

Caroline County Planning and Zoning Department

Request for a Pre-Application Meeting

INFORMATION ON PRE-APPLICATION MEETINGS

Pre-Application meetings between the applicant and the County's Technical Review Committee (TRC) are required for rezoning applications and strongly encouraged for all other projects. TRC meetings are held the first Thursday of the month and no more than three (3) pre-application requests are scheduled on an agenda. Meetings are scheduled on a first come, first served basis. Applications must be submitted by the 15th of the month to be placed on the following months agenda. Applications deemed incomplete will not be placed on an upcoming agenda until deficiencies are corrected.

For the meeting to be most beneficial for you, it is **required** that you submit a preliminary layout of your request. Either a hard copy (11x17) or an electronic PDF version of the layout is acceptable. An engineered plan is not required.

Please provide the requested information to the best of your ability. A member of the Planning and Zoning Department will be happy to assist you, should you have any questions.

Contact person for Pre-application meetings and scheduling:

Lisa Zech at lzech@co.caroline.va.us or 804.633.5244

APPLICANT/CONTACT INFORMATION

Applicant Name: _____ Contact Name: _____

Phone: _____ Phone Name: _____

Email: _____ Email: _____

Meeting Preference: In-Person Virtual Both

PROPERTY INFORMATION/EXPLANATION

Tax Parcel IDs: _____

Property Owner Name: _____ Property Address, (if applicable): _____

Type of Project: Rezoning Special Exception Permit Site Plan Preliminary Plat

Detailed Project Description (*attach additional information as necessary*): _____

PROJECT DATA:

Total Project Acres: _____

Building Code Use Type: _____

Total Disturbed Acres: _____

Building Code Construction Type: _____

Total Building Square Footage: _____

Max. Number of Stories (Building Height): _____ Proposed

Roads: Public

Private Both

On Street Parking: Yes

No

Proposed Utilities: Public Water

Private Well

Public Sewer

Private Septic

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Pre-Application Meeting Requested Discussion Items

Please check below specific questions/concerns you need addressed at your preliminary meeting. Please note this is not an exhaustive list of topics that may be discussed. Rather this list represents the concerns most often voiced by applicants early in the development process. Some questions below may require additional information be provided in order for staff to confirm.

Planning and Zoning

- Are there any zoning or public hearing cases that apply to subject parcels?
- Is this a permitted use per the zoning?
- What are the required setbacks?
- What Overlay Districts are applicable to the site?
- Is a landscaping plan required?
- Are there any buffers required? What are the parking requirements?
- What are the loading and stacking requirements?
- Are there special provisions for outside storage?
- Is a lighting plan required?
- What do I need to do to subdivide the property? What easements are needed.

Building

- Are there any Building Code considerations?
- Will automatic fire protection (sprinkler system) be required?
- What are the Americans with Disabilities Act (ADA) requirements for the site?

Utilities

- Is public water/sewer available to the property?
- Is the site required to connect to public water/sewer? Will the dedication of easements be required?
- Is there adequate capacity?
- Is there adequate water flow to meet fire suppression requirements? How are connection fees calculated?

Fire

- Will fire lanes be required?
- What are the fire flows required?
- Where are Fire Department Connections (FDCs) needed?
- Are additional hydrants needed?

Environmental

- What will be the requirement for compliance with the Chesapeake Bay Act?
- Do floodplains exist on the site?
- Is a perennial flow determination required?
- Will a stormwater management plan be required?

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Pre-Application Meeting Requested Discussion Items

VDOT/County Transportation

- What are the recommended access locations?
- Do proposed entrances meet spacing and access management standards? Identify the right of right-of-way, functional classification and speed of the road. What is the ultimate right-of-way?
- Does the proposed roadways and entrances meet geometric design standards, i.e. typical section, angle of approach, radius, etc...?
- What improvements are required at the entrance(s)?
- How are bike and pedestrian accommodations addressed with the project? Will a traffic impact analysis (TIA) be required for the project?
- Will turn lanes be required?
- Is there sufficient sight distance?
- Will internal circulation or stacking affect the public roadway? Will the roads be privately or state maintained?
- Does the project meet VDOT's Secondary Street Acceptance Requirements? Are there any special traffic studies in the project area?
- Are there any proposed County or State road improvement projects in the area? Are there any funded roadway projects in the area?
- What road improvements can I expect to make with my proposed development?
- Are there additional approved or proposed projects in the area to consider

Other questions/Concerns

Please use the space below (or attach additional sheets) to describe any specific questions or concerns you would like addressed at the meeting.

Please reference the following documents as you develop your project:

1. Caroline County Zoning Ordinance
<https://co.caroline.va.us/270/Zoning-Ordinance> :
2. Caroline County Subdivision Ordinance:
<https://co.caroline.va.us/269/Subdivision-Ordinance>
3. Caroline County Water & Sewer Design & Construction Standards:
<https://co.caroline.va.us/DocumentCenter/View/498/>
4. Environmental Checklist
5. Department of Environmental Quality
<https://www.deq.virginia.gov/permits/water>
6. VDOT Land Developers Information Center:
https://www.virginiadot.org/info/land_use.asp
7. Virginia Department of Health
<https://www.vdh.virginia.gov/environmental-health/onsite-sewage-water-services-updated/>

STAFF USE ONLY

Project Number: _____

TRC Meeting Date/Time: _____

Date Request Received: _____

Attendance: In-Person Virtual Both