



LAND DEVELOPMENT GUIDE



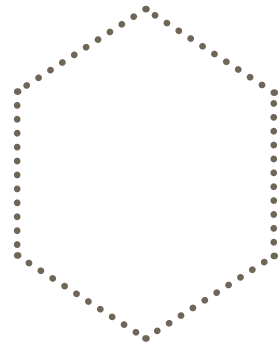
INTRODUCTION

The Land Development Guide has been prepared by the Town of Pulaski so that the review procedures, zoning ordinance, and the decision processes of the Town related to land development applications are easily understood and followed and the necessary application requirements are met. The guide provides photographs and illustrations to clarify the various components of the application processes. With the help of the guide, property owners, developers, engineers and the public can have a clear understanding of the development processes, while the applicants and the reviewers can be more efficient in ensuring compliance with all applicable federal, state and local regulations.



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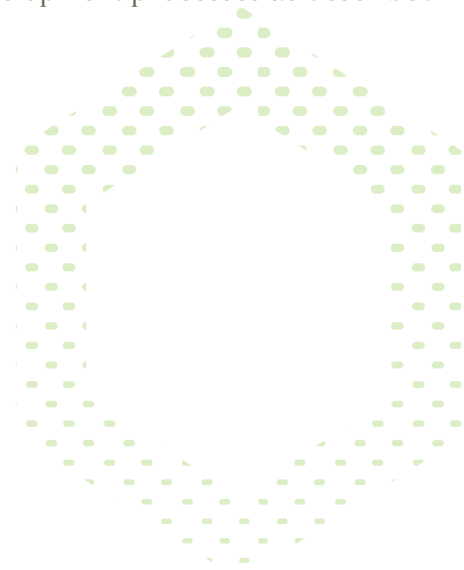
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1 ZONING ORDINANCE GUIDE

Zoning is a land use regulation that is used to protect a community’s health, safety and welfare. The Town of Pulaski is divided into multiple zones, and standards and regulations for development within each of the zones are prescribed. Examples of such standards and regulations are allowable uses for property, setbacks, and height and size restrictions for buildings. The regulations are codified in the Zoning Ordinance, which contains both zoning map and the regulation text.

The illustrations in this guide provide descriptions of important zoning requirements and parameters to clarify some regulations that have been adopted by the Town Council, but it should be noted that they are not complete descriptions of all the zoning requirements. All standards and regulations must be adhered to during the application and development processes as described within the text of the Zoning Ordinance.



ZONING DISTRICTS

Zoning Districts classify lots and parcels into categories such as residential, commercial, and industrial districts to designate different types of uses. Each district is further divided into specific subcategories to designate different densities or intensities of uses. Following lists and diagrams illustrate the major requirements of common zoning districts as specified in the Zoning Ordinance.

RESIDENTIAL

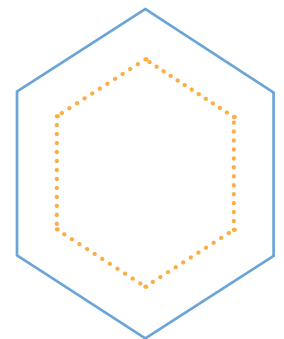
- Rural Residential District (RR)
- Rural Residential District, corner lot (RR)
- Single Family Residential (R-1)
- Two-Family Residential (R-2)
- Multi-Family Residential (R-3)
- Residential Office District (R-O)

COMMERCIAL

- Local Business District (B-1)
- General Business District (B-2)
- Central Business District (B-3)

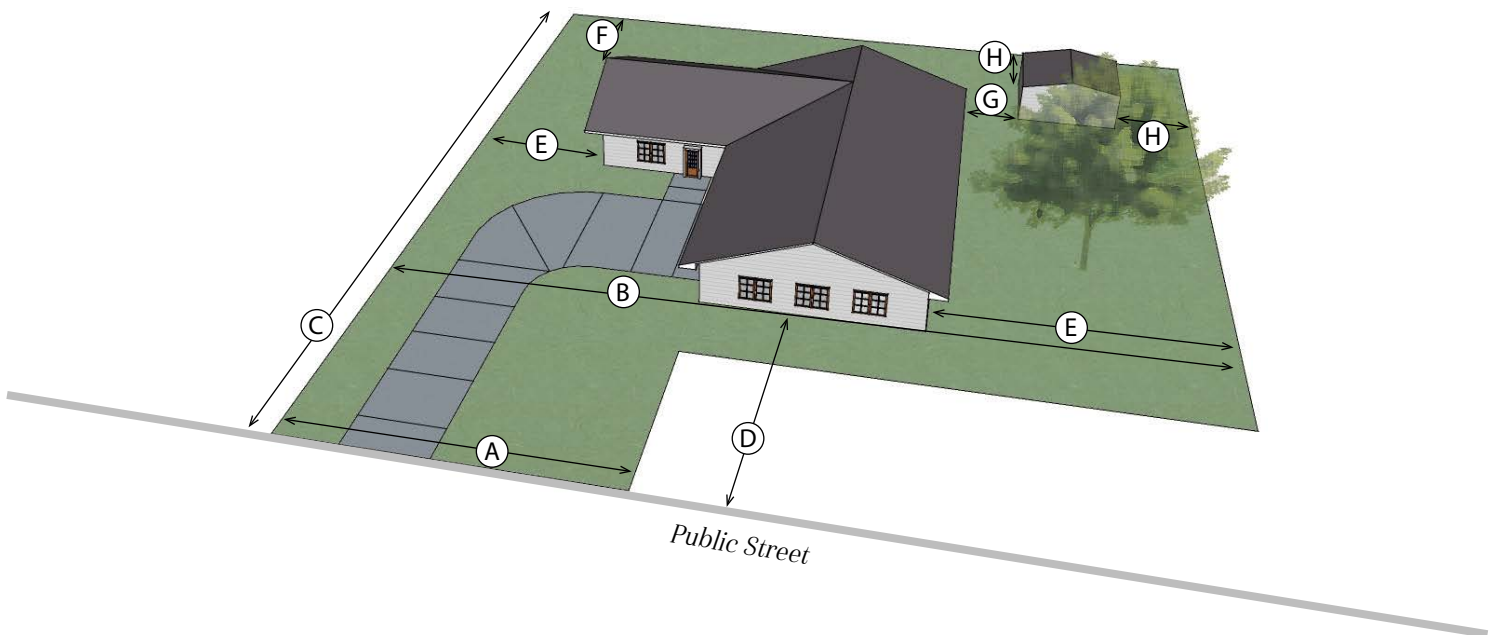
INDUSTRIAL

- Light Industrial (I-1)
- Industrial District (I-2)



RR RURAL RESIDENTIAL DISTRICT

MINIMUM AREA:
21,500 SQ FT



MINIMUM LOT
REQUIREMENTS:

- Ⓐ Frontage: 25 ft
- Ⓑ Lot Width: 150 ft
- Ⓒ Depth: 150 ft

MINIMUM SETBACK
REQUIREMENTS:

- Ⓓ Front: 35 ft
- Ⓔ Side: 12 ft
- Ⓕ Rear: 25 ft

ACCESSORY
STRUCTURES:

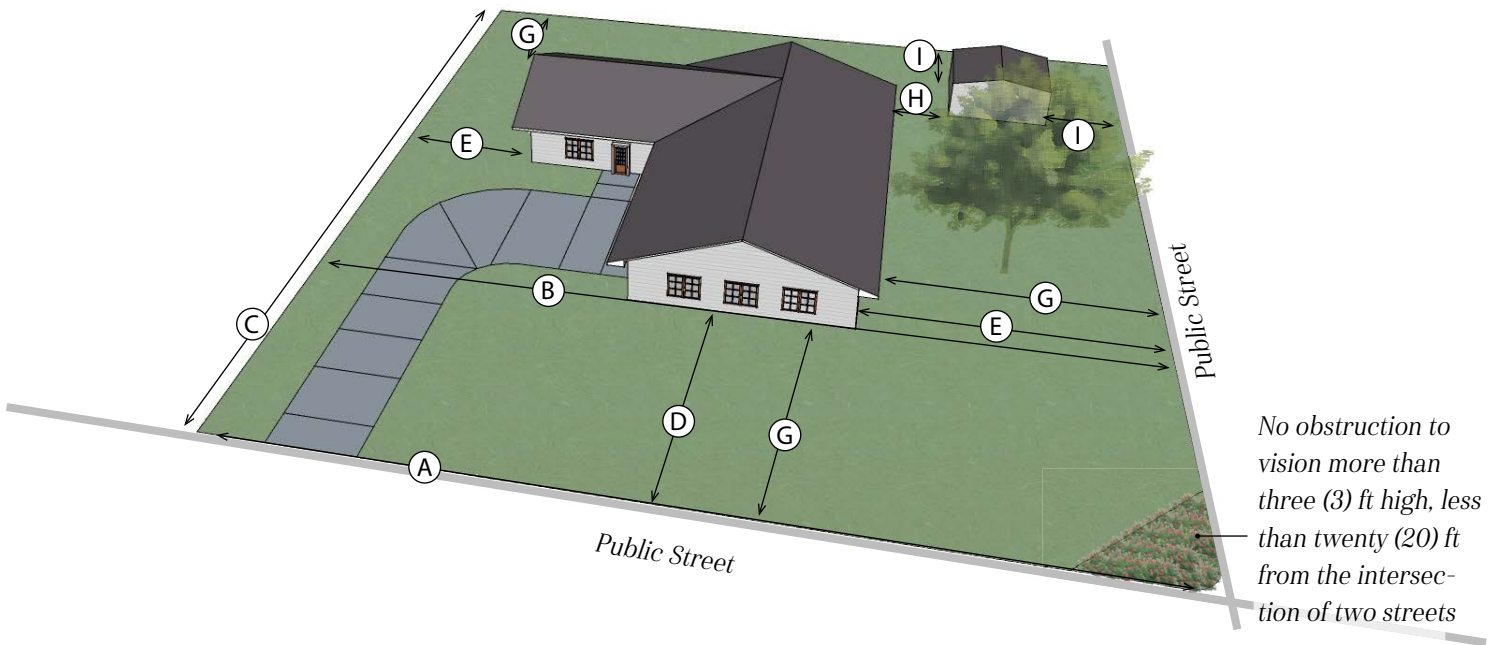
- Ⓖ Distance from Principle Structure: 5 ft
- Ⓗ Rear & Side Setback: 5 ft

MAXIMUM
DENSITY:

Two (2) units per acre

RR RURAL RESIDENTIAL DISTRICT CORNER LOT

MINIMUM AREA:
21,500 SQ FT



MINIMUM LOT REQUIREMENTS:

- (A) Frontage: 25 ft
- (B) Lot Width: 150 ft
- (C) Depth: 150 ft

MINIMUM SETBACK REQUIREMENTS:

- (D) Front: 35 ft
 - (E) Side: 12 ft
 - (F) Rear: 25 ft
- Setbacks from all public streets: 35 ft*

ACCESSORY STRUCTURES:

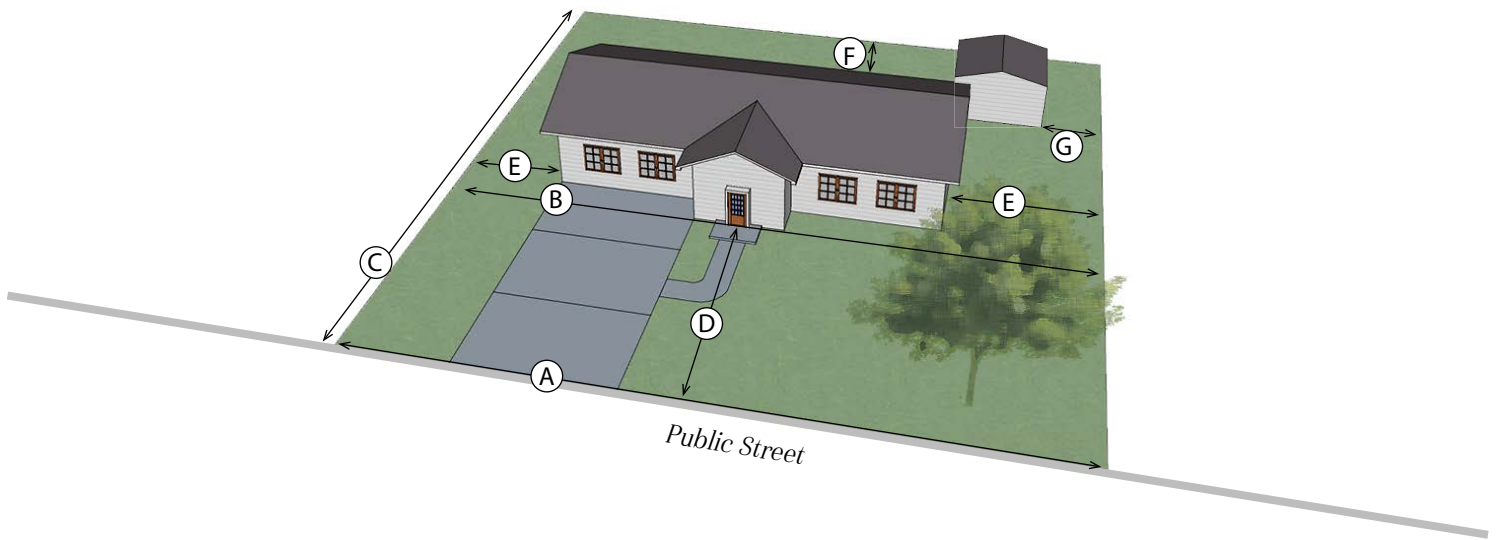
- (G) Distance from Principle Structure: 5 ft
- (H) Rear & Side Setback: 5 ft

MAXIMUM DENSITY:

Two (2) units per acre

R-1 SINGLE FAMILY RESIDENTIAL

MINIMUM AREA:
10,000 SQ FT



MINIMUM LOT REQUIREMENTS:

- Ⓐ Frontage: 25 ft
- Ⓑ Lot Width: 100 ft
- Ⓒ Depth: 100 ft

MINIMUM SETBACK REQUIREMENTS:

- Ⓓ Front: 35 ft
- Ⓔ Side: 12 ft
- Ⓕ Rear: 25 ft

ACCESSORY STRUCTURES:

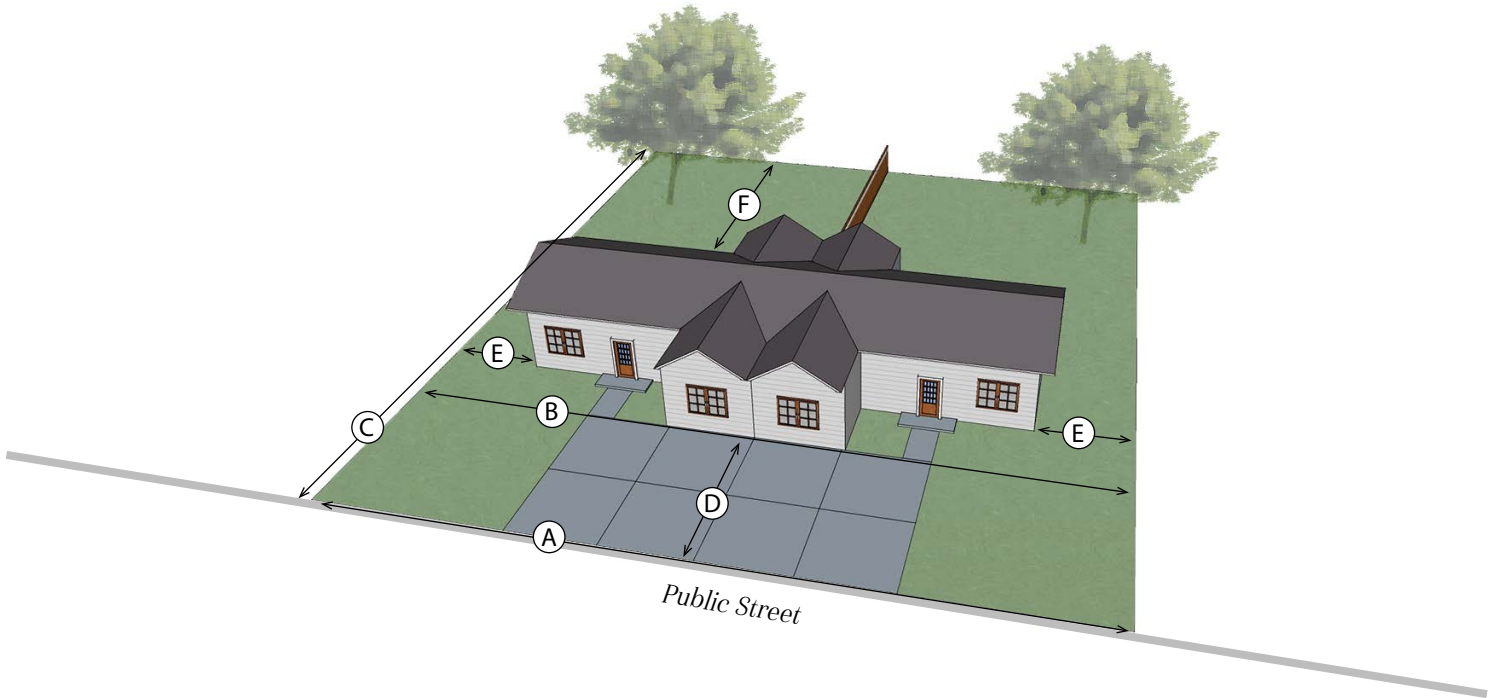
- Ⓖ Distance from Principle Structure: 5 ft
- Ⓗ Rear & Side Setback: 5 ft

