Application for Preliminary Site Plan Review
Department of Neighborhood Development Services
P. O. Box 911, City Hall
Charlottesville, VA 22902
Telephone: (434) 970-3182

Tax Map and Parcel Number(s)

Address(es)

Zoning _____ Overlay District(s) (Circle Below) Special Use Permit (Yes/No)_____
Overlay Districts: Flood Hazard (FH), Architectural Design Control (ADC), Entrance Corridor (EC), Historic Conservation (HC)

Note: All projects subject to the Virginia Erosion and Sediment Control Program (VESCP) or Virginia Stormwater Management Program (VSMP) must include an Erosion and Sediment Control and Stormwater Management Plan application.

Applicant Contact Information
Name_____________________________________
Company____________________________________
Phone_________________________ Email_________________________

Owner Contact Information
Name_____________________________________
Address_____________________________________
Phone_________________________ Email_________________________

Owner’s Signature and Right-of-Entry: I, the undersigned, hereby grant the designated officer of the City of Charlottesville the right to enter my property for the purpose of inspection and monitoring for compliance with the approved site plan for this project.

_____________________________________
Owner Date

Required application materials and fee:
• Sixteen (16) paper copies of the proposed site plan, properly collated, bound and folded.
• Correct application fee. Checks payable to “City of Charlottesville”.

Note: Incomplete applications will not be processed.

Date Received:_________________________ Received by:_________________________
Fee:__________________________________ Cash/Check #_____________________________