

SITE PLAN APPLICATION PACKAGE



Frederick County, Virginia

Department of Planning and Development
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(Revised January 2026)

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Please read all instructions carefully.

If you have any questions regarding this application or your site plan, please feel free to contact us at (540) 665-5651.

SITE PLAN INSTRUCTIONS

When is a site plan required?

A site plan (or minor site plan) must be submitted to and approved by the county if new construction or additions to existing sites are proposed in the following zoning districts:

B-1	Business Neighborhood District	RP	Residential Performance District
B-2	Business General District	R4	Residential Planned Community District
B-3	Industrial Transition District	R5	Residential Recreational Community District
TM	Technology-Manufacturing Park District	MH-1	Mobile Home Community District
M-1	Light Industrial District	HE	Higher Education District
M-2	Industrial General District	MS	Medical Support District
EM	Extractive Manufacturing		

A site plan is also required for the following types of development:

- (1) Any use in the business or industrial zoning districts, the EM Extractive Manufacturing District, the MS Medical Support District, or the HE Higher Education District.
- (2) Any nonresidential use(s) with automobile parking spaces.
- (3) Any of the following residential use(s) not required to submit a subdivision design plan for approval: Multiplexes, townhouses/back-to-back townhouses, garden apartments, age-restricted multifamily residential buildings, other allowed multifamily uses and mobile home parks.
- (4) Convalescent and nursing homes.
- (5) Public and semipublic uses and buildings.
- (6) Required landscaped buffers and landscaped screens.
- (7) Required recreational facilities.
- (8) Any parcel of land proposed to contain more than one dwelling unit, except those residential units allowed as agricultural accessory uses.
- (9) Non-residential uses permitted in the RP, R4 and R5 Zoning Districts.
- (10) The use, change of use or construction of any improvement or facility that is to be reviewed by the Planning Commission to determine conformance with the Comprehensive Plan under § 15.2-2232 of the Code of Virginia.

Will a proposed addition be considered as a “minor” or “major” site plan?

If the proposed addition(s) or modification(s) do not alter the intensity of the primary use, does not exceed 10,000 square feet of building or disturbed area, and does not increase the existing structure area by 20%, then the site plan will be considered “minor”.

STEPS FOR APPROVAL OF A SITE PLAN

1. Site Plan Preparation

The site plan must be prepared by a certified engineer, architect, or surveyor licensed in the Commonwealth of Virginia, and shall meet all the requirements of the Frederick County Code. Site plans must show all the information specified on the site plan checklists.

2. Technical Review Committee

The Technical Review Committee (TRC) allows applicants to discuss site plan concepts and design issues with all relevant review agencies prior to a formal submission of a site plan application. Applicants are not required to meet with the TRC; however, the TRC serves as a mechanism that helps streamline the site plan review process by providing instant feedback on potential design issues. The TRC is open to anyone who wishes to present a concept or site plan design; however, meeting with the TRC does not substitute for individual agency reviews that are necessary for a site plan approval.

The Technical Review Committee meets every first and third Thursday of each month. The cut-off date for all agenda items is the close of business the Thursday prior to the meeting. Applicants must contact Planning and Development to be placed on the first available agenda.

3. Agency Comments Review and Application Submission

A. Agency Comment Period: Planning and Development will determine which agency review comments are required after receiving the site plan application, supporting materials (digital and hard copy), and fee. Planning staff will distribute digital copies of all application materials and a comment sheet to the required review agencies for comments electronically. Comments are to be returned to Planning electronically, and will be compiled with other agency comments, including Planning and Development, and distributed to the applicant within 30 days.

Typical Review Agencies (varies based on scope and location):

- Frederick County (FC) Public Works
- FC Building Inspections
- FC Fire Marshal
- FC Parks and Recreation
- FC Geographic Information Systems (GIS)
- Frederick County Public Schools (FCPS)
- Frederick Water
- Virginia Department of Transportation (VDOT)
- Virginia Department of Health (VDH)

- Winchester Regional Airport
- City of Winchester
- Town of Middletown
- Town of Stephens City

Each applicable review agency will review the site plan to determine if it has all the necessary information. If information is missing or incomplete, the review agency will contact the applicant directly and copy Planning and Development staff. The site plan checklist included in this package specifies the information required to be shown on or attached to a site plan. Approval must be received from the applicable review agencies prior to the site plan being approved by the Planning Department. Subsequent reviews may be required to ensure agency comments are fully addressed. Resubmissions will be provided to all agencies regardless of approval status to ensure agency approval remains "valid."

B. Application Submission and Review Fee: The submission of a site plan application begins when the Department of Planning and Development receives a site plan for comment review. **At the time the Department of Planning and Development accepts a site plan for comment, the applicant must also submit a completed application form (pages 8 and 9) and the review fee.** Review fees are specified on the attached Development Review Fee Schedule.

4. Final Site Plan Approval

A site plan will receive final approval once all required information and approved review agency comments are submitted to the Department of Planning and Development. All final site plans are approved administratively by the Zoning Administrator.

A. Three (3) full size sets of final plans must be submitted to the Planning Department for final approval. One (1) set will be returned to the applicant.

B. A PDF copy of the final site plan must be submitted with the final sets.

5. Construction Activity

Limited construction activity is permitted prior to final site plan approval. This allows applicants to move ahead and prepare the site while approval is pending. Applicants may apply for the following permits:

A. Land Disturbance Permit: This permit is issued by the Frederick County Department of Public Works once a grading plan has been submitted and reviewed by the Frederick County Engineer. The cost of this permit is indicated on the attached Development Review Fee Schedule. The County Engineer may be contacted Monday through Friday from 8:00 a.m. to 4:00 p.m. at (540) 665-5643.

B. Footing Foundation Permit: Applicants may apply for a footing foundation permit prior to final site plan approval. This permit may be obtained at the applicant's risk. Any revisions specified by the final site plan may affect footing foundations already set in place.

Two copies of an engineered footing foundation drawing shall be submitted to the Department of Building and Inspections. The Plans Review Specialist will review and approve a Footing Foundation Permit once adequate footing details, basement details (if necessary), and groundwork details are provided. The Plans Review Specialist can be contacted Monday through Friday from 8:00 a.m. to 4:00 p.m. at (540) 665-5650.

6. Certificate of Occupancy

Once all site development is complete, the applicant must contact the Planning and Development Department to schedule an inspection of the site. The inspection is necessary to ensure that all requirements shown on the approved site are complete. A final or temporary certificate of occupancy permit may be issued once the required improvements are complete or adequately bonded with Frederick County. Temporary certificates of occupancy are valid for 30 days and must be renewed.

