



Town Planner's Office
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Gordonsville, Virginia 22942
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R-2 ZONING PERMIT
(For multi-family/townhome developments)

I. IDENTIFICATION AND PROPERTY LOCATION

Name of Property Owner:
Tax Map Identification Number:
Physical Address of proposed site:
Mailing Address:
Telephone Number: Fax Number:
E-mail Address:
Name of Contractor:
Contractor's Mailing Address:
Telephone Number: Fax Number:
E-mail Address:
\*Does Contractor have a Town of Gordonsville Business License? YES NO

II. PRESENT ZONING CLASSIFICATION (Multi-family development is permitted in the R-2 zoning district only)

- R-1 (Residential) R-4 (Low Density Residential) M-1 (General Industrial)
R-2 (Multi-Family/Town House) B-1 (General Business)
R-3 (Professional/Residential) B-2 (Restricted Business)

III. TYPE OF DEVELOPMENT

- Duplex Dwelling Multi-family Dwelling of more than 2 units Townhome Dwellings
New Expansion New Expansion New Expansion
Other
New Expansion

IV. BUILDING/SITE INFORMATION

Height of structure Number of stories Basement(s)? YES NO
Number of existing dwelling units Number of proposed dwelling units
Square feet of existing structure Square feet of new construction
Lot area (sq. ft.) Lot width (at front setback line) Corner lot? YES NO
# of off-street parking spaces proposed:
Setbacks:
Front (from center of road or curb) Rear yard
Right side yard Left side yard
Public water available? YES NO Public sewer available? YES NO
Number of proposed connections: Water Sewer N/A

Property located within the Town of Gordonsville Historic Overlay District (HOD)?  
(Properties located within the Town's HOD first require the issuance of a Certificate of Appropriateness from the Board of Architectural Review (BAR))

- Yes (COA # \_\_\_\_\_ Date of Issuance \_\_\_\_\_)
- No

An application for a Zoning Permit for a permitted use shall be accompanied by the appropriate number of an acceptable site plan(s) with such reasonable information shown as shall be required by the Zoning Administrator. **Please see Attachment A for Site Plan Requirements:**

**V. ADDITIONAL REMARKS**

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**VI. APPLICATION FEES**

**Multi-family units of 14 or less units:**

\$200.00 Zoning Permit Review Fee & \$300.00 Water System Engineering Review Fee (made payable to the Town of Gordonsville Town Treasurer)

\$500.00 Soil and Erosion Review Fee (made payable to the Orange County Treasurer)

\$0.50 (per foot) Sewer Collection System Review Fee (made payable to Rapidan Service Authority)

**Multi-family units of 15 or more units:**

\$200.00 Zoning Permit Review Fee & \$300.00 Water System Engineering Review Fee (made payable to the Town of Gordonsville Town Treasurer)

\$500.00 Soil and Erosion Review Fee (made payable to the Orange County Treasurer)

\$0.50 (per foot) Sewer Collection System Review Fee (made payable to Rapidan Service Authority)

\$1,000 Traffic Impact Analysis Review Fee (made payable to Commonwealth of Virginia)

\_\_\_\_\_  
**Signature of Property Owner(s)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Please print name of signature**

The applicant must submit an original and seven (7) copies of a completed application package along with the non-refundable application fee(s). A completed application package should include – R-2 zoning permit application form, signed by the current property owner; site development plan; all information listed on the VDOT Final Site Plan Check List and Traffic Impact Analysis (TIA) [if applicable]. (Please see Attachment A and B for check lists of Town and VDOT requirements. See Attachment C for VDOT TIA guidelines.