MAXIMUM DENSITY:

Four (4) units per acre

R-2 TWO-FAMILY RESIDENTIAL

MINIMUM AREA:
 SINGLE FAMILY: 10,000 SQ FT
 TWO-FAMILY: 12,500 SQ FT



MINIMUM LOT REQUIREMENTS:

- (A) Frontage: 25 ft
- (B) Lot Width: 150 ft
- (C) Depth: 100 ft

MINIMUM SETBACK REQUIREMENTS:

- (D) Front: 35 ft
- (E) Side: 10 ft
- (F) Rear: 25 ft

ACCESSORY STRUCTURES:

- (G) Distance from Principle Structure: 5 ft
- (H) Rear & Side Setback: 5 ft

MAXIMUM DENSITY:

Single Family:
 Four (4) units per acre

Two Family:
 Six (6) units per acre

R-3 MULTI-FAMILY RESIDENTIAL

MINIMUM AREA:
 SINGLE FAMILY: 10,000 SQ FT
 TWO-FAMILY: 12,500 SQ FT
 MULTI-FAMILY: 15,625 SQ FT



MINIMUM LOT REQUIREMENTS:

- Ⓐ Frontage: 50 ft
- Ⓑ Lot Width: 50 ft
- Ⓒ Depth: 80 ft

MINIMUM SETBACK REQUIREMENTS:

- Ⓓ Front: 25 ft
- Ⓔ Side: 5 ft, plus one (1) ft for each ft of building height over thirty-five (35) ft
- Ⓕ Rear: 25 ft

ACCESSORY STRUCTURES:

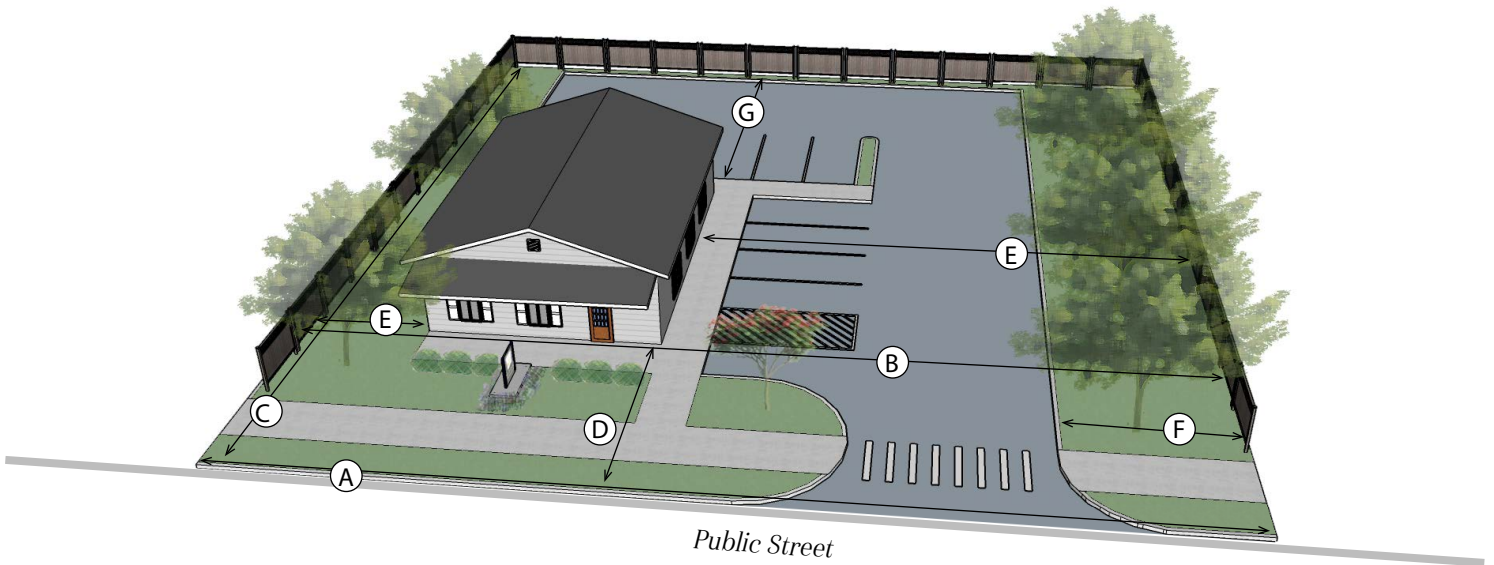
- Ⓖ Distance from Principle Structure: 5 ft
- Ⓗ Rear & Side Setback: 5 ft

MAXIMUM DENSITY:

- Single Family: Four (4) units per acre
- Two Family: Six (6) units per acre
- Multi-Family: Nine (9) units per acre

RO RESIDENTIAL OFFICE DISTRICT

MINIMUM AREA:
10,000 SQ FT



MINIMUM LOT
REQUIREMENTS:

- Ⓐ Frontage: 50 ft
- Ⓑ Lot Width: 100 ft
- Ⓒ Depth: 100 ft

MINIMUM SETBACK
REQUIREMENTS:

- Ⓓ Front: 25 ft
- Ⓔ Side: 10 ft
- Ⓕ Side: 15 ft buffer +
fence when abuts a
residential property
- Ⓖ Rear: 25 ft

ACCESSORY
STRUCTURES:

- Distance from
Principle
Structure: 5 ft
- Rear & Side
Setback: 12 ft

MAXIMUM
DENSITY:

- Single Family:
Four (4) units
per acre
- Two Family:
Six (6) units
per acre
- Multi-Family:
Nine (9) units
per acre

B-1 LOCAL BUSINESS DISTRICT

MINIMUM AREA:
7,500 SQ FT



MINIMUM LOT REQUIREMENTS:

Ⓐ *Frontage: 100 ft*

MINIMUM SETBACK REQUIREMENTS:

Ⓑ *Front: 25 ft*

Ⓒ *Side: 10 ft*

Ⓓ *Rear: 25 ft*

Ⓔ *Setbacks from all public streets 25 ft*

ACCESSORY STRUCTURES:

Distance from Principle Structure: 5 ft

Max. Height: 10 ft

Min. Side Setback: 5 ft

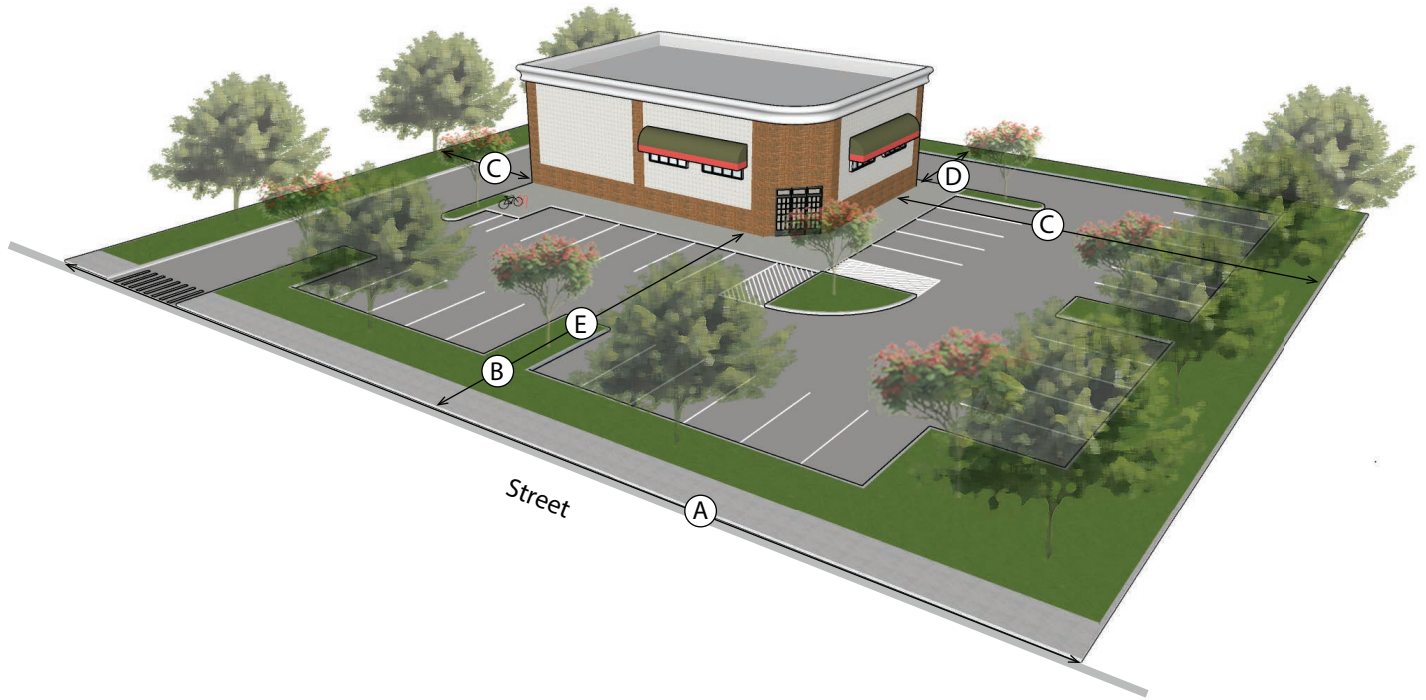
MAXIMUM LOT REQUIREMENTS:

Lot Coverage: 70%

Structure Height: 48 ft

B-2 GENERAL BUSINESS DISTRICT

MINIMUM AREA:
10,000 SQ FT



MINIMUM LOT REQUIREMENTS:

- Ⓐ Frontage: 50 ft
- 20% Greenspace

MINIMUM SETBACK REQUIREMENTS:

- Ⓑ Front: 25 ft
- Ⓒ Side: 10 ft
- Ⓓ Rear: 25 ft
- Ⓔ Setbacks from all public streets 25 ft

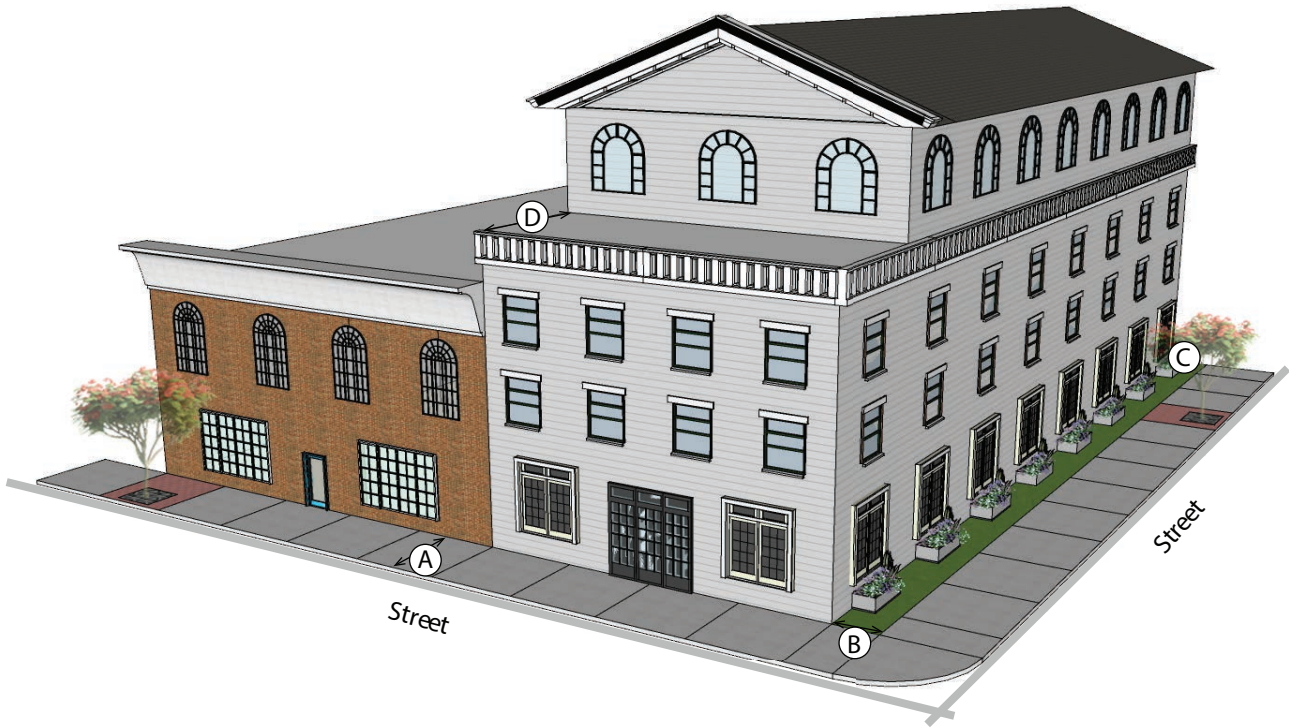
ACCESSORY STRUCTURES:

- Distance from Principle Structure: 5 ft
- Max. Height: 10 ft
- Min. Side Setback: 5 ft

MAXIMUM LOT REQUIREMENTS:

- Lot Coverage: 70%
- Structure Height: 48 ft

B-3 CENTRAL BUSINESS DISTRICT



MINIMUM LOT REQUIREMENTS:

None

MINIMUM SETBACK REQUIREMENTS:

- Ⓐ Front: 5 ft
- Ⓑ Side: 0 ft, except when side yard abutts a public street (5 ft) or a low density residential district (10 ft)
- Ⓒ Rear: 0 ft, except when rear yard abutts a low density residential district (15 ft)
- Ⓓ Upper level front yard setback: 15 ft when above 36 ft

ACCESSORY STRUCTURES:

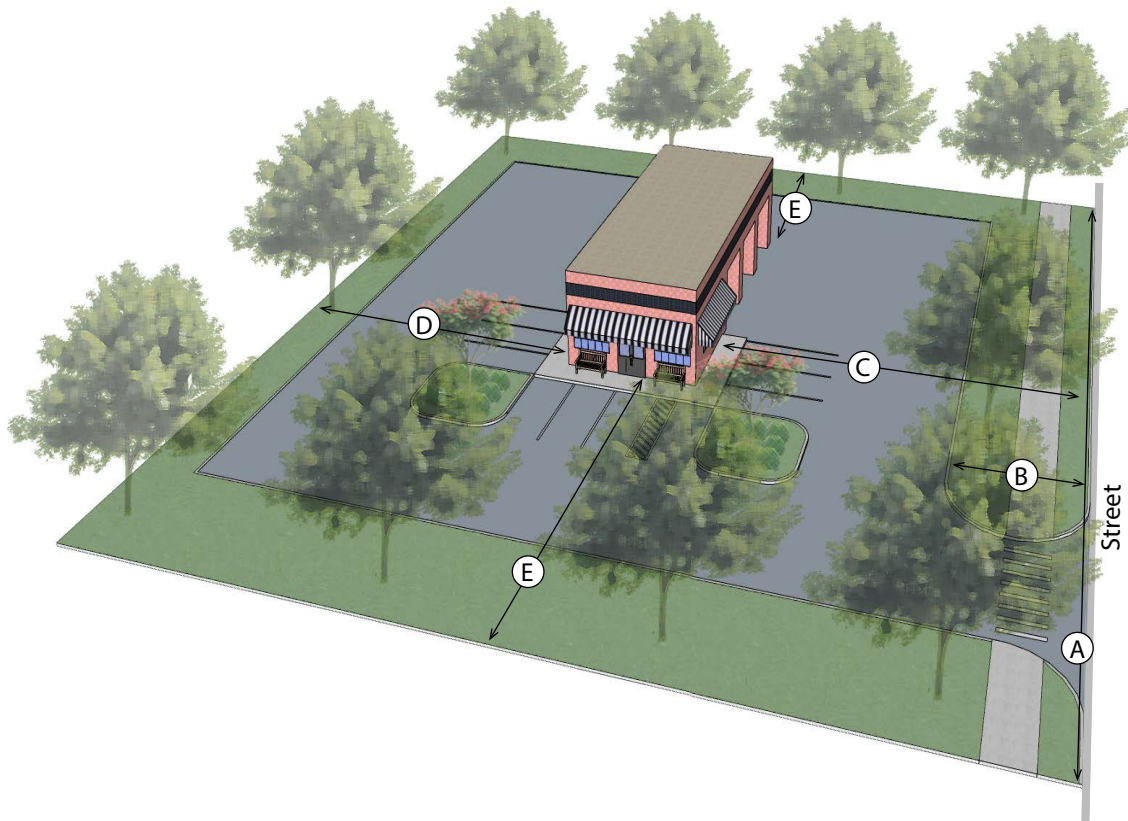
Distance from Principle Structure: 5 ft
Rear & Side Setback: 12 ft

MAXIMUM DENSITY:

Two (2) units per acre

I-1 LIGHT INDUSTRIAL DISTRICT

MINIMUM AREA:
10,000 SQ FT



MINIMUM LOT REQUIREMENTS:

- Ⓐ Frontage: 75 ft
- Ⓑ 20 ft landscaping buffer along public right-of-way

MINIMUM SETBACK REQUIREMENTS:

- Ⓒ Front: 30 ft
 - Ⓓ Side: 20 ft
 - Ⓔ Rear: 30 ft
- *Setbacks from all public streets: 30 ft*

ACCESSORY STRUCTURES:

Setbacks are dependent on structure size

Maximum Height: 50 ft

LOT COVERAGE:

Maximum: 70%

Minimum greenspace: 20%

Maximum: 50% turf alone

I-2 INDUSTRIAL DISTRICT

MINIMUM AREA:
20,000 SQ FT



MINIMUM LOT
REQUIREMENTS:

- Ⓐ Frontage: 100 ft
- Ⓑ 20 ft landscaping buffer along public right-of-way

MINIMUM SETBACK
REQUIREMENTS:

- Ⓒ Front: 40 ft
 - Ⓓ Side: 30 ft
 - Ⓔ Rear: 40 ft
- Setbacks from all public streets: 40 ft*

ACCESSORY
STRUCTURES:

- Distance from Principle Structure: 5 ft*
- Rear & Side Setback: 12 ft*

MAXIMUM
DENSITY:

Two (2) units per acre

ZONING MAP CHANGE PROCESS (REZONING)

The zoning designation of a property, as shown in a zoning map, determines how a particular property can be used or developed. The amendment to the zoning map, also known as rezoning, is a request to change the zoning designation on a particular parcel of land. This process can be initiated by the Town Council, Planning Commission, or an individual property owner. If the proposed use on a property is not allowed as a permitted use or by special exception within the current zoning district regulations, a property owner can request a rezoning to accommodate the proposed use.