7. Bonding

If all improvements depicted on an approved site plan have not been completed the property owner can bond the incomplete items if deemed appropriate by the Zoning Administrator. When the improvements are permitted to be bonded the applicant must complete the Monetary Guaranty Estimate Worksheet. This worksheet needs to be completed and affixed with an engineer's seal and provided to the Planning Department for review. Once the review of the worksheet has been completed and the amount approved by the County, the developer/owner will need to establish an Irrevocable Letter of Credit, a Performance Bond or cash for the monetary guarantee.

SITE PLAN APPLICATION

- Office Use Only-

Date Application Received: _____ Application #: _____

Fees Received: _____ Receipt #: _____ Initials: _____

1. Project Title: _____

2. Project Description: _____

3. Location of Property: _____
(Street Address): _____

4. Applicant/Designer:

Name: _____ Telephone: _____

Primary Point of Contact: _____ Email: _____

Address: _____

5. Property Owner (if different than above):

Name: _____ Telephone: _____

Address: _____

6. Property Information:

a. Property Identification Number(s): _____

b. Total acreage of the parcel to be developed: _____

c. Total disturbed area of the parcel: _____

d. Present Use(s): _____

e. Proposed Use(s): _____

f. Magisterial District(s) _____

7. Site Plan Type:

a. Is this an original or new site plan? Yes: No:

b. Is this a revised site plan? Yes: No:

If yes provide all previous site plan numbers: _____

c. Is this a minor site plan? Yes: No:

If yes, provide all previous site plan numbers: _____

8. Zoning Information:

a. Current Zoning: _____

b. Was this property Rezoned? Yes: No:

c. If yes provide the rezoning number for this property: _____

d. Are there any proffers for this property? Yes: No:

e. Has an MDP been approved for this property? Yes: No:

f. If yes provide the MDP number for this property: _____

9. Adjoining property zoning and use:

	Zoning:	Use:
North:		
South:		
East:		
West:		

I have read the material included in this package and understand what is required by the Frederick County Planning Department. I also understand that all required material will be complete prior to the submission of my site plan.

Signature: _____

Name (Printed): _____

Date: _____

**A signed Power of Attorney form is required if someone is signing on the owner(s) behalf.*

SITE PLAN APPLICATION CHECKLIST

The checklist shown below specifies the information which is required to be submitted as part of the site plan application. The Department of Planning & Development will review the application to ensure that it is complete prior to accepting it. If any portion of the application is not complete, it will be returned to the applicant(s).

- _____ (1) Digital copy of all application materials. Electronic materials may be provided on a flash drive, client FTP site, or email.
 - Application form with signature
 - Site Plan set
 - Required Agency Checklists (Public Works, Fire Marshal, Frederick Water & VDOT)
- _____ (2) Site Plan review fee (check) made out to the Treasurer of Frederick County.
- _____ (3) Five (5) hard copies of the site plan for review with sign and seal. Three (3) full size plan set shall be provided to Planning and Development and one (1) full size plan set should be provided to VDOT (2275 Northwestern Pike Winchester, Virginia, 22603).
- _____ (4) Traffic Impact Analysis (if applicable, check with Planning and Development).

SITE PLAN CONTENTS CHECKLIST

The Site Plan Checklist ([§165-802.03](#)), as outlined in the Zoning Ordinance and shown below, lists the information which is required to be on each site plan. **Site plans that are incomplete or missing information will be returned to the applicant (s) for revision.**

Project Information Section

- _____ (1) A title that includes the name of the proposed or existing business and a subtitle which describes the proposed development.
- _____ (2) The name, address, and phone number of the land owner, developer, and designer.
- _____ (3) The Frederick County Property Identification Number (PIN) of all lots included on the site plan.
- _____ (4) The number and type of dwelling units included on the site plan for residential uses.
- _____ (5) The total land area and total developed land area of all lots included on the site plan.
- _____ (6) A detailed description of the proposed use or uses of the development, as well as a description of the existing use or uses.
- _____ (7) A reference to any other site plan, master development plan approved by the county for the site.
- _____ (8) The date the site plan was prepared and a list of all revisions made, including the date and a description of why the site plan was revised.
- _____ (9) A table of contents including all pages of the site plan.
- _____ (10) A list of all proposed utility providers, with their address and phone number.
- _____ (11) A location map showing the location of the site, along with the location of streets, roads and land uses within five hundred (500) feet of the property.
- _____ (12) A statement listing all requirements and conditions placed on the land included in the site plan resulting from approval of conditional zoning or a conditional use permit.
- _____ (13) A description of setbacks or conditions placed on the site as a result of an approved variance.
- _____ (14) The name of the Magisterial District the property is located within.

Calculations Section

- _____ (15) Calculations showing the Floor Area Ration (FAR) of the site, including the maximum allowed FAR, total ground floor area, total floor area, and total lot area.
- _____ (16) Calculations showing the total number of required and proposed parking spaces, including the total number of existing and proposed spaces.
- _____ (17) Calculations showing the total number of required handicap spaces, including the total number of existing and proposed spaces.
- _____ (18) Calculations showing the total number of required loading spaces, including the total number of existing and proposed spaces.
- _____ (19) Calculations showing the total number of required perimeter and interior trees required, including the number of provided trees.
- _____ (20) Calculations showing the percentage of the property that will be landscaped and the percentage of woodlands disturbed.

Site Plan & Details Section

- _____ (21) The location of all adjoining lots with the owner's name, specific use, zoning, and zoning boundaries shown.
- _____ (22) The location of all existing or planned right-of-ways and easements that are located on or adjoin the property, with street names, widths, and speed limits shown.
- _____ (23) All nearby entrances that are within two hundred (200) feet of any existing or proposed entrances to the site.
- _____ (24) All existing and proposed driveways, parking and loading spaces, parking lots and a description of surfacing material and construction details to be used. The size and angle of parking spaces, aisles, maneuvering areas, and loading spaces shall be shown.
- _____ (25) A North arrow.
- _____ (26) A graphic scale and statement of scale.
- _____ (27) A legend describing all symbols and other features that need description.
- _____ (28) A boundary survey of the entire parcel and all lots included with distances described at least to the nearest hundredth of a foot.
- _____ (29) The present zoning of all portions of the site, with the location of zoning boundaries.
- _____ (30) The location of all existing and proposed structures, with the height, specific use,

ground floor area, and total floor area labeled.