*A copy of this permit and approved site plan must be presented to the Orange County Building Inspector's Office to obtain a building permit. All construction shall conform to the Town of Gordonsville Land Development Ordinance and the Virginia uniform Statewide Building Code. A Certificate of Occupancy will require an approved Zoning Inspection.*

*Approved Zoning Permits are valid for six (6) months.*

**FOR OFFICE USE ONLY**

Permit Number \_\_\_\_\_

**Approved**

**Denied**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Zoning Administrator**

**This permit shall expire on \_\_\_\_\_20\_\_\_\_\_ (Pursuant to Section 802.05-3 Town of Gordonsville Land Development Ordinance unless applicant demonstrates that the permit is being exercised for the purpose for which it was issued).**

**ATTACHMENT A**  
**R-2 ZONING PERMIT SITE PLAN – TOWN REQUIREMENTS**

- 1. Density (Section 602.06-1 & 701.00).
- 2. Lot dimensions and setbacks (Section 701.00 & 802.02-1).
- 3. Location of street right-of-way lines, street signage plan, and street names (Section 602.06-5, 602.06-6 & 802.02-1).
- 4. Grading plan (Section 602.06-16).
- 5. Location of utilities, private and public easements (Section 602.06-15, 701. & 802.02-1).
- 6. Location, size, use and height of existing & proposed structure[s] (Section 701. & 802.02-1).
- 7. Location of water courses (Section 802.02-1).
- 8. Floodways identified (Section 602.06-14).
- 9. Location and percentage of open space (Section 602.06-2).
- 10. Outdoor lighting plan (Section 602.06-7).
- 11. Pedestrian circulation plan (Section 602.06-8).
- 12. Parking and site access plan (Section 602.06-9 & 703).
- 13. Water and sewer systems layouts (Section 602.06-10 & 602.06-12) [*sewer requirements per Rapidan Service Authority*]. Information on RSA's requirements is available by contacting RSA at 800-468-1049.
- 14. Community facility plan (Section 602.06-11).
- 15. Drainage plan (Section 602.06-13) [*meeting requirements of the Orange County Community Development & VDOT*]. Information on Orange County's requirements is available by contacting the Orange County Community Development Office at 540-672-4347 or on their web site at [http://orangecountyva.gov/plan\\_and\\_zon/pform.asp](http://orangecountyva.gov/plan_and_zon/pform.asp) .
- 16. Natural amenities protection plan (Section 602.06-17).
- 17. Landscaping & Screening Plan (Section 602.06-18).
- 18. Fencing Plan (Section 709).
- 19. Location, zoning, and name and address of abutting properties (Section 802.02-1).
- 20. Special regulations (Section 708) [*Town homes only*].

Additional information available in the Town of Gordonsville Land Development Ordinance, which can be found on the Town web site at <http://www.townofgordonsville.org/DocumentView.aspx?DID=884> .

**ATTACHMENT B**



**FINAL SUBDIVISION AND SITE PLAN CHECK LIST**

NAME OF WORK SITE \_\_\_\_\_ ROUTE \_\_\_\_\_  
 DEVELOPER \_\_\_\_\_ PH. (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
 ADDRESS \_\_\_\_\_ ZIP \_\_\_\_\_  
 ENGINEER \_\_\_\_\_ PHONE (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
 COUNTY \_\_\_\_\_ VDOT RESIDENCY \_\_\_\_\_

**GENERAL INFORMATION**

	Plan Sheet to Include	Yes	No	Reason for No
1	Site plan name.			
2	Date of plan.			
3	Standard cover sheet with surveying and mapping control information. Vicinity map (1"=2000') and title block information section completed.			
4	North arrow, designation of north orientation, match lines & sheet nos.			
5	Contour intervals every 5'.			
6	Boundary survey of record.			
7	Seal and signature on each sheet by a Virginia registered professional engineer or land surveyor.			
8	Show total acreage, current zoning, and proposed zoning by acres.			
9	Parcel identification, tax map, ref. numbers, owners names, present zoning, and use of all abutting parcels.			
10	Any waivers or zoning variances granted for the project shown on the plans.			
11	Master plan (all phases or proposed sections).			
12	Show site layout including lot nos. & acres, tabulate total no. of lots or units to acct. for site acreage.			