Zoning Map Change Procedure:

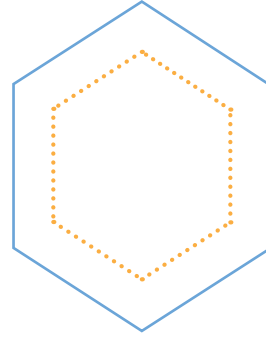
1. Before submitting a rezoning application package, applicants must have a pre-application meeting with the Town Planner/Zoning Administrator, to discuss the proposal, regulations and submittal requirements.
2. Applications shall be submitted with relevant plans and documents, as outlined in the application submittal requirements (below).
3. The Town Planner/Zoning Administrator reviews the application package for sufficiency and then routes the package to other relevant departments of the Town. The Town Planner/Zoning Administrator will schedule a public hearing with the Town Planning Commission and Town Council once the application is deemed sufficient.
4. Town Staff reviewing the application will submit any comments to the Town Planner/Zoning Administrator so that they may be compiled in to a staff report for the project.
5. The Town Planner/Zoning Administrator will share comments with the applicant - providing an opportunity to address any issues and deficiencies by making necessary changes to the proposal.
6. The Town Planner/Zoning Administrator then prepares a staff report for the project, which includes analysis, comments and a staff recommendation. The complete application package and report is shared with the Planning Commission for its review and approval.
7. Prior to the Planning Commission hearing, the Town Planner/Zoning Administrator is responsible for sending notification letters to all adjacent property owners within 500 feet of the subject property line(s), posting signs on the property, and ensuring that a legal advertisement is published in the local newspaper that reasonably explains the rezoning request.
8. Based on the information provided in the application, staff report, and public hearing input, the Planning Commission will make a recommendation to the Town Council.
9. The Town Planner/Zoning Administrator will prepare a report for the Town Council which will include the recommendations of the Planning Commission.
10. Town Council will also hold public hearing(s) as required by the local Zoning Ordinance and Code of Virginia.
11. If the request meets the criteria established in the Zoning Ordinance, the Town Council will approve the request and adopt an ordinance reflecting the change; if the request does not meet the established criteria, Town Council may deny the application. Town Council may also decide to conduct future discussions if the applicant proposes to bring additional information and/or modify parts of the application based on the comments and feedback received at the meeting.

Procedure Continued:

12. Any application may be withdrawn by the applicant prior to action by the Town Council by providing the request in writing to the Zoning Administrator.
13. After a decision has been made by Town Council to deny an application, the same or similar rezoning application cannot be submitted, affecting the same parcel, within a twelve (12) month period.

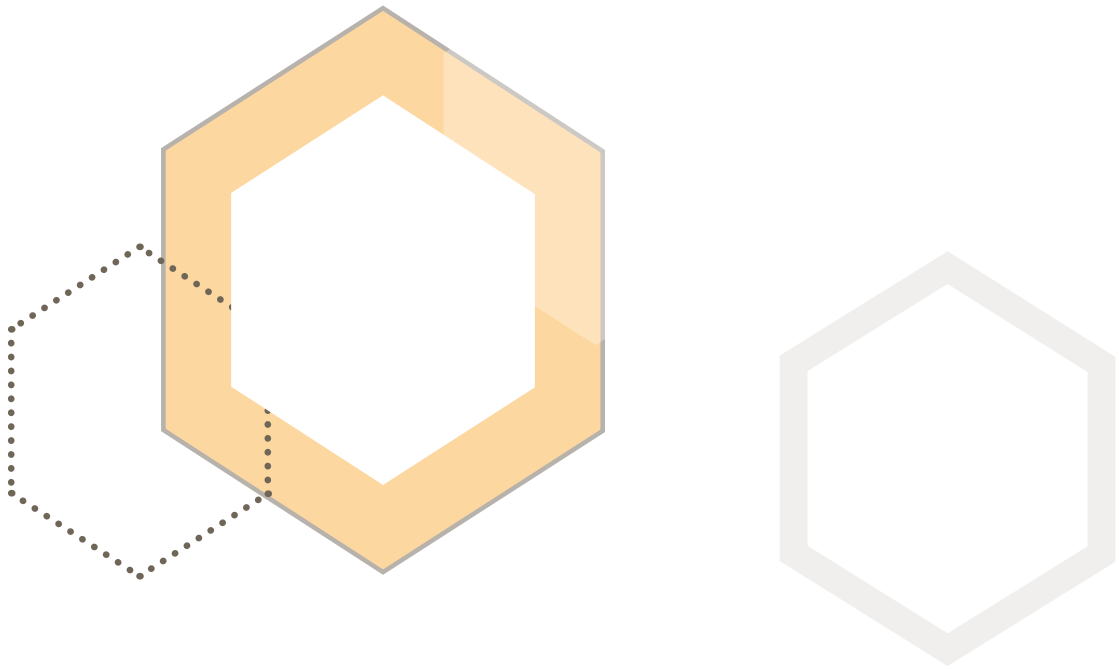
Submittal Requirements:

1. Attend a pre-application meeting
2. Application shall include following information and exhibits:
 - a. Applicant's contact information
 - b. Location of property on which the change is requested
 - c. Rationale/Justification for the request to the zoning change and consistency with the Town's Comprehensive Plan
 - d. Current zoning designation and future land use designation of property
 - e. Existing use of property
 - f. Boundary survey
 - g. Size of property
 - h. General description of proposed use of property
 - i. Traffic counts and other related site-specific data, as determined by the reviewer
 - j. Applicant is encouraged to provide a conceptual site plan of the proposed development
 - k. Vicinity map showing the location of proposed development and relationship to surrounding road network
 - l. Location and width of existing and/or proposed driveway access
 - m. Location and width of all easements (e.g. drainage, sidewalk, ingress and egress)
 - n. Identification of available utilities
 - o. Location and setbacks from property lines for all proposed and existing buildings and structures
 - p. Location and size of buffers, including but not limited to existing and proposed landscaping, fences and walls
 - q. Location, number and size of existing and/or proposed parking spaces
 - r. Height of buildings and structures
 - s. Location of existing and proposed signage
 - t. Identify any portion of the property that is within a flood zone
3. Application Fee



SPECIAL EXCEPTION

A Special Exception process is required to evaluate a specific use that maybe allowed when certain conditions are met. Special uses may be granted exception if specific provisions are put in place to mitigate the potential impacts to adjacent properties. The process enables the Planning Commission and the Town Council to review the request, seek public comment, and require appropriate conditions and safeguards for the requested use.



Special Exception Procedure:

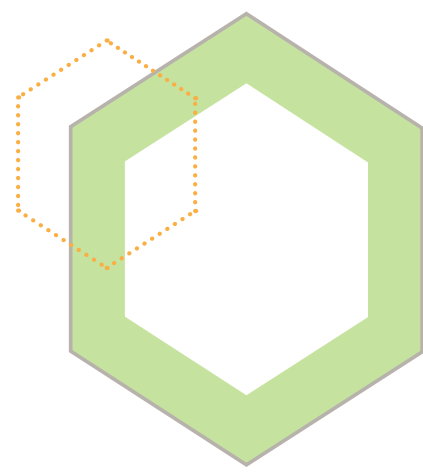
1. Before submitting application package, applicants must have a pre-application meeting with the Town Planner or Zoning Administrator to discuss the applicant's plan, along with the relevant regulations and submittal requirements.
2. Applications shall be submitted with relevant plans and documents.
3. The Town Planner or Zoning Administrator shall review the application package and determine if the submission meets all the application requirements. If requirements are met, the Town Planner or Zoning Administrator shall route the package to other relevant Town staff, departments, and external agencies for review.
4. After the application requirements are deemed sufficient, the Town Planner or Zoning Administrator will schedule tentative public hearing dates with the Planning Commission and Town Council.
5. The Town Planner or Zoning Administrator shall provide an aggregated list of review comments to the applicant. The applicant will then address the required comments, if any, and revise and resubmit plans.
6. The Town Planner or Zoning Administrator then prepares a staff report for the special exception request and forwards it along with the plan to the Planning Commission for review.
7. Prior to the Planning Commission hearing, the Town Planner or Zoning Administrator is responsible for sending notification letters to all adjacent property owners within 500 feet of the subject property line, posting signs on the property, and making sure a legal advertisement is published in the local newspaper. These communications should explain the request and specify the time and place of the public hearing if they wish to participate.
8. Based on the information provided in the application and staff report, and at the hearing, the Planning Commission will make a recommendation to the Town Council.
9. Town Planner or Zoning Administrator will prepare a report for the Town Council, which will include the recommendations of the Planning Commission.
10. Town Council will review the staff report, application and the Planning Commission's recommendation and hold public hearing(s) as required by the zoning ordinance and Code of Virginia. Town Council will make the final decision on the application to either deny, grant, or grant with conditions.



Submittal Requirements:

1. Applications shall be submitted only after a pre-application meeting with the Town Planner or Zoning Administrator
2. Application shall include the following information and exhibits:
 - a. Completed application form
 - b. Applicant's contact information and location of property
 - c. Boundary survey and/or copy of the recorded deed and/or plat
 - d. Vicinity map showing the location of the property within Town limits
 - e. Current zoning designation and future land use designation of property
 - f. Existing use of property
 - g. Size of property
 - h. A brief statement describing the reason of request
 - i. Applicant may be required to provide a conceptual site plan based on discretion of the Town Planner/Zoning Administrator
 - j. Additional information as requested by the Town Planner/Zoning Administrator
 - k. Rationale/justification for the special exception request and consistency with the Town's Comprehensive Plan

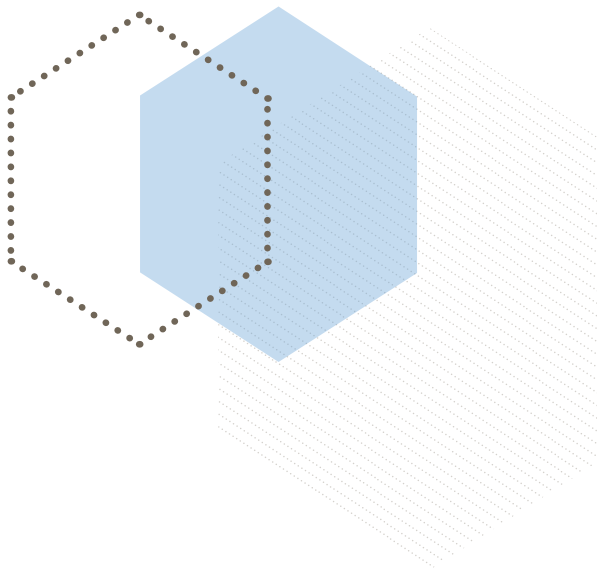
3. Application Fee



COMPREHENSIVE PLAN AMENDMENT

The Town of Pulaski adopts a Comprehensive Plan which guides the orderly development of the Town. An important element of the Plan is the Future Land Use Map, which shows desired patterns of land use, and designates properties with various categories of land uses (e.g. commercial, industrial, residential, etc.). While Future Land Use designations indicate the general category and allowable density or intensity for a particular area. Zoning districts specifically define permitted uses and prescribes the design and development guidelines for those intended uses.

An amendment to the land use designation shown on the adopted Future Land Use Map or an amendment to the text of the comprehensive plan can be initiated by Town Council, Planning Commission, Town administration, or an individual property owner. If an owner desires to use or develop a property in a manner that does not conform to the current Future Land Use designation, the owner can apply for a Future Land Use amendment.



Comprehensive Plan Amendment Procedure:

1. Applicants must prepare a preliminary development proposal and schedule a pre-application meeting with the Town Planner/Zoning Administrator Department to discuss the proposal, regulations and submittal requirements.
2. Applications shall be submitted with relevant plans and documents, as outlined in the application submittal requirements (below).
3. Comprehensive Plan amendments must include a justification to demonstrate the need for the change. A Future Land Use Map amendment may also require a rezoning application, which can be processed in conjunction with a Future Land Use amendment request.
4. The Town Planner/Zoning Administrator reviews the application package for sufficiency and routes the package to relevant departments of the Town, and external agencies such as Virginia Department of Transportation and Virginia Department of Environmental Quality. The Town Planner/Zoning Administrator will schedule a public hearing with the Town Planning Commission and Town Council once the application is deemed sufficient.
5. Reviewers will submit any comments to the Town Planner/Zoning Administrator.
6. The Town Planner/Zoning Administrator will share comments with the applicant - providing an opportunity to address issues and deficiencies by making necessary changes to the proposal.
7. The Town Planner/Zoning Administrator then prepares a staff report for the project, which includes analysis, comments and a staff recommendation. The complete application package and report is shared with the Planning Commission for its review and approval.
8. Prior to the Planning Commission hearing, the Town Planner/Zoning Administrator is responsible for sending notification letters to all adjacent property owners within 500 feet of the subject property line(s), posting signs on the property, and ensuring a legal advertisement is published in the local newspaper. The newspaper advertisement shall reasonably explain the comprehensive plan amendment request and schedule of public hearings, in accordance with the Code of Virginia.
9. Based on the information provided in the application, staff report, and public hearing input, the Planning Commission will make a recommendation to the Town Council.
10. The Town Planner will prepare a report for the Town Council, which will include the recommendations of the Planning Commission.

Procedure Continued:

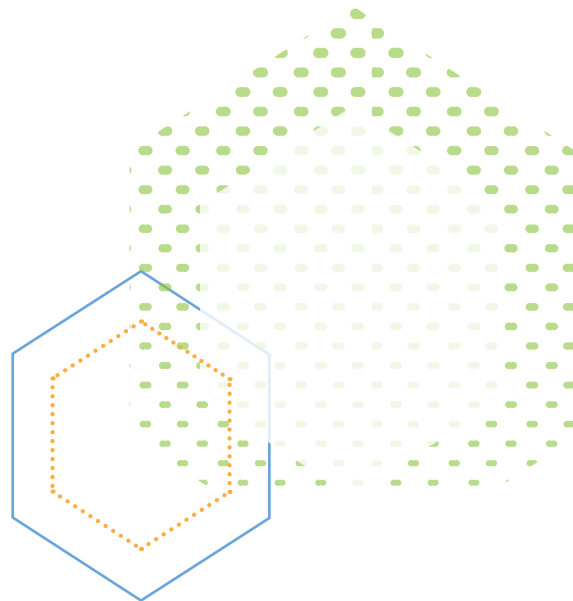
11. Town Council will also hold public hearing(s) as required by the Code of Virginia.
12. If the request meets the criteria established in the zoning ordinance, the Town Council will approve the request and adopt an ordinance reflecting the change; if the request does not meet the established criteria, then Town Council may deny the application. Town Council may also decide to conduct future discussions if the applicant proposes to bring additional information and/or modify parts of the application based on the comments and feedback received at the meeting.
13. Any application may be withdrawn by the applicant prior to action by the Town Council by providing the request in writing to the Zoning Administrator.

