



# PERMIT APPLICATION INSTRUCTIONS AND GUIDANCE

## WHEN REQUIRED

A site plan is required for any new commercial or residential subdivision development, commercial development, industrial development, or any commercial redevelopment and/ or addition. A site plan is not required for any single or two family dwelling not part of a subdivision development. For Information regarding construction, additions, or renovations of single or two family dwellings, please contact Amanda Robertson, Permit Technician, at 540-382-6120, extension 1122.

## MAIN CONTACTS

All submittals, correspondence, and meeting requests (including pre-design, pre-construction, and any questions regarding approved plans), will be directed through:

Mike Kelley, Assistant Director of Engineering	Planning Dept.
100 East Main Street, Christiansburg, VA 24073	100 East Main Street, Christiansburg, VA 24073
<a href="mailto:mkelley@christiansburg.org">mkelley@christiansburg.org</a>	<a href="mailto:planning@christiansburg.org">planning@christiansburg.org</a>
540-382-6120 x 1153	540-382-6120 x 1120

Devon Shields, Executive Assistant, Engineering	Land Development Group
100 East Main Street, Christiansburg, VA 24073	<i>Please submit plans to this email address:</i>
<a href="mailto:dshields@christiansburg.org">dshields@christiansburg.org</a>	<a href="mailto:landdevelopment@christiansburg.org">landdevelopment@christiansburg.org</a>
540-382-6120 x 1129	

## TOWN DEVELOPMENT STANDARDS

The Town of Christiansburg adheres to the following standards:

- [The Town of Christiansburg Code of Ordinances](#)
- [The Virginia Erosion and Sediment Control Handbook, latest edition](#)
- [Chapter 9VAC 25-870, the Virginia Stormwater Management Regulations](#)
- [VDOT Pavement Design Guide for Subdivision and Secondary Roads in Virginia, 2014 edition](#)
- [VDOT Roadway Design Manual, Appendix B – Subdivision Street Design Guide, 2005 edition](#)
- [VDOT Drainage Manual, current edition](#)
- [The Town of Christiansburg Minimum Standards and Specifications for Waterline Design and Construction, 2014 edition](#)

## TECHNICAL REVIEW COMMITTEE

The Town uses a committee review procedure for all submitted site plans. This process involves and informs all necessary departments, including Engineering, Planning, Building, Public Works, Fire, and Recreation.

The review process has rolling plan submittals and regularly-scheduled comment discussion meetings to allow for a more predictable review schedule and a more comprehensive initial review of the submittal.

## TECHNICAL REVIEW COMMITTEE SCHEDULE

Event	Timeframe
Pre-Application Meetings	Strongly recommended; call to schedule during conceptual design. There is no fee for this meeting.
Plan Submittal/resubmittal	Rolling – submit at your convenience
All internal staff comments will be sent to Engineering Department Executive Assistant	Wednesday preceding TRC meeting
Comment letter completed and sent to applicant	Friday preceding TRC meeting
TRC meeting agenda sent to applicant	Monday preceding TRC meeting
Technical Review Committee (TRC) meeting; (Designers with plans in review are encouraged to attend. Applicant Edits/Corrections can begin following this meeting)	Every other Wednesday
Questions regarding comment letter will be received by staff via phone or email	Any time
Notes: (1) All other submittals will follow same process until final plan approval. (2) Resubmittal plan comments will be discussed at TRC meeting. (3) All town projects will follow the same process.	
*There may be exceptions to the process, an example would be a large industrial prospect.	

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### TECHNICAL REVIEW COMMITTEE CALENDAR

The current calendar reflecting actual review dates/deadlines can be found at:

<https://www.christiansburg.org/1396/Plan-Review-TRC-Calendar>

## PRE-APPLICATION

A pre-application meeting with Engineering and Planning staff is recommended to discuss your development, gain an understanding of requirements, identify issues, and create a process timeline. These meetings should be scheduled during the conceptual design phase of the project. These meetings are provided free of charge.

## FIRST SUBMITTAL (NEW PROJECT) REQUIREMENTS

At the time of the initial submittal the following items are required:

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### SITE PLAN REVIEW FEE

A site plan review fee of \$250.00 + \$50 per site acre (rounded up to the nearest acre) must be paid to the Town.

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### VSMP FEE

The first half of any required VSMP fee must be paid per the Town of Christiansburg VSMP fee schedule. Please contact Devon Shields ([dshields@christiansburg.org](mailto:dshields@christiansburg.org)) with any questions regarding fees.

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### CHECKLIST

The design engineer must complete and submit the Development Review Sufficiency Checklist and Preliminary Plat Sufficiency Checklist (if applicable).

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### NARRATIVE/CALCULATIONS

The designer must submit certified electronic copies of the design narrative and calculations.

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### PLAN SETS

The designer must submit digital plans to [landdevelopment@christiansburg.org](mailto:landdevelopment@christiansburg.org). Digital Plans are required to be signed and sealed and must be submitted in a .pdf format. Please contact the Engineering Executive Assistant, Devon Shields ([dshields@christiansburg.org](mailto:dshields@christiansburg.org)), with any questions regarding plans submittals. These plans must use the Town of Christiansburg Standard Cover Sheet, available here: [Town Site Plan Cover Sheet](#). If utilities infrastructure is to be dedicated to the Town, the standard detail sheets located at <http://www.christiansburg.org/index.aspx?NID=491> must be used.

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### DRAFT REGISTRATION STATEMENT

The designer must complete and submit a draft Registration Statement.

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### PRELIMINARY PLAT

If applicable, the designer must submit the associated preliminary plat in concert with the site plan.

## RESUBMITTAL REQUIREMENTS

### PLAN SETS, NARRATIVES, AND CALCULATIONS

Each resubmittal package shall be complete, and be submitted in a **digital format** until such time as the submittal can be approved. The resubmittal package shall clearly indicate the changes made, either by clouding, revision note, or both, as a result of the previous review comments.

Please note there are some items we require on paper, such as *notarized* SWM/BMP Maintenance Agreements.

### COMMENT RESPONSE LETTER

A comment response letter (spreadsheet) shall be submitted with all resubmittals. The spreadsheet shall have each of the Town's comments and a detailed response to each comment. Ok, done, complete, etc. is not an acceptable response. If plans are resubmitted with no response, the resubmittal may be considered incomplete.

## SITE PLAN APPROVAL

Once Town comments have been sufficiently addressed, and the plan set is considered to be approvable, the following items are necessary before final signature approval of the plan:

1. The Erosion and Sediment Control (ESC) bond and Stormwater Management (SWM) security bond.
2. A public improvements security bond, if applicable.
3. Evidence of recordation of Stormwater Management Agreement(s).
4. Signed Registration Statement, if applicable.
5. Updated SWPPP with owner's signature.
6. A Stormwater Utility Fee credit application, if applicable.
7. The second half of any required VSMP fee must be paid per the Town of Christiansburg VSMP fee schedule.
8. Land Disturbance Permit Application.
9. A receipt from the nutrient credit bank, if applicable.
10. Conservation easement, if applicable.
11. Utility, drainage, access, or Public use easements, if applicable.

Provide 2 sets of paper plans for approval. These must be originals with ink signatures, not copies. Each plan set must be certified in accordance with Virginia Administrative Code 18VAC10-20-760 by the engineer of record.

Although the building permit application may be submitted at any time during the site plan review, the Building Department will not issue permits until the site plan has been approved.

This Town-approved development plan is valid for 5 years per Code of Virginia Section 15.2 – 2261.