650.00
+ \$25.00 per acre(fraction), Number of acre(fraction): _____ x \$25=	\$ _____
If Applicable Map Maintenance Fee:	\$ 35.00
+ \$10.00 per acre(fraction), Number of acre(fraction): _____ x \$10=	\$ _____
<b>Total Due:</b>	<b>\$ _____</b>