- _____ (31) The location of all existing and proposed outdoor uses, with the height, specific use, and land area labeled.
- _____ (32) Existing topographic contour lines at intervals acceptable to the Zoning Administrator. Proposed finished grades shall be shown by contour.
- _____ (33) The location of the front, side, and rear yard setback lines required by the applicable zoning district.
- _____ (34) The location and boundaries of existing environmental features, including streams, floodplains, lakes and ponds, wetlands, natural stormwater retention areas, steep slopes, and woodlands.
- _____ (35) The location of outdoor trash receptacles with details for all required screening elements.
- _____ (36) A Photometric Plan per §165-201.07.
- _____ (37) The location, dimensions, and height of all signs.
- _____ (38) The location of required buffers, landscaping buffers, and landscaped screens, including examples, typical cross sections or diagrams of screening to be used. The location and dimensions of required fencing, berms, and similar features shall be specified.
- _____ (39) The location of recreational areas and common open space.
- _____ (40) The location of all proposed landscaping with a legend. The caliper, scientific name, and common name of all deciduous trees. The height at planting, scientific name, and common name of all evergreen trees and shrubs.
- _____ (41) The height at planting, caliper, scientific name, and common name shall be provided for all proposed trees. The height at planting, scientific name and common name shall be provided for all shrubs.
- _____ (42) The location of sidewalks and walkways, including all sidewalks or bicycle paths required along any road right of way.
- _____ (43) The location and width of proposed easements and dedications.
- _____ (44) A stormwater management plan describing the location of all stormwater management facilities with design calculations and details.
- _____ (45) A soil erosion and sedimentation plan describing methods to be used.
- _____ (46) The location and size of sewer and water mains and laterals serving the site.

- _____ (47) Facilities necessary to meet the requirements of the Fire Code.
- _____ (48) A signed seal of the certified Virginia land surveyor, architect, or engineer who prepared the plan. The seal and signature of the engineer, surveyor or architect shall be on each sheet of the site plan.
- _____ (49) A space labeled "Approved by the Frederick County Zoning Administrator" for the signature of the Zoning Administrator, approval date, and a statement that reads "site plan valid for five (5) years from approval date."
- _____ (50) All requirements specified elsewhere in the County Code, including but not limited to the Subdivision Ordinance.

Review Checklist

Frederick County, Virginia
Department of Public Works

Subdivision/Site Plan Name: _____
Engineer/Surveyor Name: _____
Engineer/Surveyor Phone: _____
Tax Map (PIN): _____



Note: Provide sheet number(s) for each item or indicate if not applicable.

Requirements	Sheet	N/A	FC Check
Provide a note pertaining to temporary and permanent stabilization of denuded areas.			
Provide a note pertaining to stabilization requirements for soil stockpiles.			
Provide a note stating that vegetative stabilization shall be uniform, mature enough to survive and adequate to inhibit erosion.			
Provide sediment trapping facilities as the first phase of land disturbing activity.			
Provide a note requiring that dams, dikes and diversions be stabilized immediately after construction.			
Sediment traps and basins shall be installed if necessary and in the correct location. Basins shall maintain structural integrity during 100-year 24 hour storm event. (§79-3.A.1 Frederick County Code).			
Cut and fill slopes shall be adequately stabilized. Fill slopes steeper than 3:1 will require a slope stability analysis and maintenance plan.			
Provide adequate temporary or permanent channel, flume or slope drain for all concentrated runoff down cut or fill slopes.			
Provide adequate drainage or other protection whenever water seeps from a slope face.			
Provide adequate inlet protection for all operational storm sewer inlets.			
Provide adequate channel protection for open conveyance and receiving channel, provide adequate outlet protection for pipes and channels.			
Provide measures to minimize channel damage when conducting in-stream construction.			
Install temporary stream crossings of non-erodible material			
All applicable federal, state and local regulations pertaining to working in or crossing live watercourses shall be met - all applicable permits shall be submitted with Land Disturbance application (§79-3.A.2 Frederick County Code).			
Provide a note stating that the bed and banks of a watercourse shall be stabilized immediately after work in the watercourse is completed.			
Provide appropriate notes regarding trenching practices in accordance with 4VAC50-30-40 subsection 16.			

Requirements	Sheet	N/A	FC Check
Provide a note requiring cleaning/removal of any sediment on public or private roadways.			
Provide a note requiring that all temporary controls be removed within 30-days once no longer needed; trapped sediment must be removed and stabilized.			
Provide adequate protection from erosion and sediment deposition for downstream properties and waterways.			
Demonstrate that concentrated stormwater runoff leaving the site discharges directly into an adequate natural or manmade channel.			
Demonstrate that two (2)-year runoff from the site does not overtop banks of natural channels and does not cause erosion.			
Demonstrate that discharge into the previously constructed man-made channels are not overtopped by a ten (10)-year storm and the two (2)-year storm does not cause erosion			
Demonstrate that closed storm sewer systems contain the ten (10)-year storm. Provide calculations and show ten (10)-year HGL in the storm sewer profiles.			
If offsite improvements are proposed, provide evidence of obtained easements, etc.			
Provide an analysis of the existing and ultimate characteristics of the watershed.			
Provide responsible party and maintenance plan for the proposed detention facilities to include access, what is to be maintained?, how often?, who pays?			
Provide energy dissipaters at the outfall of all detention facilities.			
Provide calculations demonstrating that onsite ditches are adequate.			
All sheet flow leaving the site shall be at or below pre-developed rates or it must be diverted to an adequate channel, pipe system or detention facility.			
All calculations and assumptions shall pertain to the entire development and its ultimate build-out.			
All measures utilized shall minimize the impact on waters of the State.			
Project description - Describe the nature and purpose of the land disturbing activity and area (acres) to be disturbed.			
Existing Site Conditions - Provide a description of the existing topography, vegetation and drainage.			
Adjacent Areas - Provide a description of neighboring areas such as streams, lakes, residential areas, roads, etc., which might be affected by the land disturbance.			
Off-site areas - Describe any off-site land-disturbing activities that will occur.			
Soils - Provide a brief description of the soils on the site giving such information as soil name, mapping unit, erodibility, permeability, depth, texture and soil structure.			
Geology - Provide a brief description of the geology on the site related to construction; i.e. methods of removal, use as engineered fills, Karst potential, etc.			

Requirements	Sheet	N/A	FC Check
Critical areas - Provide a description of areas on the site which have potentially serious erosion problems.			
E&S control measures - Provide a description of the methods which will be used to control erosion and sedimentation on the site.			
Permanent stabilization - Provide a brief description, including specifications, of how the site will be stabilized after construction is completed.			
Stormwater runoff narrative - Will the development of the site cause an increase in peak runoff rates? Will it cause flooding? Describe the strategy to control stormwater runoff.			
Calculations - detailed calculations for the design of temporary sediment basins, permanent stormwater detention basins, diversions, channels, etc. Include calculations for pre- and post-development runoff			
Provide a vicinity map.			
Provide a North arrow and scale on all plan sheets.			
Delineate the proposed limits of clearing and grading.			
Show and label existing contours.			
Show and label final contours.			
Show existing vegetation.			
Show boundaries of different soil types.			
Show existing drainage patterns including the acreage of each drainage area.			
Label areas with potentially serious erosion problems.			
Show and label all proposed site improvements.			
Label all storm pipe systems on grading plan sheets (pipe size, material, structure numbers).			
Show elevations for the proposed basement floor, first floor and garage slab for all buildings and finished grade elevations at building corners.			
Show location of all retaining walls with elevations for proposed top and bottom of walls.			
Conveyance system protection and flood protection analysis provided at every discharge point of concentrated flow originating from site improvements.			
Show location of all erosion and sediment control measures using VESCH standard symbols.			
Show all off-site land disturbing activities and erosion and sediment control measures. Provide letter of permission or show temporary construction easements as necessary.			
Provide stage-storage, stage-discharge and routing data for all SWM/BMP ponds.			
Provide VRRM spreadsheet data.			