Submittal Requirements:

1. Attend a pre-application meeting
2. Application shall include the following information and exhibits:
 - a. Applicant's contact information
 - b. Location of property on which the change is requested
 - c. Rationale/Justification for the change request
 - d. Current Future Land Use designation and proposed Future Land Use designation
 - e. Existing zoning and proposed zoning designation
 - f. Current use of property
 - g. Boundary survey
 - h. Size of property
 - i. Number of existing structures on site
 - j. General description of proposed use of property
 - k. Traffic counts and other related site-specific data, as determined by the reviewer
 - l. Studies as determined by the Town Planner/Zoning Administrator for the review of the proposed project
 - m. Applicant is encouraged to provide a conceptual site plan of the proposed development
 - n. Vicinity map showing the location of proposed development and relationship to surrounding road network
 - o. Identification of available utilities
 - p. Identify any portion of the property located within a Flood Zone
3. Application Fee

ZONING ORDINANCE TEXT AMENDMENT

The Zoning Ordinance is a vital implementation of the Comprehensive Plan's goals, objectives, policies, and strategies, and provides regulations to guide desirable and harmonious development within the Town. It classifies land into zoning districts and establishes regulations such as the type of uses allowed, heights and sizes of buildings, density and intensity of developments, open space requirements and off-street parking requirements for each of the districts. The classifications and regulations in the zoning ordinance include text as well as the zoning map. The zoning map delineates the boundary of each zoning district and shows the zoning designation of each property.



The text of the Zoning Ordinance can be changed, added, or deleted. The process for such updates is called text amendment.

It may be initiated by:

- A. Resolution of the Town Council, or
- B. Recommendation of the Planning Commission, or
- C. Petition of the owner, contract purchaser with the owner's written consent, or the owner's agent therefore, of the subject property

Zoning Ordinance Text Amendment Procedure:

1. Before submitting a zoning ordinance text amendment application package, applicants must have a pre-application meeting with the Town Planner/Zoning Administrator, to discuss and to identify the scope of the amendment request.
2. Applications shall be submitted with relevant documents as outlined in the application submittal requirements (below). The proposed changes to the text shall be clearly identified. Deleted text should be shown as strike-through and added text shall be underlined.
3. The Town Planner/Zoning Administrator reviews the application package for sufficiency and then routes the package to other relevant departments of the Town. The Town Planner will schedule a public hearing with the Town Planning Commission and Town Council once the application is deemed sufficient.
4. Town Staff reviewing the application will submit any comments to the Town Planner so that they may be compiled in to a staff report for the project.
5. The Town Planner/Zoning Administrator will share comments with the applicant - providing an opportunity to address any issues and deficiencies by making necessary changes to the proposal.
6. The Town Planner/Zoning Administrator then prepares a staff report for the project, which includes analysis, comments and a staff recommendation. The complete application package and report is shared with the Planning Commission for its review and approval.

Procedure Continued:

7. Prior to the Planning Commission hearing, the Town Planner/Zoning Administrator is responsible for ensuring that a legal advertisement is published in the local newspaper and for publishing the notice on the locality's website that reasonably explains the zoning text amendment request.
8. Based on the information provided in the application, staff report, and public hearing input, the Planning Commission will make a recommendation to the Town Council.
9. The Town Planner will prepare a report for the Town Council which will include the recommendations of the Planning Commission.
10. Town Council will also hold public hearing(s) as required by the local Zoning Ordinance and Code of Virginia.
11. If the request meets the criteria established in the Zoning Ordinance, the Town Council will approve the request and adopt an ordinance reflecting the change; if the request does not meet the established criteria, Town Council may deny the application. Town Council may also decide to conduct future discussions if the

Submittal Requirements:

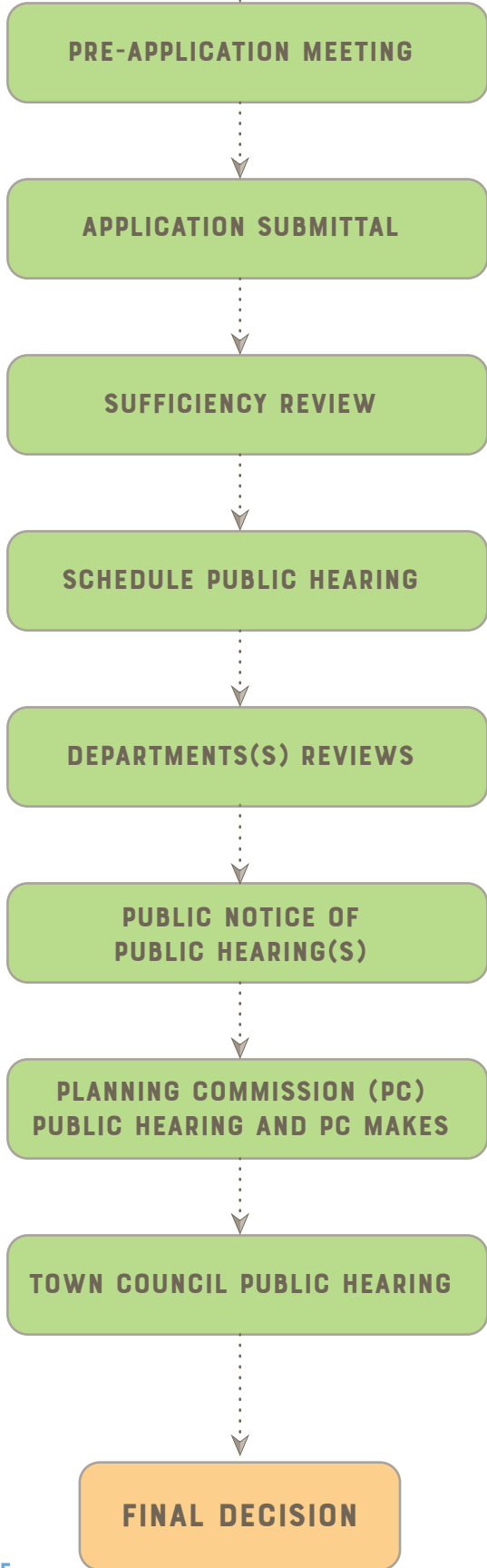
1. Attend a pre-application meeting

Application shall include following information and exhibits:

2.
 - a. Applicant's contact information
 - b. The affected regulation(s) and proposed changes must be clearly identified. Deleted text should be shown as strike-through and added text shall be underlined.
3.
 - c. Justification for the request to amend the zoning text and consistency with the Town's Comprehensive Plan

Application Fee

REZONING, SPECIAL EXCEPTION, COMPREHENSIVE PLAN AMENDMENT & ZONING TEXT AMENDMENT PROCESS



PLANNING UNIT DEVELOPMENT PROCEDURE

Planned Unit Development District (PUD) is a floating zone that is not mapped in the Zoning map, but whose standards and regulations are described in the zoning ordinance. PUD allows development of a variety of housing types and densities, where such mixture of uses cannot be achieved under the current development standards of other zoning districts. PUD designation must be achieved through the zoning amendment process. Furthermore, PUD must be accompanied by a Master Development Plan.



PUD Procedure:

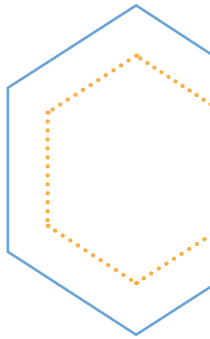
1. Applicants shall schedule a pre-application meeting with the Town Planner/Zoning Administrator to discuss the procedures, standards, regulations, and submittal requirements. A concept plan shall be submitted prior to the meeting. Town's Site Plan Review Committee (SRC) members will provide their preliminary comments and identify any potential issues that the project may need to address in order to comply with local regulations.
2. Applications shall be submitted only after a pre-application meeting and the application package requires Staff review prior to submittal.
3. Incomplete applications will not be accepted and will not be considered as official submission until all the necessary information is provided in the application.
4. The Town Planner/Zoning Administrator then routes the application package to Town's Site Plan Review Committee (SRC) and external agencies.
5. The Town Planner/Zoning Administrator will schedule tentative public hearing dates with the Town Planning Commission and Town Council.
6. The Town Planner/Zoning Administrator will share staff review comments with the applicant and the applicant will address comments, revise, and resubmit plans if necessary.
7. Applicant may refer questions, issues, and plan revisions to the Town Planner/Zoning Administrator .
8. The Town Planner/Zoning Administrator will correspond with all SRC members and provide access to the most current application package.
9. The Town Planner will forward the concept plan to the Planning Commission and Town Council for review and approval.
10. After endorsement of the concept plan by Planning Commission and Town Council, the applicant will move forward with the preparation of a Preliminary Development Plan.
11. A preliminary plat for the project may be submitted along with the Preliminary Development Plan. The platting review and approval process for the project will follow the requirements of the Subdivision Regulations.
12. The Planning Commission shall review the Preliminary Development Plan based on Section 4.5 of the Zoning Ordinance and conduct a public hearing.

Procedure Continued:

13. The Planning Commission may perform the following actions on the Preliminary Development Plan presented by the applicant:
 - a. Recommend approval
 - b. Suggest revisions to the plan
 - c. Add terms and conditions
 - d. Recommend disapproval to the Town Council
14. The Town Council shall review the Preliminary Development Plan, conduct public hearing and make a decision based on Section 4.5 of the Zoning Ordinance.
15. The decision of Town Council shall be one of the following:
 - a. Approval of the PUD application, subject to the preliminary development plan and terms and conditions document
 - b. Approval of the PUD application, subject to modifications
 - c. Disapproval of the PUD application
16. If the Preliminary Development Plan is approved by the Town Council, the Zoning Map shall be amended to show the Planned Unit Development (PUD).
17. If the preliminary development plan is approved with modifications, the Town Council shall not amend the zoning map until the applicant has filed a written consent to the modification of the plan with the zoning administrator.
18. The approved preliminary plan and terms and conditions on the subject property that has been rezoned to a PUD district shall run with the property and are binding to current and subsequent owners.
19. The applicant will be required to submit the Final Development Plan. The applicant will be allowed to obtain Building Permits only after the submitted plan is approved by the Town Council.
20. Prior to the Planning Commission and Town Council hearing(s), the Town Planner is responsible to send notification letters to all adjacent property owners within 500 feet of the subject property line, post signs on the property, and ensure that a legal advertisement is published in the local newspaper explaining the request as required by the zoning ordinance and Code of Virginia. The Town Planner may also require the applicant to conduct neighborhood meetings

Submittal Requirements:

1. Applications shall be submitted only after a pre-application meeting
2. Application shall include, but not be limited to the following information and exhibits:
 - a. Applicant's contact information and location of property
 - b. Boundary survey
 - c. A legal description of the project boundaries
 - d. Vicinity map showing the location of the property and its relation to the Town
 - e. Current zoning designation and future land use designation of property
 - f. Existing use of property
 - g. Size of property
 - h. A statement of request and reason for request
 - i. A statement of existing and proposed property owners
 - j. Names and addresses of all adjacent property owners
 - k. A statement of project development objectives and character to be achieved
 - l. An approximate development schedule including proposed start and end dates of construction, and staging plan, if appropriate
 - m. A statement of intent regarding future selling or leasing of land areas, dwelling units, commercial area, etc.
 - n. Quantitative data including the number and type of dwelling units; parcel sizes; gross and net residential densities; total amount and percentage of open space; residential, commercial, and other land use types
 - o. Proposed building types including architectural style, height, and floor area
 - p. Approvals from the Pulaski County Health Officer, if septic tank is used
 - q. Proposed agreements, contracts, provisions, covenants, or conservation easements which govern the use, maintenance, and continued protection of property to be held in common ownership or conveyed to a qualified non-profit conservation organization or state land conservation agency
 - r. A statement of proposed temporary and permanent erosion and sedimentation control measures to be taken
 - s. Additional information as requested by the Town Planner/Zoning Administrator



Submittal Requirements Continued:

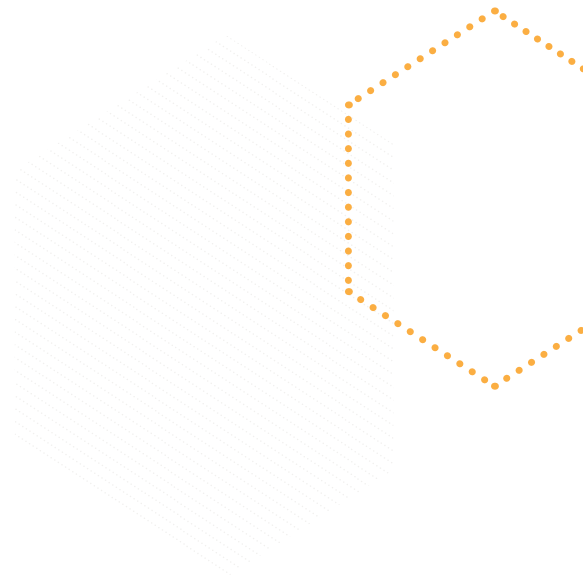
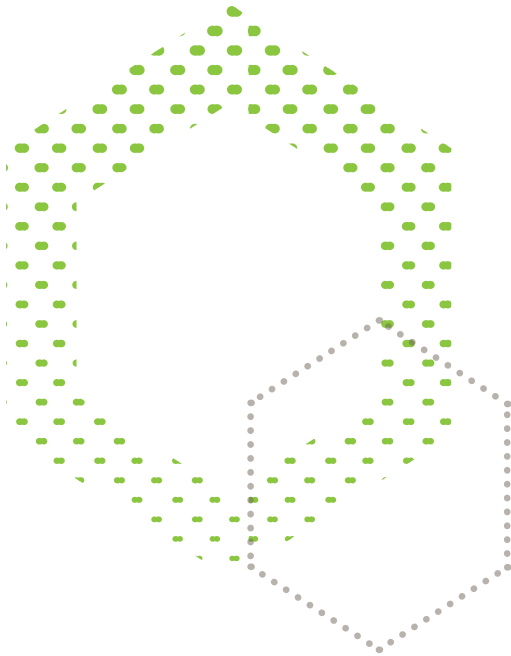
3. Proposed Development Plans must include the following details and mapping of the project at an accurate scale:
 - a. Proposed land uses including residential types, commercial types, recreation, and any other proposed use
 - b. Proposed street system including public and private rights-of-way
 - c. Proposed parking areas and parking space delineations
 - d. Proposed plat showing subdivision lot lines
 - e. Proposed utility rights-of-way or easements including water, sewer, gas, power, and telecommunications
 - f. Proposed stormwater management plan
 - g. Proposed location of buildings, structures, and improvements
 - h. Property lines of proposed common property
 - i. Proposed pedestrian circulation system
 - j. Proposed landscaping plan and proposed treatment of the project perimeter such as screening
 - k. Relationships and tie-ins to adjacent property

4. Application Fee



SIGN PERMIT PROCESS + ILLUSTRATION

Any sign placed on land or on a building for the purpose of identification, protection or direction within a premise shall be required to obtain a sign permit. This permit is required before a sign can be displayed, erected, replaced, altered and/or reconstructed in accordance with the Zoning Ordinance except for signs that have been identified in the Zoning Ordinance as not requiring permits.



Permit Procedures for Permanent Signs:

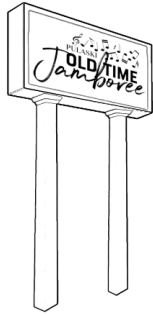
1. Before submitting a sign permit application, an applicant may consult with Town Planner/Zoning Administrator to determine if the sign requires a permit. This consultation is optional.
2. The Town Planner/Zoning Administrator will review the application and will inform the applicant of an incomplete application or any missing information.
3. The Town Planner/Zoning Administrator will review the sign application and provide the applicant with any comments such as suggested modification, clarification or request for additional information.
4. The Town Planner/Zoning Administrator will make a determination of approval, or approval with conditions and issue a certificate of zoning compliance.
5. The application will then be forwarded to the Building Department to obtain building and/or electrical permit.
6. After review and approval by Building Department staff, a certificate of zoning compliance shall be issued.
7. If a sign is not installed within six-months following the issuance of a sign permit, the permit shall be void.

Submittal Requirements for Permanent Signs:

1. Complete sign permit application
2. Two copies of the sign drawing, which at a minimum: show the size, dimensions, location, and method of display of the sign(s), and the following information (if applicable):
 - a. For Monument and Pole Signs, please provide a site plan indicating where the sign(s) will be located and the distance from property lines.
 - b. Information on how the sign(s) will be attached, mounted or placed on the ground.
 - c. For Wall Signs, please provide the final sign dimensions and the wall square footage dimensions.
 - d. Complete specifications for materials include design and wind load engineering calculations.
 - e. Methods of construction, anchoring, and support.

