

## **SITE AS-BUILT**



July 1, 2012

**Beginning July 1, 2012, per Ordinance O12-19, a 2.75% technology fee will be assessed and collected on the total fees for all new and resubmitted applications until June 18, 2017.**

**STAFFORD COUNTY DEPARTMENT OF PLANNING & ZONING  
1300 COURTHOUSE ROAD  
P O BOX 339**

**STAFFORD, VIRGINIA 22555-0339**

**PHONE: 540-658-8668**

**FAX: 540-658-6824**

**[www.co.stafford.va.us](http://www.co.stafford.va.us)**

## **SITE AS-BUILT PLAN**

The official submission of the application shall include:

1. Complete application form (all appropriate information shall be included, including email addresses).
2. Application fee of \$126.38 (\$123.00 review fee + \$3.38 Technology Service Fee per Ordinance O12-19) made payable to: *Stafford County*.
3. Two (2) copies of Site As-Built plan must be submitted to the Department of Planning and Zoning at least one week prior to issuance of a Certificate of Occupancy. Contact the Department of Planning and Zoning at (540) 658-8668 for information.
4. To obtain a Certificate of Occupancy, contact the Department of Public Works, Building & Permit Division at (540) 658-8650.
5. Site As-Built signed and certified by engineer who prepared the plan.

### **Site As-Built Layout Information:**

1. Cover sheet must be sealed as “Site As-Built” and include planning project number and tax map and parcel number
2. Road names and parcel identification
3. Sheet should be no larger than 24”X 36”
4. Location and type of easements
5. Location and square footage of existing building with address
6. Identify front, rear and side building restriction lines and current setbacks
7. Elevation detail to include height of buildings
8. Current calculations for open space, floor area ratio, parking
9. Location and width of sidewalks
10. Location and width of travel lanes
11. Buffer and screening devices to separate uses within the development
12. Location and screening (if applicable) for mechanical units
13. Location of outside waste facilities/trash receptacles and screening
14. Location of exterior lighting
15. Location of any signs; stop signs, directional, monument, etc.
16. Parking Area
  - a. Marked parking spaces showing width, depth and layout dimensions
  - b. Parking spaces marked and designated for handicapped persons, locations of ramps per ADA
  - c. Locations and size of loading areas
17. Proffers and Implementation plan
18. Conditional Use Permits and implementation plan

STAFFORD COUNTY  
Department of Planning and Zoning



RECEIVED BUT NOT OFFICIALLY SUBMITTED DATE: _____ INITIALS _____  OFFICIALLY SUBMITTED DATE: _____ INITIALS _____
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SITE AS-BUILT

<b>PROJECT INFORMATION</b>		PROJECT #: _____
PROJECT NAME _____	SECTION _____	
ADDRESS (IF AVAILABLE) _____	TOTAL SITE/ ACREAGE _____	
TAX MAP /PARCEL(S) _____	ZONING DISTRICT _____	
LOCATION OF PROJECT _____		

**APPLICANT/AGENT** (Provide attachment if differs): Primary Contact Person

NAME _____	COMPANY _____		
ADDRESS _____	CITY _____	STATE _____	ZIP _____
PHONE NUMBER _____	FAX NUMBER _____		
EMAIL ADDRESS _____			

**OWNER** (Provide attachments if multiple owners): Primary Contact Person

NAME _____	COMPANY _____		
ADDRESS _____	CITY _____	STATE _____	ZIP _____
PHONE NUMBER _____	FAX NUMBER _____		
EMAIL ADDRESS _____			

**ENGINEER/SURVEYOR:** Primary Contact Person

NAME _____	COMPANY _____		
ADDRESS _____	CITY _____	STATE _____	ZIP _____
PHONE NUMBER _____	FAX NUMBER _____		
EMAIL ADDRESS _____			

Fee Paid: \$126.38      Yes       No