Requirements	Sheet	N/A	FC Check
Drainage area map showing individual and cumulative drainage area contributing to each point of concentration.			
Provide a maintenance schedule including regular inspection and repair of erosion and sediment control measures.			
Provide the Responsible Land Disturber signature block on the plans.			
Provide a seeding schedule in accordance with VESCH standard 3.31 and 3.32.			
Provide a 20-foot drainage easement for all concentrated flows within on- or off-site residential lots.			
Provide a minimum of 2% slope on grass channels. If less than 2%, provide an alternative design.			
Any area in which drainage collects from more than three (3) lots shall be placed within a platted drainage easement.			
All silt fence shall be wire reinforced.			
Drop Inlets in areas accessible to the public will require an appropriately sized grate opening. Please specify the grate type in the plans.			
Ensure that the backwater condition for the post-developed 100-year storm does not impact adjacent properties.			
Show the location and extent of the overland relief flow paths provided for SWM conditions and to clear buildings for the 100-year storm.			
Provide the dewatering structure details for the proposed sediment basins. The details shall include elevations, type of structures, pipe sizes, etc.			

Engineer's Signature

Date



OFFICE OF THE FIRE MARSHAL

John J. Bauserman
Deputy Chief
Fire Marshal
Life Safety Division

1080 Coverstone Drive
Winchester, VA 22602
540-665-6350

Requirements for Site Plan submittals

A dedicated “Life Safety” sheet or sheets will be required in addition to the standard site plan submittals. This sheet(s) shall be created for the purposes of reviewing and clearly identifying fire lane markings/striped areas as per Frederick County ordinance, “No Parking” fire lane signs as per Frederick County Fire Prevention Code, fire department access, and life safety features. This sheet(s) shall consist of showing but not limited to the structure(s), roads with dimensions, curbs, parking lines, water lines, fire hydrants, fire department connections and any item that might be pertinent to life safety as per the Frederick County Fire Prevention Code and Frederick County Local ordinance.

Some examples of items not to be included on the “Life Safety” sheet(s) are right of ways, sewer lines, landscaping and geographic lines.

Also when designing, reference the Frederick County Fire Prevention Code Appendix D and Frederick County Ordinance 90-4.

Frederick County, VA

Local ordinance referenced from <http://ecode360.com/8705949>

§90-4 General requirements

The following requirements shall apply to all construction or land development activities in areas of the County to which this article applies:

A. Means of access for Fire Department apparatus.

- (1) The means of access for Fire Department apparatus and personnel shall consist of fire lanes, private streets, streets, parking lot lanes or a combination thereof.
- (2) Parking in any means of access shall not be permitted within 15 feet of a fire hydrant, sprinkler or standpipe connection or in any other manner which will obstruct or interfere with the Fire Department's use of the hydrant or connection.
- (3) "No parking" signs or another designation indicating that parking is prohibited shall be provided at all normal and emergency access points to structures and within 15 feet of each fire hydrant, sprinkler or standpipe connection.

B. Fire lanes.

- (1) The Fire Marshal or his/her designated representative, in concert with the local volunteer fire company, may designate both public and private fire lanes as required for the efficient and effective use of fire apparatus. Said fire lanes shall be marked in a manner prescribed by the Fire Marshal or his/her designated representative. Parking in a designated fire lane shall be controlled by Chapter 158, Vehicles and Traffic, of the Frederick County Code.
- (2) Fire lanes shall be at least 20 feet in width, with the road edge closest to the structure at least 10 feet from the structure, be constructed of a hard all-weather surface adequately designed to support any fire apparatus likely to be operated in such fire lane or be of subsurface construction designed to support the same loads as the above surfaces and be covered with no more than three inches of soil or sod, or both, and be designed with radii of sufficient length to allow for safe turning by any fire apparatus likely to be operated on such fire lane.
- (3) Fire lanes connecting to public streets, roadways or private streets shall be provided with curb cuts extending at least two feet beyond each edge of the fire lane.
- (4) Chains or other barriers may be provided at the entrance to fire lanes or private streets, provided that they are installed according to the requirements of the Authority Having Jurisdiction.

C. Parking lot lanes.

Parking lot lanes shall have a minimum of 15 feet clear width between rows of parked vehicles for vehicular access and movement.

D. Location of structures.

- (1) At least three perimeter walls of all industrial, commercial, public or semipublic or residential structures with three or more dwelling units per structure shall be within 200 feet of a street, fire lane, or private street.
- (2) Structures exceeding 30 feet in height shall not be set back more than 50 feet from a street, fire lane or private street.
- (3) When any combination of private fire-protection facilities, including but not limited to fire-resistive roofs, fire separation walls, space separation and automatic fire-extinguishing systems, is provided, and approved by the Fire Marshal or his/her designated representative as an acceptable alternative, Subsection D(2) shall not apply.
- (4) The Fire Marshal or his/her designated representative may, in concert with the local volunteer fire company; require at least two means of access for fire apparatus to all commercial and industrial structures. Those access ways shall meet the requirements of Subsection B(3).
- (5) Landscaping or other obstructions shall not be placed around structures or hydrants in a manner so as to impair or impede accessibility for fire-fighting and rescue operations.

E. Water supply.

- (1) Water supply systems shall be designed so as to be capable of supplying at least 1,000 gallons per minute at 20 pounds per square inch. Water supplies shall be made available and operational before combustibles are on site during construction.
- (2) In areas developed with single-family detached or duplex dwelling units, there shall be a fire hydrant within 400 feet of all units. In areas developed with three to five dwelling units per structure, there shall be a hydrant within 300 feet of all units. In areas developed with six or more dwelling units per structure, there shall be at least two hydrants within 300 feet of all units. In areas developed with industrial or commercial development(s), there shall be a hydrant within 300 feet of all portions of any structure. Where one hydrant is dedicated to the operation of a standpipe system, there shall be at least one other hydrant meeting the distance requirements set forth above. The hydrant dedicated to the operation of the standpipe system shall not be farther than 50 feet from the standpipe. Distance measurements under this section shall be along center-line roadway surfaces or along surfaces meeting the requirements of a fire lane (designated or undesignated) where appropriate, but in all cases access to each hydrant shall be directly from a roadway and/or fire lane.
- (3) Fire hydrants shall be marked in accordance with the Frederick County Sanitation Authority policy.
- (4) Fire hydrants located in parking areas shall be protected by barriers that will prevent physical damage from vehicles.
- (5) Fire hydrants shall be located within three feet of the curb line of fire lanes, streets or private streets when installed along such access ways.
- (6) Fire hydrants shall be installed in accordance with the standards of the Frederick County Sanitation Authority.
- (7) Threads on fire hydrant outlets shall conform to Frederick County Sanitation Authority policy.
- (8) Fire hydrants shall be supplied by not less than a six-inch diameter main.