Freestanding (6'-25')

POLE

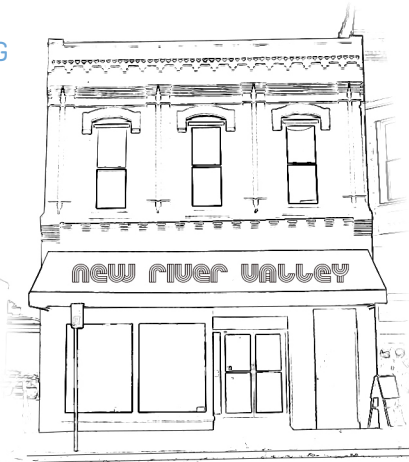


MONUMENT



Wall

AWNING



MARQUEE



MOUNTED



PROJECTED



Entrance (>6')

POLE



MONUMENT

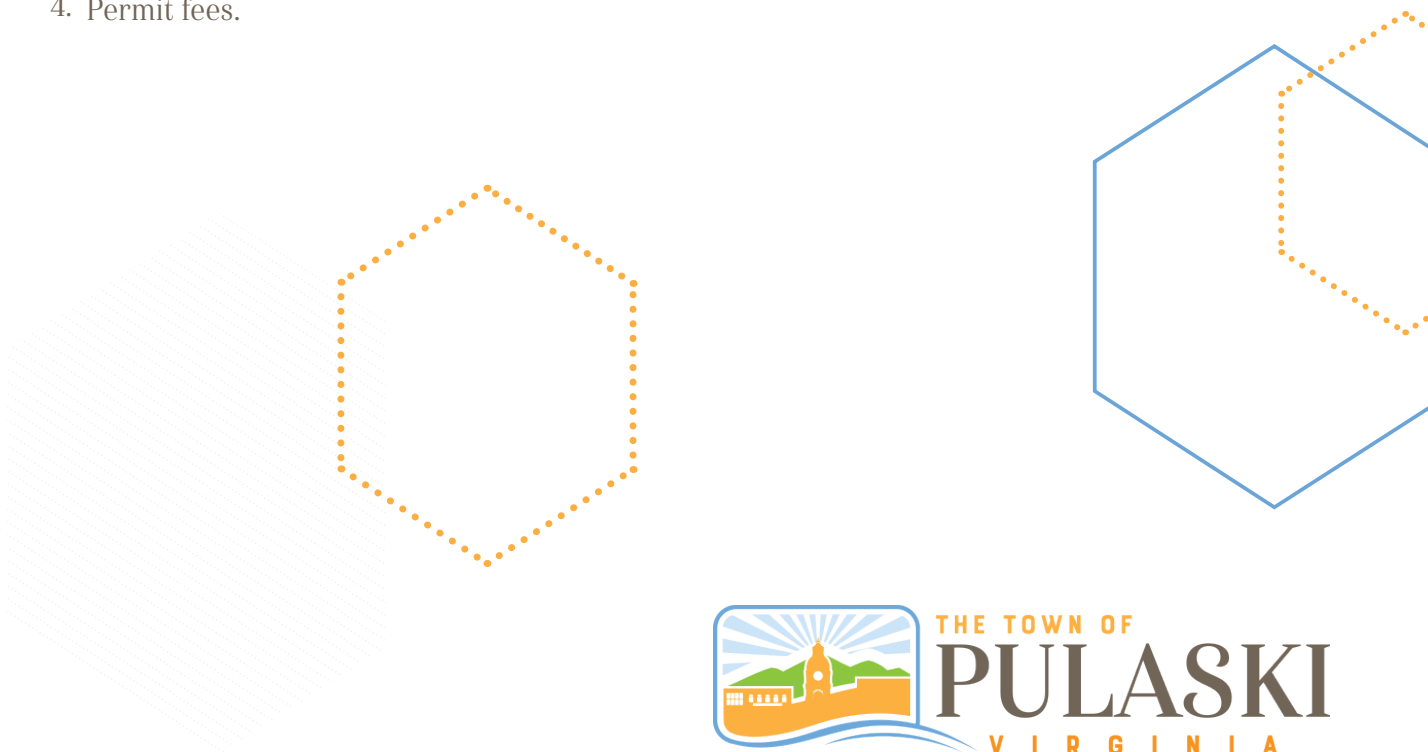


Permit Procedures for Temporary Signs:

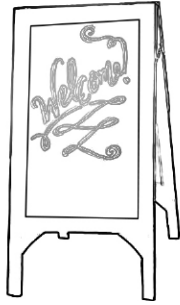
1. The applicant will be required to complete a Temporary Sign Permit application and submit to the Town Building Department.
2. The Application package shall be reviewed by Town Staff, who may provide comments or ask the applicant for additional information.
3. After review and approval of the application, a permit will be issued by the Town of Pulaski Building Inspector.
4. The permit will be valid from the date it was issued for the duration it is approved for.
5. If a temporary sign is not installed within 30 days of approval of a temporary sign permit, the permit shall be void.

Submittal Requirements for Temporary Signs:

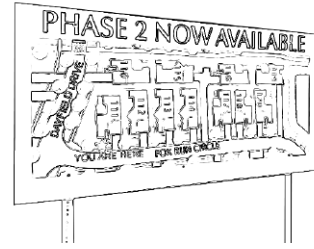
1. Complete Temporary sign permit application.
2. Provide authorization of property owner to use the property.
3. Provide a sketch where the temporary sign is going to be located on the property. The drawing should show a major street that provides access, property lines and required setbacks.
4. Permit fees.



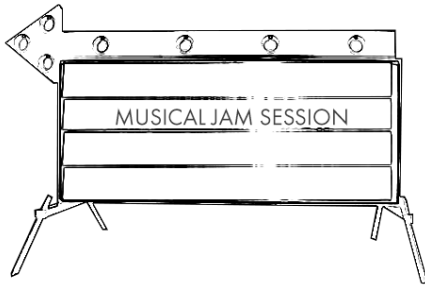
A-FRAME



DEVELOPMENT



PORTABLE



INFLATABLE



BANNER

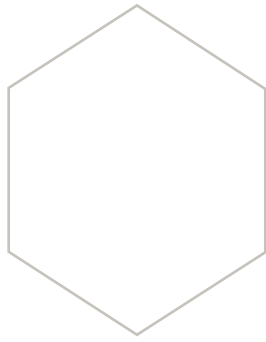
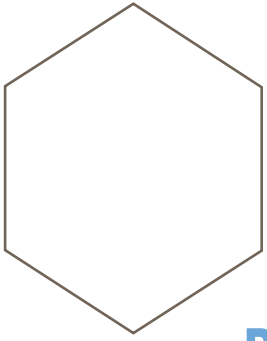


FEATHER



YARD



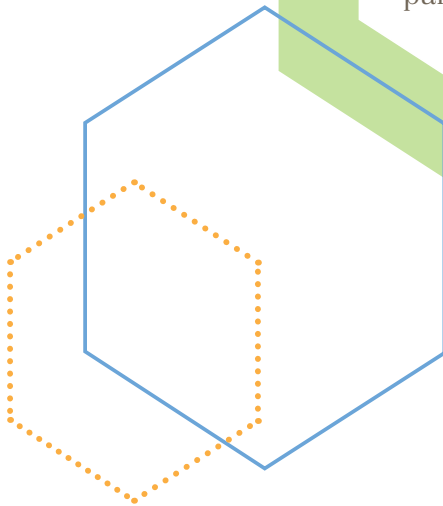


PARKING

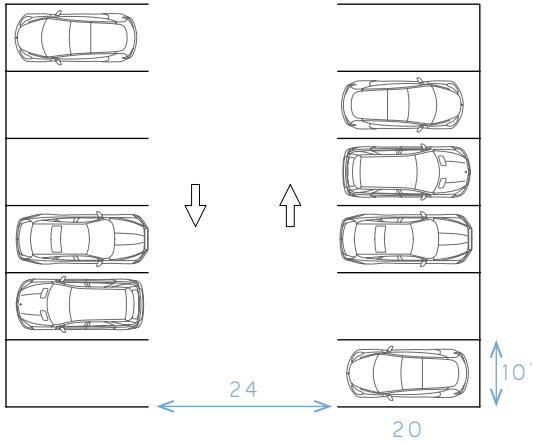
The zoning ordinance specifies various requirements and conditions for off-street parking. Examples are parking space dimension, parking aisle width and parking angles. The following diagrams are illustrations of these requirements.

BIKE EXCEPTION

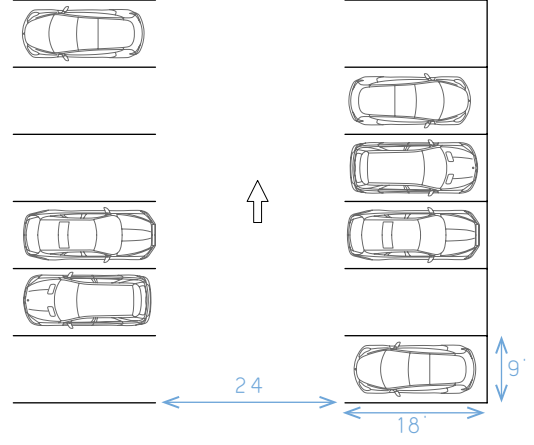
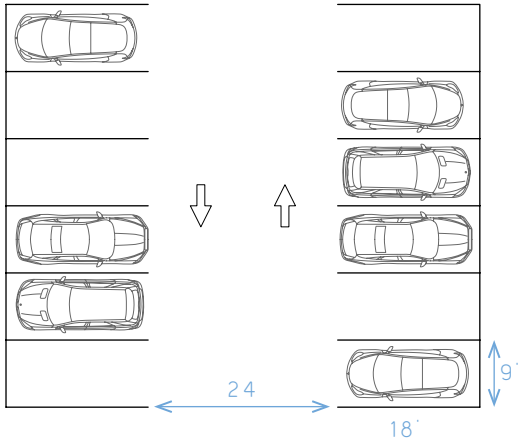
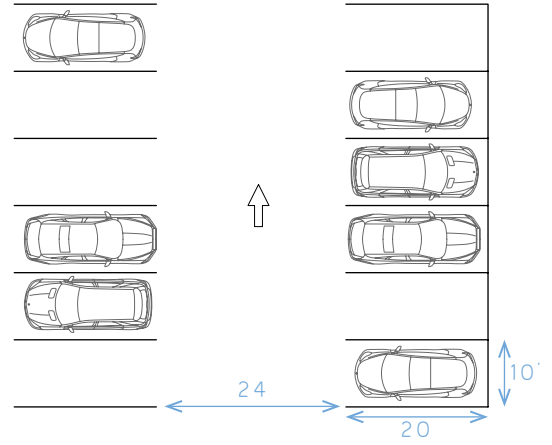
Development can choose to receive parking space credit by installing bike parking. Minimum of two (2) bicycle parking spaces, maximum of 4% of required parking spaces. Such spaces shall be credited toward required parking spaces.