## FINAL SUBDIVISION AND SITE PLAN CHECK LIST

NAME OF WORK SITE \_\_\_\_\_ ROUTE \_\_\_\_\_

	Plan Sheet to Include	Yes	No	Reason for No
13	Show state route nos. & names on all existing streets to which connections are to be made. Also, all proposed street names.			
14	Show right-of-way lines, width, centerline, limits of construction, & pavement width.			
15	Set of general notes explaining details of plan.			
16	Written description of all plan revisions shall accompany all revised plans submitted for re-evaluation & approval.			
<b>GEOMETRICS</b>				
1	Location of entrance & distance measured to nearest intersection of state route or crossovers for field verification of sight distance.			
2	Radius of all curb returns to face of curb. On streets where curb & gutter are not required, indicate radius to edge of pavement.			
3	All proposed street frontage & intersection improvements.			
4	Proposed bldg. location, use, square footages & distance to property lines.			
5	Indicate all temporary turnaround construction with easements as indicated on preliminary plans.			
6	Show existing entrances, street connections, crossovers, etc., that are located along existing roadway that may be affected by the development.			
7	Existing & proposed rights of way, centerline, width, & route no.			
8	Crossover spacing & sight distance in both directions.			
9	Indicate lengths of existing & proposed deceleration, left & right turn storage lanes.			

## FINAL SUBDIVISION AND SITE PLAN CHECK LIST

NAME OF WORK SITE \_\_\_\_\_ ROUTE \_\_\_\_\_

	Plan Sheet to Include	Yes	No	Reason for No
10	Indicate right of way, centerline distance including curve data, delta, radius, arc, chord, tangent, & profile.			
11	Show sight distance at all street intersections & landscaping, sign placement & all obstructions that may affect or obstruct sight distance.			
12	Provide sufficient information on each proposed development street including estimated future traffic so that the Resident Engineer can approve functional classification before final design stage.			
13	Soils map information & actual tested CBR values under proposed roadway.			
<b>DRAINAGE</b>				
1	Show direction of drainage flow for streets, storm sewer, valley gutters, subdrains, & the like, & all existing streams.			
2	Show location of all streams or drainageway related to construction.			
3	Existing storm drainage system & proposed major drainage structures.			
4	Show 100-yr. flood boundaries, source of information, & square footage used.			
<b>UTILITIES</b>				
1	Show all existing utilities & if within limits of proposed right of way.			
2	Provide any notes or information necessary to explain intent & purpose of utilities or adjustment of existing utilities.			
3	Existing & proposed easements, width, & use. Note certifying applicant has right to use existing ingress easement to make any proposed improvements.			

## FINAL SUBDIVISION AND SITE PLAN CHECK LIST

NAME OF WORK SITE \_\_\_\_\_ ROUTE \_\_\_\_\_

	Plan Sheet to Include	Yes	No	Reason for No
4	Existing sanitary sewer, waterline, fire hydrants, & other existing utilities.			

### TRAFFIC ANALYSIS

1	Apts., townhouses, or time-share units should include no. of units & how parking will be handled.			
2	Traffic analysis for development on existing & proposed facility. Level of service with & without proposed development. Must include existing & buildout year.			
3	Intersection analysis including need for signalization, channelization, turn lanes, & modification of existing signals.			
4	Recommendations for roadway improvements to accommodate existing traffic & proposed traffic generated by development.			
5	Indicate any notes or information necessary to explain intent & purpose of proposed traffic analysis.			
6	Traffic counts, left/right turn movements, & typical street section. Traffic impact study, if required.			

### TRAFFIC IMPACT ANALYSIS REPORT CONTENTS

1	Introduction. A. Site & study area boundaries. B. Existing & proposed site uses. C. Existing & proposed nearby uses. D. Existing & proposed roadways & intersections.			
2	Analysis of existing traffic conditions. A. Daily & peak hour(s) traffic volumes. B. Capacity analysis at critical points. C. Levels of service at critical points.			
3	Analysis of future conditions without development. A. Daily & peak hour(s) traffic volumes. B. Capacity analysis at critical points. C. Levels of service at critical points.			