APPENDIX D FIRE APPARATUS ACCESS ROADS

Referenced From The 2012 Frederick County Fire Prevention Code



SECTION D101 GENERAL

D101.1 Scope

Fire apparatus access roads shall be in accordance with this appendix and all other applicable requirements of the International Fire Code.

SECTION D102 REQUIRED ACCESS

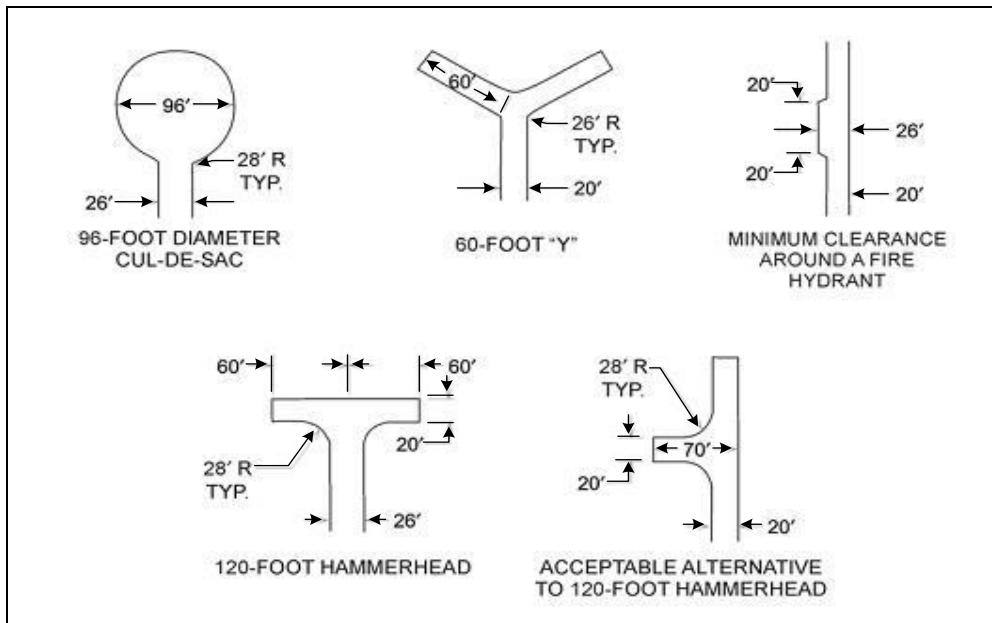
D102.1 Access and loading

Facilities, buildings or portions of buildings hereafter constructed shall be accessible to fire department apparatus by way of an approved fire apparatus access road with an asphalt, concrete or other approved driving surface capable of supporting the imposed load of fire apparatus weighing at least 75,000 pounds (34 050 kg).

SECTION D103 MINIMUM SPECIFICATIONS

D103.1 Access road width with a hydrant

Where a fire hydrant is located on a fire apparatus access road, the minimum road width shall be 26 feet (7925 mm), exclusive of shoulders (see Figure D103.1).



For SI: 1 foot = 304.8 mm.

FIGURE D103.1 DEAD-END FIRE APPARATUS ACCESS ROAD TURNAROUND

D103.2 Grade

Fire apparatus access roads shall not exceed 10 percent in grade.

Exception: Grades steeper than 10 percent as approved by the fire chief.

APPENDIX D FIRE APPARATUS ACCESS ROADS

Referenced From The 2012 Frederick County Fire Prevention Code



D103.3 Turning radius

The minimum turning radius shall be determined by the fire code official.

D103.4 Dead ends

Dead-end fire apparatus access roads in excess of 150 feet (45 720 mm) shall be provided with width and turnaround provisions in accordance with Table D103.4.

TABLE D103.4 REQUIREMENTS FOR DEAD-END FIRE APPARATUS ACCESS ROADS

LENGTH (feet)	WIDTH (feet)	TURNAROUNDS REQUIRED
0 - 150	20	None Required
151 - 500	20	120-foot Hammerhead, 60-foot "Y" or 96-foot diameter cul-de-sac in accordance with Figure D103.1
501-750	26	120-foot Hammerhead, 60-foot "Y" or 96-foot diameter cul-de-sac in accordance with Figure D103.1
Over 750		Special approval required

For SI: 1 foot = 304.8 mm.

D103.5 Fire apparatus access road gates

Gates securing the fire apparatus access roads shall comply with all of the following criteria:

1. The minimum gate width shall be 20 feet (6096 mm).
2. Gates shall be of the swinging or sliding type.
3. Construction of gates shall be of materials that allow manual operation by one person.
4. Gate components shall be maintained in an operative condition at all times and replaced or repaired when defective.
5. Electric gates shall be equipped with a means of opening the gate by fire department personnel for emergency access. Emergency opening devices shall be approved by the fire code official.
6. Manual opening gates shall not be locked with a padlock or chain and padlock unless they are capable of being opened by means of forcible entry tools or when a key box containing the key(s) to the lock is installed at the gate location.
7. Locking device specifications shall be submitted for approval by the fire code official.
8. Electric gate operators, where provided, shall be listed in accordance with UL 325.
9. Gates intended for automatic operation shall be designed, constructed and installed to comply with the requirements of ASTM F 2200.

APPENDIX D FIRE APPARATUS ACCESS ROADS

Referenced From The 2012 Frederick County Fire Prevention Code



D103.6 Signs

Where required by the fire code official, fire apparatus access roads shall be marked with permanent NO PARKING—FIRE LANE signs complying with Figure D103.6. Signs shall have a minimum dimension of 12 inches (305 mm) wide by 18 inches (457 mm) high and have red letters on a white reflective background. Signs shall be posted on one or both sides of the fire apparatus road as required by Section D103.6.1 or D103.6.2.