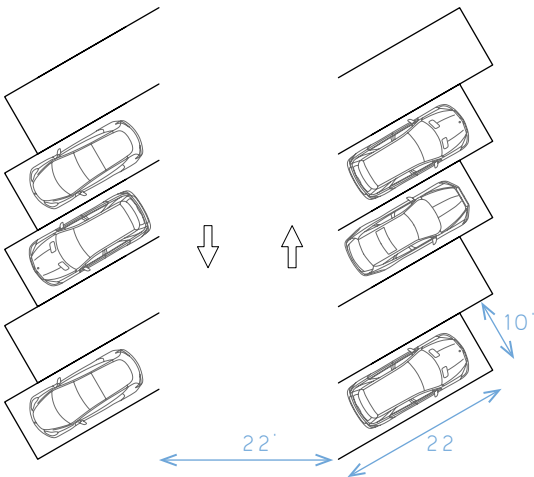
90° TWO-WAY TRAFFIC



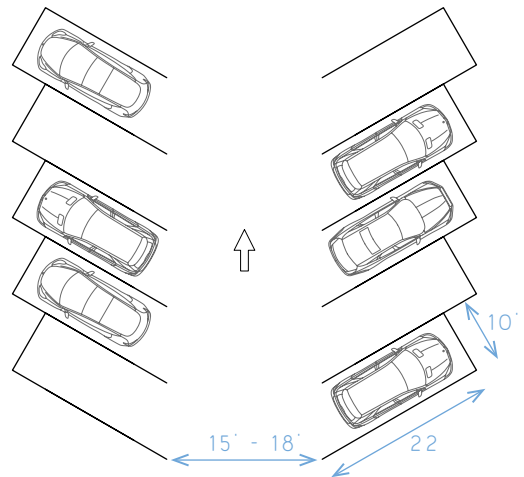
90° ONE-WAY TRAFFIC



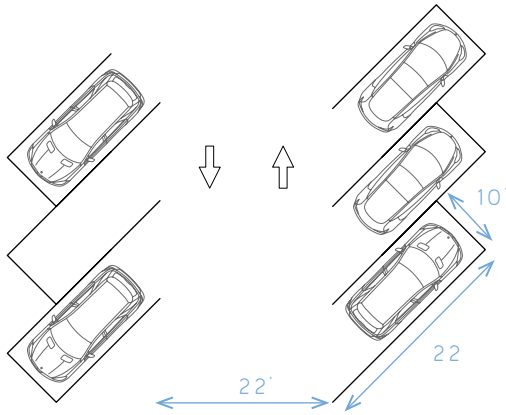
60° TWO-WAY TRAFFIC



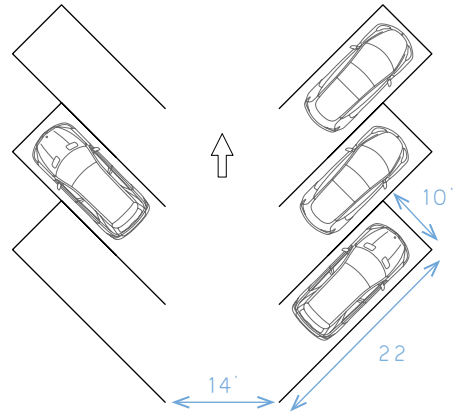
60° ONE-WAY TRAFFIC



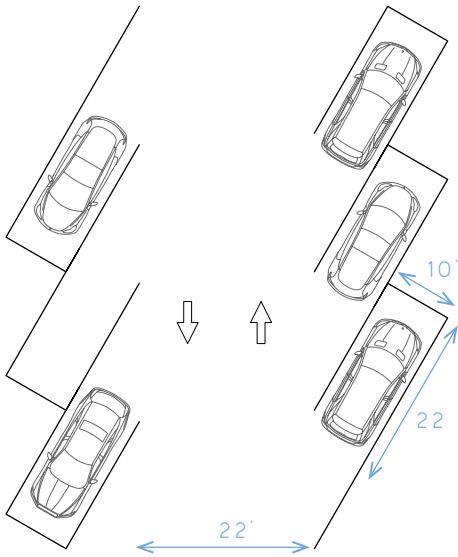
45° TWO-WAY TRAFFIC



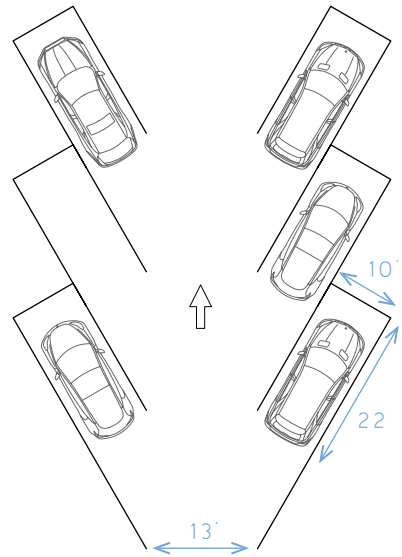
45° ONE-WAY TRAFFIC



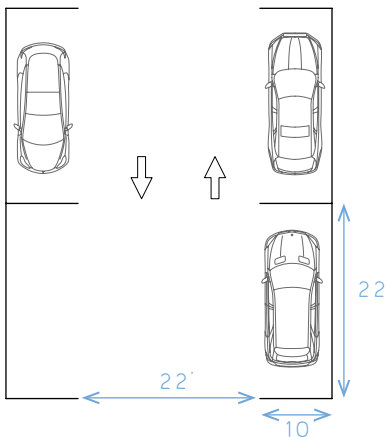
30° TWO-WAY TRAFFIC



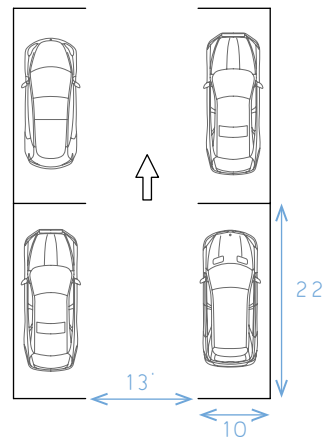
30° ONE-WAY TRAFFIC

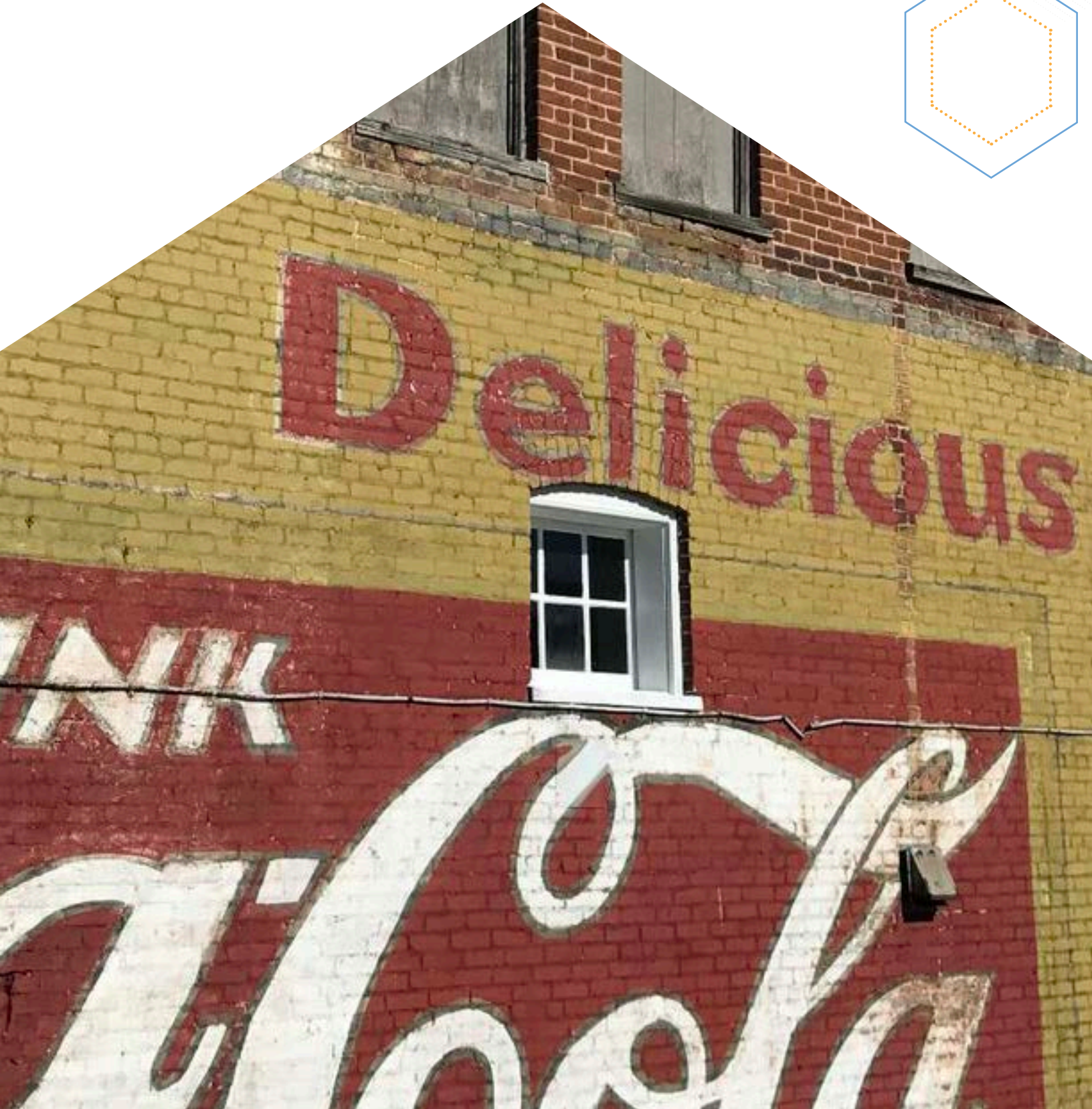
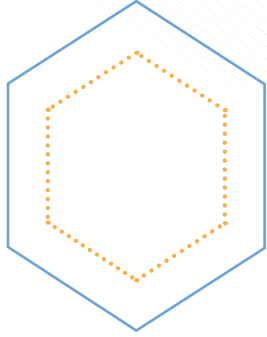


0° TWO-WAY TRAFFIC



0° ONE-WAY TRAFFIC





2 SUBDIVISION GUIDELINES

Subdivision of property is a process of dividing property into two or more lots or parcels of land. Subdivisions are applicable to residential, commercial and industrial properties. There are two types of subdivisions: minor subdivisions and major subdivisions. Minor subdivision is defined as a subdivision involving no more than two lots and does not involve new streets or public improvements and can be approved by the subdivision agent. All other subdivisions that do not qualify as a minor subdivision are considered a major subdivision, which requires approval from the Town Planning Commission and then subdivision agent. The subdivision review process is put in place to ensure that the Town of Pulaski Zoning Ordinance and Subdivision Ordinance are complied with. Complete requirements and standards such as lot arrangement, shape, suitability, and road access are found in Chapter 74, Subdivisions of the Code of Ordinances.

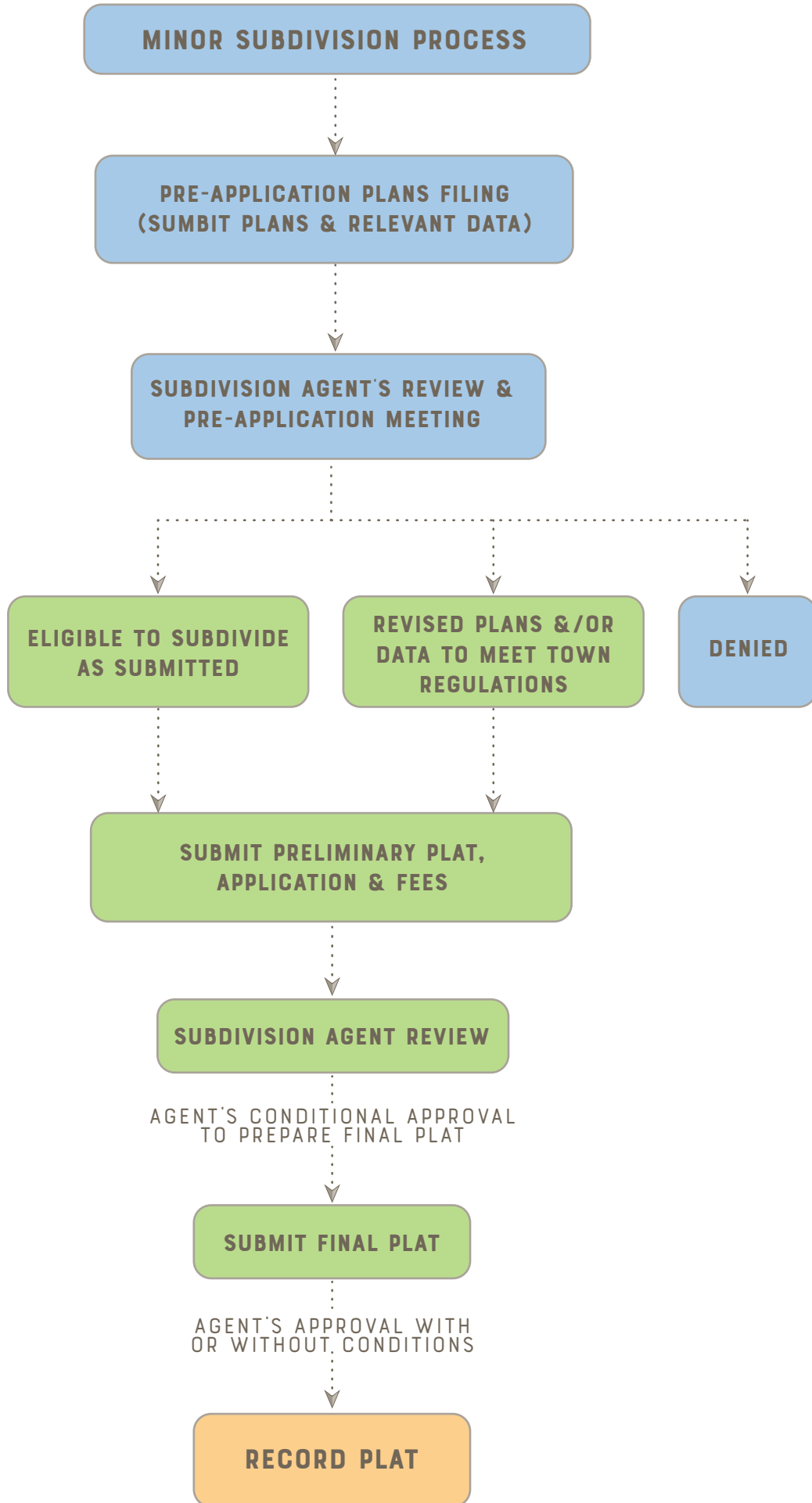


MINOR SUBDIVISION AND/OR LOT SPLIT

Procedure:

1. Schedule a pre-application meeting with subdivision agent (Agent) and other appropriate Town staff.
2. A plan and data are required to be submitted to the Agent for review prior to filing of application as in accordance with the Subdivision Ordinance Chapter 74 of the Code of Ordinances.
3. Following the informal review by the Agent, Town staff will make one of the following determinations:
 - a. Eligible: The property may be subdivided as submitted
 - b. Changes Required: Agent will provide guidance for the required changes to comply with all Town regulations.
 - c. Denied: The proposal will be denied if the Agent finds that the submitted plans and data do not meet the requirements of Chapter 74 of the Code of Ordinance - "Subdivisions".
4. After approval to proceed by the Agent the applicant will submit application and prepare the preliminary plat. A review fee is due and payable to the Town of Pulaski at the time of application.
5. The preliminary plat will be routed to relevant departments for review. After review, staff will provide feedback and comments to the applicant, if any.
6. After all staff comments are addressed, a revised plan is resubmitted. The Agent will provide conditional approval of the preliminary plat upon receipt of revised plan. The applicant can then proceed to prepare the final plat and submit it to the Agent for review and approval. Approval will only be granted upon fulfillment of the requirements of the Subdivision Ordinance, Chapter 74.
7. Minor Subdivisions do not require the approval of the Planning Commission.
8. The final plat must include a note that states "All future development of these lots will require owner to meet all building, utilities, stormwater, landscaping and zoning requirements."
9. After all the comments and required improvements and installments are addressed, and all applicable bonds have been placed, the Agent will grant final approval, with the Agent's signature on the original copy of the final plat.
10. The approved Final Subdivision Plat shall be recorded at the Pulaski County Circuit Court Office.





MAJOR SUBDIVISION

Procedure:

1. Complete Minor Subdivision procedure steps 1-4.
2. The preliminary plat will be routed to relevant departments for review. After review, staff will provide feedback and comments to the applicant, if any. After all staff comments are addressed and revised plans are resubmitted to the Agent, the preliminary plat, if approved by the Agent, will be forwarded to the Planning Commission for its review and approval.
3. The Planning Commission may approve, approve with conditions or disapprove the preliminary plat at a public meeting.
4. The preliminary plat serves as a guide to prepare the final plat. The final plat should conform substantially to the preliminary plat. If desired by the Applicant, the final plat may only constitute the portion of the preliminary plat, that can be used for development and recording.
5. The Final Plat shall be submitted within 12 months of the preliminary plat approval. The approval of the preliminary plat will expire if the Final Plat is not submitted within this time. An extension of this deadline may be granted by the Planning Commission upon request by the applicant (Does the applicant have to provide a reason for the request?).
6. Subdivision agent and relevant Town staff will review the final plat and provide comments and requirements to the applicant, if any.
7. After all the comments and required improvements and installments are addressed, and all applicable bonds have been placed, the Agent will grant final approval, with the agent's signature on the original copy of the final plat.
8. Agent will ensure that the applicant has recorded the plat within 60 days, and inform the Planning Commission.
9. If the final plat is not recorded within six-months, the approval of the Final Plat shall be withdrawn, and the plat will be voided.
10. A Final Plat deadline may be extended if the requirements of the Final Plat as established in Sec 74-74 of the Subdivision Chapter are met.

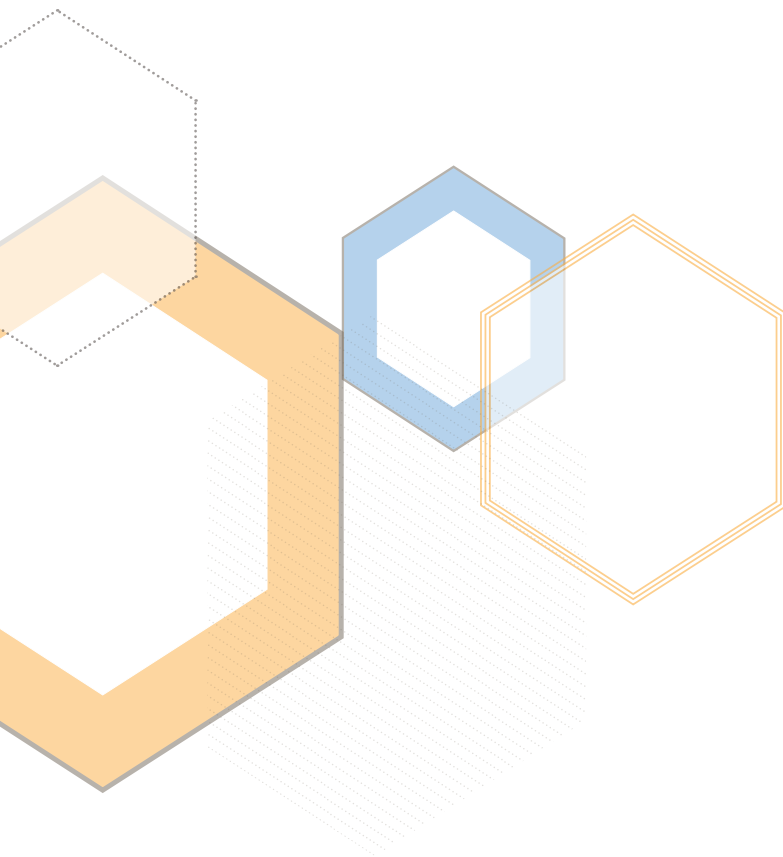
MAJOR SUBDIVISION CONT'

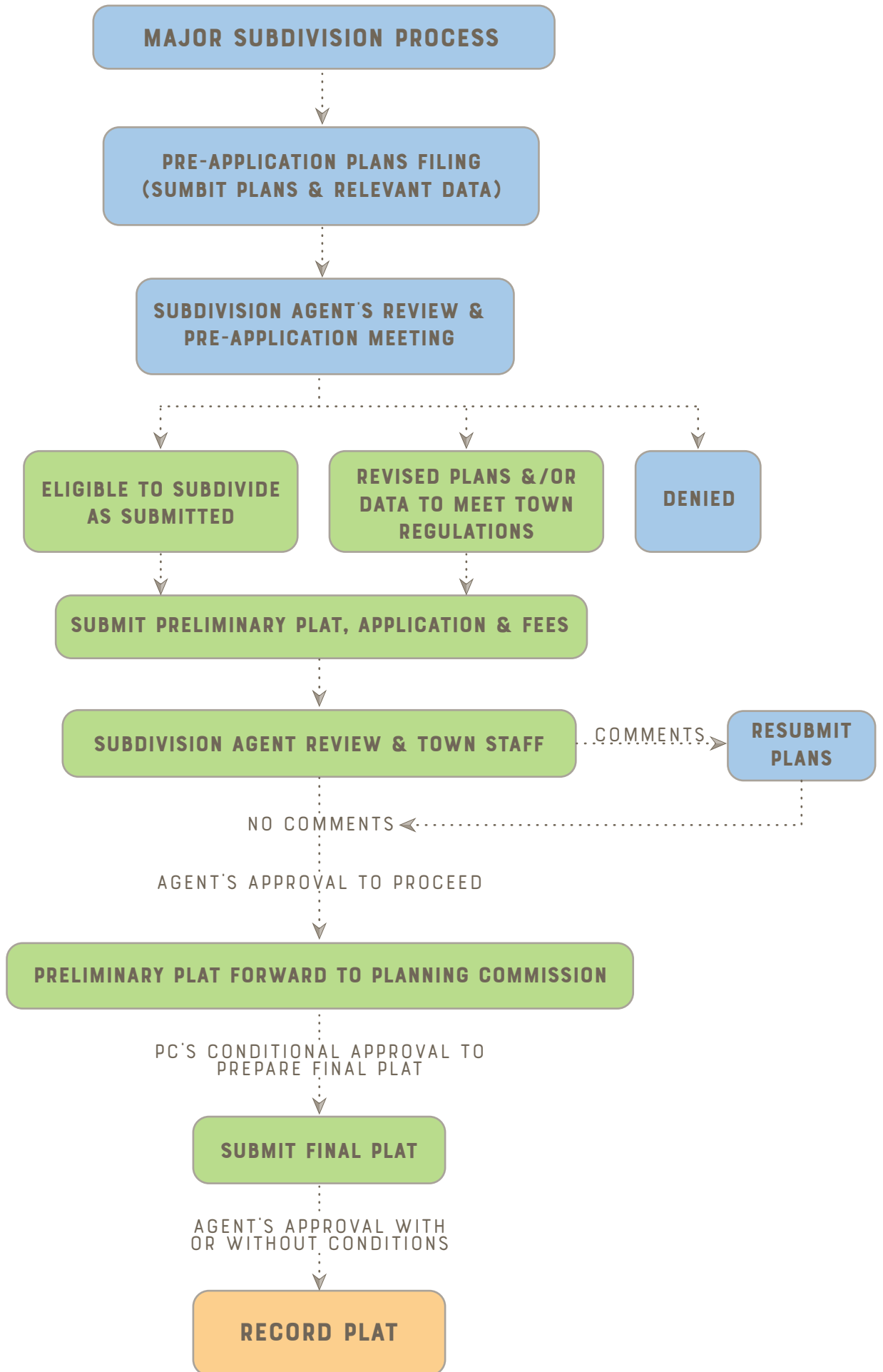
Other Requirements:

1. Any request for variances or waivers from the requirements established in Code of Ordinances, Chapter 74, Subdivisions must be reviewed and approved by the Planning Commission.
2. For preparation and contents required for the plat, please refer to Sec 74-41, Subdivisions. Full content of the Subdivisions Regulation Chapter 74 of the Code of Ordinances is attached in the Appendix.