## FINAL SUBDIVISION AND SITE PLAN CHECK LIST

NAME OF WORK SITE \_\_\_\_\_ ROUTE \_\_\_\_\_

	Plan Sheet to Include	Yes	No	Reason for No
4	Trip generation.			
5	Trip distribution/direction split.			
6	Traffic assignment/turning movements.			
7	Analysis of future conditions with development. A. Future daily & peak hour(s) traffic volumes. B. Capacity analysis at critical points. C. Levels of service at critical points.			
8	Recommended Improvements. A. Proposed recommended improvements. B. Capacity analysis at critical points. C. Levels of service at critical points.			
9	Conclusion.			

### OTHER

1	Name of any previously approved plan must be referenced on plans.			
2	Certification by submitter that plans conform to all VDOT design standards, as well as county ordinances, comprehensive plans & regulations.			

Certification

I certify that the above stated information is included in the attached plans.

\_\_\_\_\_  
Engineer's Signature

\_\_\_\_\_  
Date

**ATTACHMENT C**

**Chapter 527 - Traffic Impacts and Requirements**

Process		Threshold	Review Process*	Fee**
Comprehensive Plan and Plan Amendments		5,000 VPD on state-controlled highways, or  Major change to infrastructure / transportation facilities	Application submitted to VDOT for review and comment  VDOT may request a meeting with the locality within 30 days  Review to be completed in 90 days or later if mutually agreed	\$1000 covers first and second review  (No fee if initiated by locality or other public agency)
Rezoning	Residential	100 VPH on state-controlled highways, or  100 VPH on locality maintained streets AND within 3000 feet of a state maintained highway, or  200 VPD AND more than doubles current traffic volume on a state controlled highway	TIA and Application submitted to VDOT for review and comment  VDOT may request a meeting with the locality and applicant within 45 days  Review to be completed in 45 days if no meeting is scheduled or within 120 days otherwise  NOTES:  1. When a related comprehensive plan revision and rezoning proposal are being considered concurrently for the same geographical area, then only a rezoning TIA package is required.	For first and Second review:  \$500 - 100 VPH or less  \$1000 - more than 100 VPH  (No fee if initiated by locality or other public agency)
	All Other Land Uses ***	250 VPH or 2500 VPD on state-controlled highways, or  250 VPH or 2500 VPD on locality maintained streets AND within 3000 feet of a state maintained highway		
Subdivision Plat, Site Plan, or Plan of Development	Residential	100 VPH on state-controlled highways, or  100 VPH on locality maintained streets AND within 3000 feet of a state maintained highway, or  200 VPD AND more than doubles current traffic volume on a state controlled highway	TIA and Application and Plans submitted to VDOT for review and comment.  VDOT may request a meeting with the locality and applicant within 30 days  Review to be completed in 30 days if no meeting is scheduled or within 90 days otherwise  NOTES:  1. Not required IF assumptions and conclusions remain valid in the Rezoning TIA submitted to VDOT in accordance with Chapter 527 (must include copy of previous TIS if rezoning approval is more than 2 years old) 2. Required IF a Rezoning TIA was NOT submitted to VDOT in accordance with Chapter 527 3. Required IF conditions analyzed in Rezoning TIA submitted to VDOT in accordance with Chapter 527 have materially changed such that adverse impacts to state-controlled highways have increased	For first and Second review:  \$500 - 100 VPH or less  \$1000 - more than 100 VPH  (No fee if initiated by locality or other public agency)
	All Other ***	250 VPH or 2500 VPD on state-controlled highways, or  250 VPH or 2500 VPD on locality maintained streets AND within 3000 feet of a state maintained highway		

\* For proposals generating less than 1000VPH the locality and/or applicant may request a Scope of Work Meeting with VDOT. For proposals generating 1000 VPH or more the locality and/or applicant shall hold a Scope of Work Meeting with VDOT.

\*\* Third or subsequent submissions require additional fee as though they were an initial submission.

\*\*\* For mixed use developments, a proposal is deemed to have significant impact if the trips associated with the residential component exceed 100 VPH, or if the total trips generated exceed either 250 VPH, or 2500 VPD.