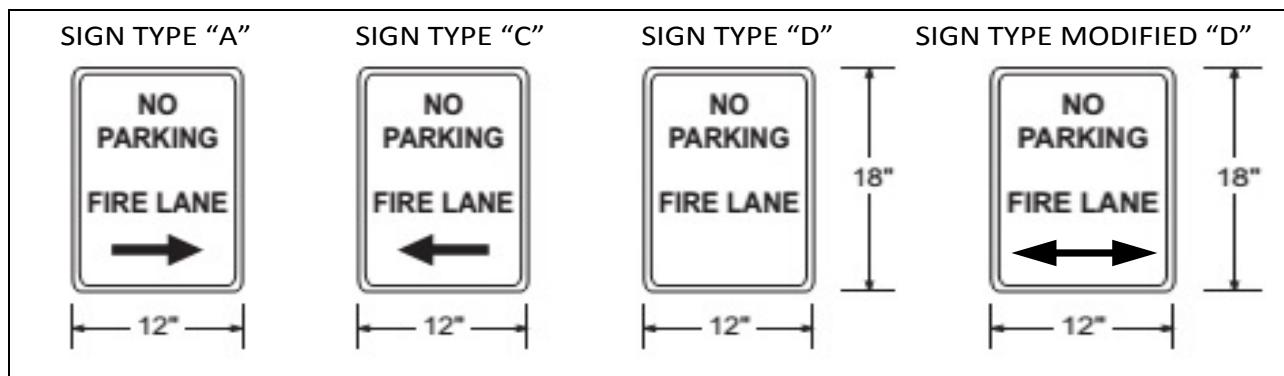


FIGURE D103.6 FIRE LANE SIGNS

D103.6.1 Roads 20 to 26 feet in width

Fire lane signs as specified in Section D103.6 shall be posted on both sides of fire apparatus access roads that are 20 to 26 feet wide (6096 to 7925 mm).

D103.6.2 Roads more than 26 feet in width

Fire lane signs as specified in Section D103.6 shall be posted on one side of fire apparatus access roads more than 26 feet wide (7925 mm) and less than 32 feet wide (9754 mm).

SECTION D104 COMMERCIAL AND INDUSTRIAL DEVELOPMENTS

D104.1 Buildings exceeding three stories or 30 feet in height

Buildings or facilities exceeding 30 feet (9144 mm) or three stories in height shall have at least two means of fire apparatus access for each structure.

D104.2 Buildings exceeding 62,000 square feet in area

Buildings or facilities having a gross building area of more than 62,000 square feet (5760 m²) shall be provided with two separate and approved fire apparatus access roads.

Exception: Projects having a gross building area of up to 124,000 square feet (11 520 m²) that have a single approved fire apparatus access road when all buildings are equipped throughout with approved automatic sprinkler systems.

APPENDIX D FIRE APPARATUS ACCESS ROADS

Referenced From The 2012 Frederick County Fire Prevention Code



D104.3 Remoteness

Where two fire apparatus access roads are required, they shall be placed a distance apart equal to not less than one half of the length of the maximum overall diagonal dimension of the lot or area to be served, measured in a straight line between accesses.

SECTION D105 AERIAL FIRE APPARATUS ACCESS ROADS

D105.1 Where required

Where the vertical distance between the grade plane and the highest roof surface exceeds 30 feet (9144 mm), approved aerial fire apparatus access roads shall be provided. For purposes of this section, the highest roof surface shall be determined by measurement to the eave of a pitched roof, the intersection of the roof to the exterior wall, or the top of parapet walls, whichever is greater.

D105.2 Width

Aerial fire apparatus access roads shall have a minimum unobstructed width of 26 feet (7925 mm), exclusive of shoulders, in the immediate vicinity of the building or portion thereof.

D105.3 Proximity to building

At least one of the required access routes meeting this condition shall be located within a minimum of 15 feet (4572 mm) and a maximum of 30 feet (9144 mm) from the building, and shall be positioned parallel to one entire side of the building. The side of the building on which the aerial fire apparatus access road is positioned shall be approved by the fire code official.

D105.4 Obstructions

Overhead utility and power lines shall not be located over the aerial fire apparatus access road or between the aerial fire apparatus road and the building. Other obstructions shall be permitted to be placed with the approval of the fire code official.

SECTION D106 MULTIPLE-FAMILYRESIDENTIAL DEVELOPMENTS

D106.1 Projects having more than 100 dwelling units

Multiple-family residential projects having more than 100 dwelling units shall be equipped throughout with two separate and approved fire apparatus access roads.

Exception: Projects having up to 200 dwelling units may have a single approved fire apparatus access road when all buildings, including nonresidential occupancies, are equipped throughout with approved automatic sprinkler systems installed in accordance with Section 903.3.1.1 or 903.3.1.2.

APPENDIX D FIRE APPARATUS ACCESS ROADS

Referenced From The 2012 Frederick County Fire Prevention Code



D106.2 Projects having more than 200 dwelling units

Multiple-family residential projects having more than 200 dwelling units shall be provided with two separate and approved fire apparatus access roads regardless of whether they are equipped with an approved automatic sprinkler system.

SECTION D107 ONE- OR TWO-FAMILY RESIDENTIAL DEVELOPMENTS

D107.1 One- or two-family dwelling residential developments

Developments of one- or two-family dwellings where the number of dwelling units exceeds 30 shall be provided with two separate and approved fire apparatus access roads, and shall meet the requirements of Section D104.3.

Exceptions:

1. Where there are more than 30 dwelling units on a single public or private fire apparatus access road and all dwelling units are equipped throughout with an approved automatic sprinkler system in accordance with Section 903.3.1.1, 903.3.1.2 or 903.3.1.3 of the International Fire Code, access from two directions shall not be required.
2. The number of dwelling units on a single fire apparatus access road shall not be increased unless fire apparatus access roads will connect with future development, as determined by the fire code official.

D108 REFERENCED STANDARDS

ASTM F 2200—05 Standard Specification for Automated Vehicular Gate Construction	D103.5
ICC IFC—12 International Fire Code	D101.5, D107.1
UL 325—02 Door, Drapery, Gate, Louver, and Window Operators and Systems, with Revisions through February 2006	D103.5

Please complete the Frederick Water Review Checklist online at <https://checklist.frederickwater.com/>. This checklist is included for reference only and will not satisfy Frederick Water requirements for checklist submission.



PO Box 1877, Winchester, VA 22604-8377
315 Tasker Road, Stephens City, VA 22655

Review Checklist

540.868.1061 voice
540.868.1429 fax

This checklist is to be completed by the design professional and submitted with the site plan.

In order to maintain reasonable review times for all submissions, should a plan reflect a gross failure to incorporate Frederick Water standards into the design, the submission may be returned for correction without a complete Frederick Water review. The partial review still counts as a review and could require additional fees.

Subdivision/Site Plan Name:

Design Professional Name:

Design Professional Phone:

Design Professional Signature:

I attest that the plan review form, plans, and other documents comply with current Frederick Water requirements or justifications are provided.

Tax Map (PIN):

Submission Date: mm/dd/yyyy

Submission Number:

Requirements

Review Key

- OK
- Incomplete
- N Not Applicable
- Unacceptable

Provide justifications for items other than OK.