REQUIRED SUBMITTALS FOR MINOR & MAJOR SUBDIVISIONS

- One application form with fees (fee schedule attached in Appendix).
- Ten copies of the preliminary plat. The plat must include all requirements as outlined in the Subdivision Ordinance, Sec. 74-41.
- Three copies of the final plat and supplementary documents.
- Other relevant documents (Appropriate Bonds, Declaration of Covenants and Restrictions: (Needed only if HOA), Off-site easement documents if applicable, etc.)









3 LANDSCAPE GUIDE

The Landscape Guide provides guidelines for selecting landscape materials for residential, commercial, and industrial developments, which can be used during planning, placing and maintenance of landscape.



LANDSCAPE PURPOSE

Landscape has many purposes in developed land. Primarily we think of landscape as having an aesthetic function, serving to beautify our neighborhoods, streetscape and town, which is a top landscape priority. However, it is important to consider the other significant functions of a well-designed landscape. Landscape has the potential to hold, process and and move stormwater, provide bird and butterfly habitat, shade and cool our neighborhoods, and improve air quality. Consider how the landscape might better serve your development.

NATIVE SPECIES

A native plant is part of the balance of nature that has developed over hundreds or thousands of years in a particular ecosystem. The Town of Pulaski is in the Mountain physiographic region of Virginia. Plants native to the mountain region are uniquely adapted to grow successfully and beautifully in our locality, with our climate, soil and rainfall, alongside other native species. Natives are often more rugged and resilience, adapted to drought, insects and disease. The Town of Pulaski encourages the use of long-lived, native plants within landscape plantings.

BIODIVERSITY

The Town of Pulaski encourages biodiversity in planting. Biodiversity in planting contributes to the viability and health of a landscape and increases seasonal interest and year-round beauty. When planting more than five (5) trees, five (5) shrubs, or five (5) groundcover plants, it is recommended that you plant more than one species. For example, if you are planting seven (7) trees, we recommend that you plant three (3) species A and four (4) species B.

INVASIVE SPECIES

The Town of Pulaski discourages the use of invasive species. Invasive species pose considerable threats to the natural heritage and beauty of our region. After soil is disturbed, invasive species out compete native species and provide little habitat and benefit to our local ecosystems and displace natives. Please see below recommendations for alternatives to commonly planted invasive species.

EXOTIC SPECIES

The Town of Pulaski recognizes that native plants may not be appropriate for all applications. Climate appropriate, exotic species do provide aesthetic and other benefit for our communities and are acceptable when invasive species are not selected.



RECOMMENDED SPECIES

Large Trees HEIGHT OVER 40 FT

Common Name:

Scientific Name:

A. OAK: white, scarlet, red, black, pin, post

QUERCUS: alba, coccinea, rubra, velutina, palustris, stellata

B. BIRCH: yellow, sweet, river

BETULA: alleghaniensis, lenta, nigra

MAPLE: ash-leaf, red, sugar

ACER: negundo, rubrum, saccharum

HICKORY: bitter nut, pignut

CARYA: cordiformis, glabra

BEECH

FAGUS: grandifolia

C. TULIP POPLAR

LIRIODENDRON: tulipifera

SASSAFRAS

SASSAFRAS: albidum

D. CUCUMBER MAGNOLIA

MAGNOLIA: acminata



Medium Trees HEIGHT OF 25 TO 40 FT

Common Name:

Scientific Name:

E. GREEN HAWTHORNE

CRATAEGUS: virdis

EASTERN HOP HORNBEAM

OSTRYA: virginiana

F. SERVICE BERRY: downy, Canada, smooth

AMELANCHIER: arborea, canadensis, laevis

G. EASTERN REDBUD

CERCIS: canadensis

FLOWERING DOGWOOD

CORNUS: florida



RECOMMENDED SPECIES CONTINUED

Small Trees + Shrubs

HEIGHT UNDER 25 FT

Common Name:

Scientific Name:

H. WITCH HAZEL

HAMAMELIS: virginiana

STRIPED MAPLE

ACER: pensylvanicum I.

NINEBARK

PHYSOCARPUS: opulifolius

FRAGRANT SUMAC

RHUS: aromatica

I. ARROWWOOD VIBURNUM

VIBURNUM: dentatum

J. Highbush Blueberry

VACCINIUM: corymbosum

H.



H.



I.



I.



J.

J.

Groundcover + Perennials

NON-WOODY PLANTS

Common Name:

Scientific Name:

K. SHOWY GOLDENROD

SOLIDAGO: speciosa

L. CREEPING PHLOX

PHLOX: stonifera

M. BLAZING STAR

LIATRIS: spicata

N. BEE BALM

MONARDA: didyma

O. TRUMPET HONEYSUCKLE

LONICERA: sempervirens

P. LITTL BLUE STEM

SCHIZACHYRIUM: scoparium

K.



L.



M.



N.



O.



P.



THE TOWN OF
PULASKI
VIRGINIA

INVASIVE PLANT ALTERNATIVES

Instead of...

Plant...

Japanese Barberry,
Berberis thunbergii

Inkberry Holly (*Ilex glabra*), Winterberry Holly (*Ilex verticillata*), Arrowwood Viburnum (*Viburnum dentatum*), Virginia Sweetspire (*Itea virginica*)

Liriope, *Liriope muscari*

Pennsylvania + Wood Sedge (*Carex pennsylvanica* + *flaccosperma*), Virginia Wildrye (*Elymus virginicus*)

Bradford Pear, *Pyrus calleryana*

Serviceberry (*Amelanchier* spp.), Hawthorns (*Crataegus* spp.), Eastern Redbud (*Cercus canadensis*), Dogwood (*Cornus florida*)

Rose of Sharon, *Hibiscus syriacus*

Scarlet Mallow (*Hibiscus coccineus*)

English Ivy, *Hedera helix*

Virginia Creeper (*Parthenocissus quinquefolia*), Golden Ragwort (*Packera aurea*), Ferns, Creeping Phlox (*Phlox stonifera*) Wild Ginger (*Asarum canadense*), Allegheny spurge (*Pachysandra procumbens*)

Burning Bush, *Euonymus alatus*

Blueberries (*Vaccinium* spp.), *Viburnum* spp., Virginia Sweetspire (*Itea virginica*)

Chinese Privet, *Ligustrum sinense*

Blackhaw (*Viburnum prunifolium*), Devil wood (*Osmanthus americanus*), Carolina Cherry Laurel (*Prunus caroliniana*)

Wintercreeper, *Euonymus fortunei*

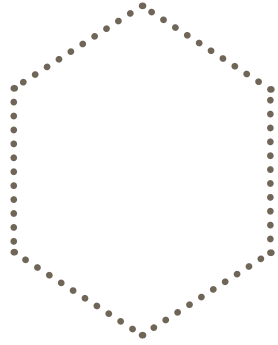
See English Ivy above

Japanese Honeysuckle,
Lonicera japonica

Trumpet Honeysuckle (*Lonicera sempervirens*), Yellow Jessamine (*Gelsemium sempervirens*), Crossvine (*Bignonia capreolata*)

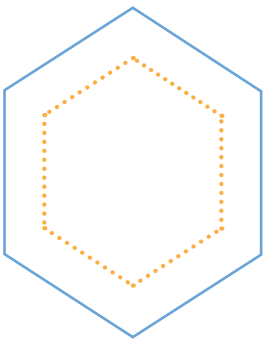
Wisteria, Japanese or Chinese,
Wisteria sinensis or *floribunda*

American Wisteria (*Wisteria frutescens*)



4 SITE PLAN REVIEW

This section provides the steps and submittal requirements that applicants must take for local review and approval of specific types of development. Please note that developments requiring Special Exceptions or Rezoning will require approval from Planning Commission and Town Council, prior to site plan review submittal to the Planning Department.

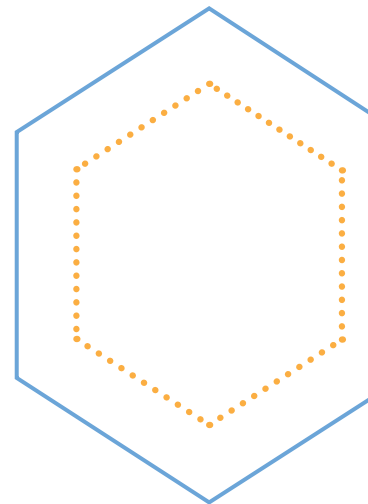


A project requires site plan approval if the proposed construction will involve a building or structure to be located on a commercial, industrial, or multi-family residential development site, and result in one or more of the following:

1. More than 1,500 square feet of new impervious surface area on site.
2. A project comprised of two (2) residential dwelling units.
3. Parking lot modifications
4. Less than a half-acre of land disturbance.

Requirements for site plan approval:

1. Applicants shall schedule a pre-application meeting or concept plan review with the Zoning Administrator to discuss the procedures, standards and regulations required for approval in accordance with local regulations.
2. Applications shall be submitted only after a pre-application meeting or concept plan review.
3. Site plan drawings: 5 sets
4. Floor plan drawings: 3 sets if applicable
5. Permits and approvals from other departments and agencies may be required (e.g. Town roadway/right-of-way, Virginia Department of Transportation, Virginia Department of Environmental Quality, Virginia Department of Conservation and Recreation, New River Health District).
6. At the time of site plan submittal, all applications shall include payment of the application fee, except when application fees are not required. Current application fees can be found in Appendix X of this guide.
7. A preliminary site plan is expected to address following, but not limited to:
 - Lot area requirement
 - Building setbacks
 - Parking requirements
 - Landscaping requirements
 - Refuse requirements
 - Screening requirements
 - Lighting requirements
 - Drainage requirements
 - Building code requirements



ADDITIONAL REVIEW FOR LARGER SITE PLANS

Some site plan reviews will require more in depth review by the Site Plan Review Committee. The Site Plan Review Committee (SRC) is responsible for conducting formal reviews to ensure major developments comply with federal, state, county and/or local codes and ordinances, as applicable for each project.

Projects that require additional site plan review are as follows:

1. Projects above 5,000 square feet
2. Multifamily Developments - Townhomes, Apartments etc.
3. Infrastructure Plan
4. More than a half-acre of land disturbance

The SRC is comprised of Town Staff, including: Town Engineer, Building Official, and Code Enforcement or their designated representatives. Other additional staff or agencies may participate at the discretion of the Town Manager. The committee will appoint a project lead who will act as the Town's point of contact, coordinate all reviews, route site plans for review to other departments, establish deadlines for all departmental comments, schedule meetings, compile all department comments and provide the reviews to the applicant. The project lead will be the liaison between the Town and staff from agencies such as the Virginia Department of Transportation, Department of Environmental Quality (DEQ) and similar agencies, required for providing comments and inputs for the major development project. Having a single point of contact will ensure that the process is expedited and efficient. The SRC is required to either: 1) approve the plans, 2) approve the plans with comments/conditions, or 3) deny approval of the plans.

Requirements for major site plan approval:

1. Applicants shall schedule a pre-application meeting or concept plan review to discuss the procedures, standards and regulations required for approval in accordance with local regulations.
2. Applications shall be submitted only after a pre-application meeting or concept plan review with the project lead.
3. Site plan drawings: five sets and any supporting documents. PDF electronic format of the application and supporting materials must also be provided to the project lead via email. (A web link to a cloud share containing the documents can be provided in the email if the attachment is too large for the email).
4. Floor plan drawings: three sets if applicable.
5. At the time of submittal, all applications shall include payment of the application fee, except when application fees are not required.
6. At the time of site plan submittal, all applications shall include payment of the application fee, except when application fees are not required. Current application fees can be found in Appendix X of this guide.

REVIEW FOR LARGER SITE PLANS CONT'

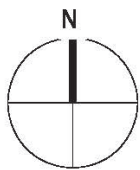
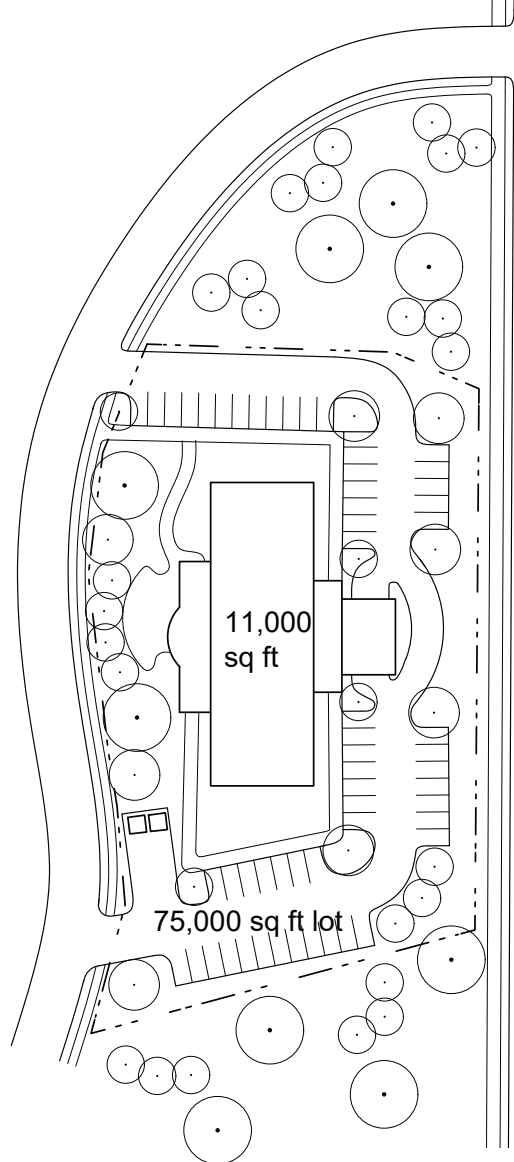
Procedure for major site plan review and approval:

1. Project lead shall send out the application to the SRC and schedule a meeting between the SRC team and applicant.
2. SRC members will provide their preliminary comments and identify any potential issues that the project may need to address in order to comply with local regulations.
3. The applicant will be required to address all issues identified and provide the project lead with new sets of revised plans and/or note these issues on the plans to be addressed during construction.
4. Applicant may refer questions, issues and plan revisions to the project lead.
5. Project lead will correspond with all SRC members and provide access to the most current application package.
6. All approved major site plans must have the signatures of the SRC members on the plans before the project can be advanced to the Building permit phase or construction.
7. After site plan approval the applicant may proceed to submitting a construction plan and/or building plan.