General

Description	Design Professional	Notes
-------------	---------------------	-------

1. Owner's/developer's contact information, including Email

2. Magestrial district, tax map, and address, if applicable



3. Utility contact information



4. North arrow on all plan sheets



5. Scale references on all plan sheets



6. Current FW Standards and Specifications have been reviewed for compliance at frederickwater.com



7. Current FW construction notes are on plans



8. All existing easements within planview are shown including deed book and page or instrument number



9. Vicinity map included



10. General, overall utility layout sheet with features labeled is included



11. Current existing water and sanitary sewer infrastructure within planview is shown and described



12. Required on-site FW easements are identified



13. Required off-site FW easements are identified



14. Note has been added to landscape drawings that no trees or shrubs shall be placed on FW easements



15. Note has been added to all applicable sheets that irrigation lines and devices, light poles, transformers, junction boxes, pedestals, other obstacles and all dry utilities shall not be placed on Frederick Water easements; perpendicular irrigation lines and dry utility crossings are permitted with 18" minimum vertical separation

16. Note has been added to all applicable sheets that valves, manholes, ARVs and other Frederick Water surface features shall not be placed in curb and gutter, nor sloped portion of handicapped ramps; contractor shall coordinate locations with the Frederick Water inspector

17. Note has been added to all applicable sheets that retaining walls and their tie backs such as geo grid or other supports shall not be placed in Frederick Water easements

18. Project Acceptance Requirements per FW standards (page 4) have been considered in project phasing

19. Existing site conditions are shown within planview and labeled, i.e. ex. structures, utilities, etc.

20. Master development plan reviewed for compliance and MDP #, date included. Any variance from MDP water or sewer requirements is explained

21. Proffer statement reviewed for compliance and copy included

22. Exceptions to FW requirements are described and justification(s) provided

23. Length of water and sewer lines on private property to be owned by FW kept to minimum

24. Lot numbers, building numbers, and street names are shown on all sheets

25. All plan sheets have been reconciled to reflect the same information

26. Match lines are provided on all applicable sheets

27. Existing FW infrastructure requiring field adjustment where grade changes occur has been shown



28. Existing FW facilities to be removed are noted accordingly; significant items, fire hydrants, valves, etc., are noted to be furnished to FW inspector



29. Ownership of existing and proposed water and sanitary sewer is labeled



30. Continuity of service to adjacent parcels has been considered and easements provided



31. Dry utility layout provided for congested areas



32. FW easements are exclusive; crossings permitted only as necessary



33. Street ownership (VDOT or private) is shown



34. Water and sanitary sewer usage is shown in peak GPM and GPD



35. Plan review fee worksheet is completed and check is included in same envelope



Water

Description

36. Project water system has been modeled and provided and brief summary included on plan

Design Professional



Notes

37. Air release has been evaluated and shown



38. FW's water infrastructure has been evaluated and can meet project demands



39. Water meter size(s) are shown



40. Fire line(s) to building show gate valve 10'-20' off building with ownership line; valve is the end of FW ownership



41. Double check valve assembly(s) size and location shown



42. Combined fire and domestic risers are shown as applicable or justification provided



43. Water segments are labeled on plan and profile



44. Sanitary sewer crossings are shown under water lines with min. 18" separation



45. Sanitary lateral crossings have lot number and elevation shown on profile



46. All crossings are labeled including min. 18" separation



47. Connection to existing lines are labeled and include party responsible for field connection



48. Special conditions, service disruption, bypass piping, etc., are clearly detailed and blow-up detail provided



49. Existing and proposed line diameters, pipe types, etc., are shown



50. Water lines shall be CL 52 DIP



51. Water lines under permeable pavers should be minimized



52. Bollards around fire hydrants in truck and other vulnerable areas are shown



53. Applicable FW detail drawings are included



54. Restrained joints in fill areas and 20' onto original ground are reflected



55. Existing FW laterals, services, main stubs, etc., unutilized are shown with details for disconnection and removal



56. Neptune Protectus 3 or Neptune Mach 10 Ultrasonic fire meter including size is shown for private firelines



57. Fire lines are shown as CL 52 DIP and restrained



58. Pipe types are shown on plan and profile for all segments



59. Valves are shown on all branches of tees, crosses, wyes, etc.



60. Minimum 25' pre-blast is shown for main-line stubs labeled



61. Water main stubs have gate valve, MJ cap, full 20' joint of CL 52 DIP and flushing assy shown and labeled



62. Air release and vacuum breaker valves have been evaluated and shown



63. Appropriate FW detail drawings are included



64. Virginia Department of Health's Project Summary Report is

completed and included, see

<http://www.vdh.virginia.gov/content/uploads/sites/14/2016/04/General-Permit-Project-Summary-Report.pdf>



Sanitary Sewer

Description	Design Professional	Notes
65. Project sanitary sewer system has been modeled	<input type="button" value="▼"/>	
66. FW's sanitary sewer infrastructure has been evaluated and can meet project demands	<input type="button" value="▼"/>	
67. Manhole rim elevations are shown	<input type="button" value="▼"/>	
68. Sewer segments are labeled on plan and profile	<input type="button" value="▼"/>	
69. Water line crossings are shown above sewer min. 18" separation	<input type="button" value="▼"/>	
70. All crossings are labeled including min. 18" separation	<input type="button" value="▼"/>	
71. Connection points are labeled and identify party performing connection	<input type="button" value="▼"/>	
72. Special conditions, service disruption, bypass piping, etc., are clearly detailed	<input type="button" value="▼"/>	
73. Line diameters, pipe types, etc., are shown	<input type="button" value="▼"/>	
74. Sewer lines under permeable pavers should be minimized	<input type="button" value="▼"/>	
75. Applicable FW detail drawings are included	<input type="button" value="▼"/>	
76. Existing FW laterals, services, main stubs, etc., unutilized are shown with details for disconnection and removal	<input type="button" value="▼"/>	

77. Restrained joints in fill areas and 20' onto original ground are reflected



78. Drop connections are noted on plans and profiles; justification is provided



79. Multiple inside drop connections into same manhole have been evaluated and larger manhole is identified



80. Manholes larger than 4' are labeled



81. Deep sewer laterals are noted on plans and profiles



82. Pipe types are shown on plan and profile for all segments



83. Minimum 25' pre-blast is shown for main-line stubs



84. Air release and vacuum breaker valves have been evaluated and shown



85. Appropriate FW detail drawings are included



Sanitary Sewer Pump Stations

Description

Design Professional

Notes

86. Show all proposed site improvements



87. Pump station wet well accessible by vactor truck



88. Personnel door accessible to full-size pickup truck (suction lift pumps only)



89. Show and label existing contours



90. Show and label final contours



91. Show proposed utilities, including electrical and telephone services information



92. Show transformer and generator location and dimensions



93. Provide 100-year floodplain elevation and note on PS plan



94. Fence is shown on property line



95. Gently sloping minimum 3' gravel outside fence perimeter



96. Surface water is directed away from pump station lot



97. Paving and stone areas are labeled



98. Gate size is shown and post is min. 1' off pavement



99. Access road provides heavy truck access and slopes no greater than 10%



100. Station information sheets are complete including interim and buildout as applicable



101. Appropriate FW detail drawings are included



NOV 24



Commercial Entrance Site Plan Check List

PROJECT: _____

DESIGNER: _____ **DATE:** _____

**Verify
Items**

At a minimum, the following items must be provided in order to be considered for a Commercial Entrance Site Plan review. This check list must accompany plan submittal package.

1) Detailed sketch or plan including location map and north arrow. (Maximum sheet size 24"x36")
2) Show any adjacent and opposite side of roadway entrances. Provide distances to next adjacent entrance and nearest State highway intersections in each direction. Proposed entrance spacing must meet the Minimum Spacing Standards found in Appendix F of <i>VDOT's Road Design Manual</i> .
3) List tax map number(s), proposed use, size of development, and trip generation traffic volume and source.
4) Master plan for future development, if applicable.
5) Existing roadway information including State Route number, Highway Functional Classification, right-of-way width, speed limit, edges of pavement, existing pavement markings, signage, utility, ADT, etc.
6) Include existing and proposed contours and necessary spot grades.
7) Provide analysis of right and left turn lane warrants.
8) Specify VDOT entrance standard (e.g. VDOT Standard CG-11) and type (i.e. low volume, moderate volume, subdivision, or standard commercial) and show the placement of VDOT Standard CG-12 curb ramps on plans, notating final location to be determined by VDOT Inspector.
9) Identify required (including any adjustments for grade) and available* unobstructed stopping sight distance and intersection sight distance and line of sight profiles at all entrance(s). (*show the maximum available sight distance and not minimum required.) Provide sight distance easements where line of sight leaves right-of-way.
10) Provide entrance profile from center line of roadway to 25' beyond right-of-way with grading in accordance with the specified proposed VDOT standard entrance type.
11) Provide typical section of entrance(s) and turn lanes including dimensions, cross slopes and pavement design. VDOT Standard WP-2 Pavement Widening Detail to be included on all plans. Show in plan view limits of mill and overlay per WP-2 Detail.
12) Provide current VDOT General Notes on plan cover sheet.
13) Drainage – show pipe sizes, lengths and material types (existing and proposed). Provide drainage computations in accordance with <i>VDOT Drainage Manual</i> . Provide proposed culvert/storm sewer profile. Show directional flow arrows of proposed and existing drainage to culverts, entrance(s) and adjoining State highways. Notate or detail proposed pipe installation(s) in accordance with VDOT Standard PB-1.
14) Evaluate need for under-drainage (VDOT Standards UD-4, CD-1, CD-2) and drain either to low invert of drainage structure or daylight to VDOT Standard EW-12 as appropriate.
15) Provide current details with plan set of all VDOT Standards called for in design.
16) Provide signage and pavement markings on plan.
17) Construction entrance(s) should be shown off lowest traffic volume roadway adjacent to site.
18) Include Maintenance of Traffic (MOT) Plan for each phase of work on State Highways. At a minimum, use Temporary Traffic Control (TTC) details from "VA Work Area Protection Manual".
19) For land disturbance greater than 10,000 square feet on State right-of-way, add note that VDOT Erosion and Sediment Control Contractor Certification is required.

If any of the above items have not been provided, please attach detailed explanation.

(This side for VDOT Use Only)

FIELD CHECK NOTES:

FIELD SKETCH:

SIGNATURE: _____ DATE: _____

**FREDERICK COUNTY
DEVELOPMENT REVIEW FEES**

Revised - 03/21/2023

COMPREHENSIVE PLAN AMENDMENT

\$3,000 non-refundable

REZONING

\$1,000 – Proffer amendments not requiring a public hearing
\$5,000 base + \$100/acre – 2 acres or less
\$10,000 base + \$100/acre
More than 2, less than 150
\$10,000 base + \$100/acre first 150
+ \$50/acre over 150 acres

SUBDIVISION

Non-Residential	\$1,000 base
Design Plan	\$200/lot
Plat	\$100/lot

Residential (RP, R4, R5)

Design Plan	\$2,500/base \$100/lot
Plat	\$200/lot to 50 lots
	\$100/lot over 50 lots

Rural Areas (RA)

Sketch (Design)	\$2,500 base \$200/acre
Plat	\$200/lot

Rural Areas (RA)

Minor – 3 lots or less	\$200/lot
Lot Consolidation	\$200/lot
Boundary Line Adj.	\$200/lot

VARIANCE

\$400

BZA APPEAL

\$250

ZONING CERTIFICATION LETTER

\$250

ZONING DETERMINATION LETTER

\$100

SUBDIVISION ORDINANCE

EXCEPTION

\$500

MASTER DEVELOPMENT PLAN

\$3,000 base + \$100/acre for first 150
+ \$50/acre over 150 acres

CONDITIONAL USE PERMIT

Cottage Occupation	\$75
Telecommunication Tower greater than 50-FT in height	\$750
Other	\$750

ADMINISTRATIVE TOWERS PER 165-204.19

Up to five facilities/structures	\$100
Each additional facility	\$50
Small Cell Facilities	\$50
Co-location on an existing wireless structure	\$50

SITE PLAN

Non-residential:	\$2,500 base
	\$200/acre to 5 acres
	\$100/acre over 5 acres

Residential:	\$3,500 base
	\$300/unit to 20 units
	\$100/unit over 20 units

Minor Site Plan: \$500 for a new site plan that does not exceed 10,000 SF of disturbed area and/or that increases existing structure area by 20% or less.

POSTPONEMENT of any Public Hearing or Public Meeting by Applicant after Advertisement, to include Applicant requests to **TABLE** an agenda item \$750/occurrence.

THIRD & SUBSEQUENT PLAN REVIEWS

(Including County Attorney review) for a single development application \$500/review.

BOND MANAGEMENT

Establishment of bond	\$ 500
Reduction/Release	\$ 300
Replacement	\$ 300

TDR PROGRAM

TDR Application Review	\$300
(*Review includes TDR Letter of Intent)	
TDR Certificate	\$200
Certificate Ownership Transfer	\$50
Receiving Property Approval	\$200
Review of Sending Property	
Deed Covenant	\$100
Review of Deed of Transfer (Extinguishment Document)	
	\$100

CHAPTER 161 FEES

Installation License	\$300
Septic Haulers Permit	\$200
Residential Pump and Haul	\$50
Commercial Pump and Haul	\$500

SHORT-TERM LODGING (STL)

Permit	\$200
STL Permit Renewals	\$100