EXHIBIT 2 - LARGER SITE PLAN EXAMPLE

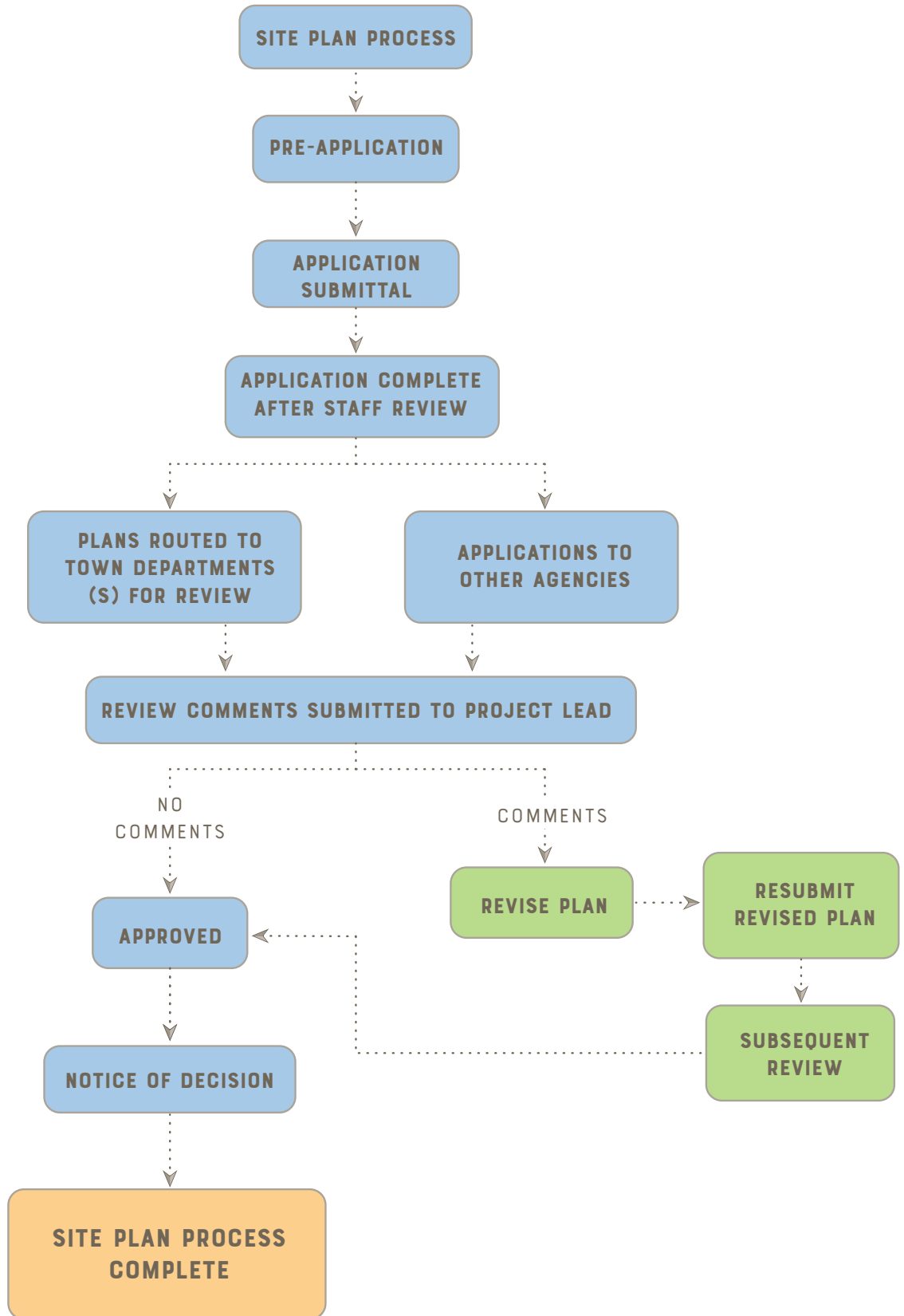
REVISIONS		
MARK	DATE	DESCRIPTION
-	-	-



PROPERTY OF THE UNITED STATES GOVERNMENT
 FOR OFFICIAL USE ONLY
 DO NOT REMOVE THIS NOTICE
 PROPERLY DESTROY DOCUMENTS WHEN NO LONGER NEEDED

	PROJECT TITLE	PROJ. NO.	XXXXXXXXXXXX
	DRAWING TITLE	PROJ. OFFICER	XXXXXXXXXXXX
		PROJ. MGR.	XXXXXXXXXXXX
		SUBMISSION	XXXXXXXXXXXX
		SUB. DATE	XXXXXXXXXXXX
		WRK REQ. NO.	XXXXXXXXXXXX

SITE PLAN COMPONENTS + REVIEW PROCESS



SITE PLAN REVIEW CHECKLIST

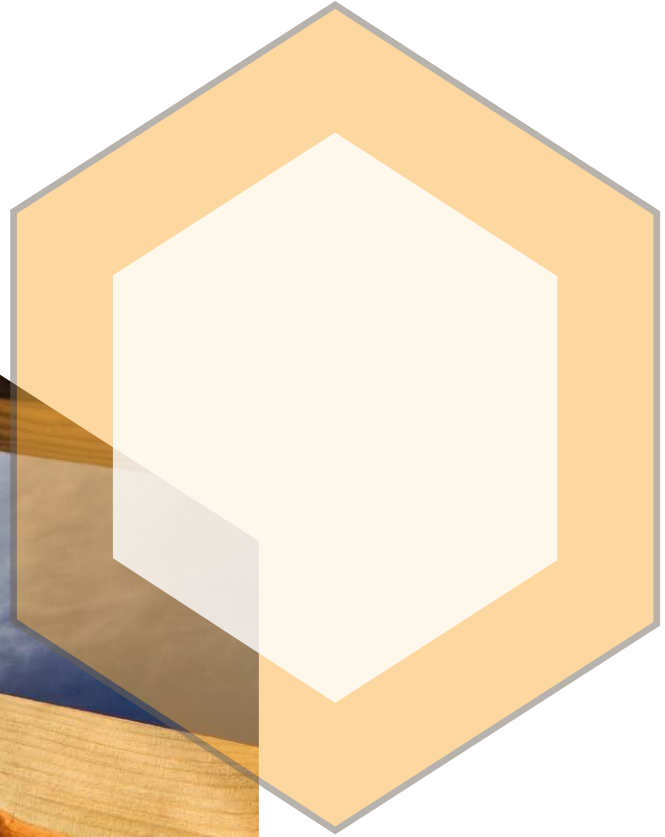
- Name of Development
- Name, Address, phone number: Owner(s), agent name(s) and engineer/architect contact information
- Vicinity Map
- Parcel Identification Numbers and lot size(s)
- Date, North Arrow and Scale, Numbered of sheets
- Existing Condition on and around site - vegetation, soils composition, tributaries, flood-plain, public/private utilities (i.e. roads, sidewalks, parking areas sewer, water, rights-of-ways, easements, ditches/drainage, access points, fire hydrants, light poles, etc.)
- Boundary Survey
- Site Information: total project area or acreage; square footage of buildings; building height; building coverage; number of floors with areas; type of building construction; total impervious coverage; acreage in 100-year flood plain; current zoning and land uses
- All construction to be demolished, construction that is to remain
- All zoning requirements attached directly to the site as a result of the issuance of any Special Exception Permit, variance, or rezoning.
- Proposed Conditions: Proposed Structures (floor area, height, stories, use, location, and dimensions); disturbed and undisturbed areas; driveways; sidewalks/trails/bike paths, parking spaces, loading area, refuse, screening, drainage, outside lighting, power lines, gas and broadband lines, and water and sewer lines
- Setbacks, utilities, sidewalks, driveways, accessory structures, fences, grading, all trees to be removed
- Stormwater management and erosion and sediment control plans
- Areas of refuse storage (Size and type)
- Traffic Impact Analysis
- Landscaping
- Signage- location, height, means of lighting and orientation of proposed signs
- Typical cross-sections of proposed grades, roads, driveways, parking areas, retention ponds, utilities, drainage conveyances and other applicable features
- 10 sets of site plans, sealed by appropriate professional licensure
- 1 copy of applicable design calculations
- 1 completed application





5 CONSTRUCTION REVIEW

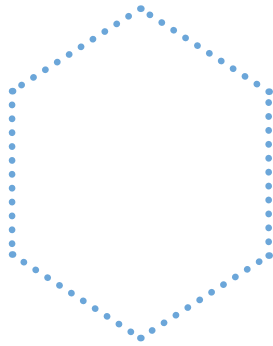
The construction plan review process can be started during or after the site plan review process.



CONSTRUCTION PLAN REVIEW PROCESS

Construction Review Procedure

1. The applicant is required to meet with representatives from the Community Development Department, Engineering Department, and Fire Marshal's office at least once prior to application submittal. The applicant will provide a proposed layout of the project for the pre-application meeting.
2. The applicant submits the complete application and pays required fees.
3. Project review for compliance with all applicable federal, state, county, and Town regulations.
4. The applicant is required to submit plans to other agencies with jurisdiction over the project.
5. Comments by Town staff will be provided to applicant to address issues for correction of the construction plans.
6. Applicant maybe required to revise plans and resubmit.
7. After all comments are addressed by the applicant, the Town will provide a notice of decision.
8. Prior to final approval for construction to begin the applicant will be required to provide documents such as approved VDOT permits and DEQ permits, and performance bonds if applicable to the project.

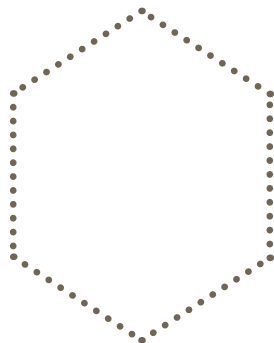


Submittal Requirements:

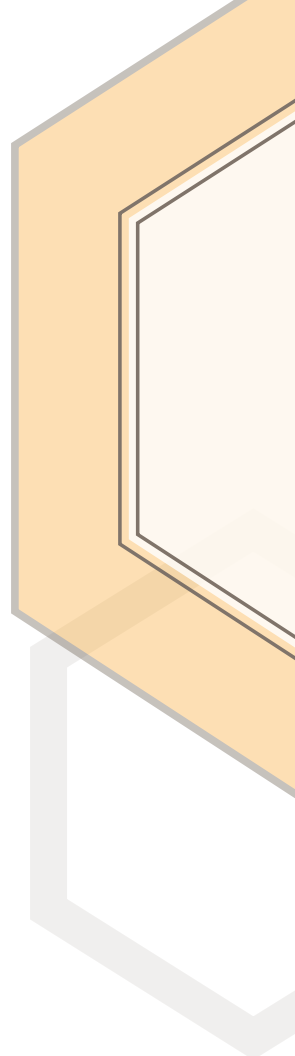
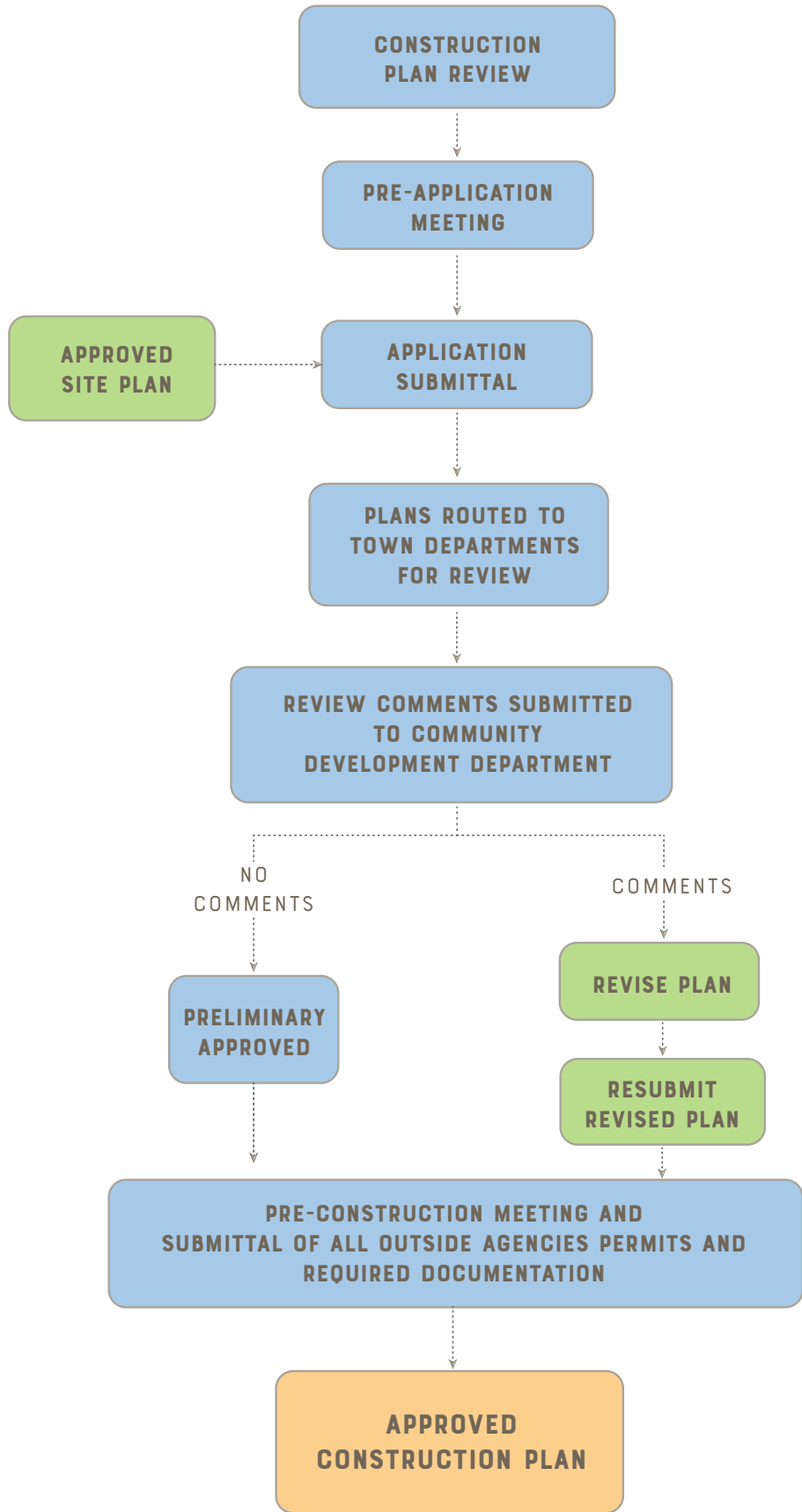
1. Applications shall be submitted only after a pre-application meeting.
2. At the time of submittal, all applications shall include payment of the application fee, except when application fees are not required.
3. Construction Drawings: 5 sets of sealed plans and/or digital copy of the application and supporting materials.
4. Survey
5. Site Plan
6. Grading, Paving and Drainage plan
7. Water and Sewer Plan
8. Erosion and Sedimentation Control (ESC) and Stormwater Pollution Prevention Plan (SWPPP)
9. Signing and Striping Plan

Notes:

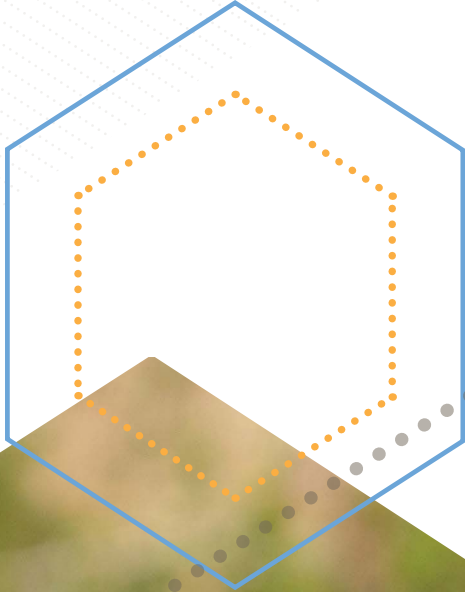
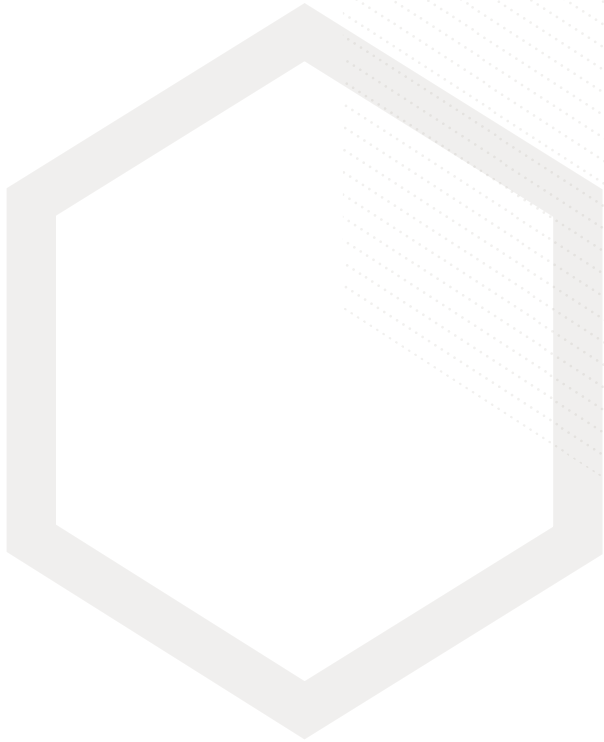
1. Plans shall be drawn to a standard civil engineering scale.
2. The maximum sheet size shall not exceed 24 inches by 36 inches.
3. Smaller projects may not be required to meet all the submission requirements and the different plans may be combined as long as they are readable



CONSTRUCTION PLAN REVIEW PROCESS







6 BUILDING PERMIT REVIEW

The Town of Pulaski Building Department is responsible for enforcing the Virginia Uniform Statewide Building Code (USBC), 1996 Edition with 2012/2015 Amendments, and the Statewide Fire Prevention Code (SFPC). The Building Department provides permitting services such as reviewing permit applications and inspecting all residential and commercial building projects to ensure building code and safety standards are met. The department maintains and tracks permits related to structure projects, such as: construction, alteration, additions and demolitions, as well as mechanical, plumbing, electrical and fire safety work items.



A building permit application is required for the following activities:

(Please note that this is not a complete list of all types of projects that need a building permit.)

- Air Conditioning Units
- Change of occupancy
- Construction or alteration of a structure
- Building or room addition
- Decks
- Demolition or moving a structure
- Doors (new or replacement)
- Fences
- Garages or carports (attached & detached)
- Installing or altering any equipment which is regulated by building code
- Masonry walls
- Patio Enclosures
- Patio & porch covers, and awnings
- Installing swimming pools, hot tubs, and spas
- Retaining walls more than 2 1/2 feet in height.
- Roofing/Roof replacement
- Siding, stucco, brick, etc.
- Solar panels
- Storage sheds or accessory buildings greater than ___ sq. ft.
- Water/Sewer utility repair or replacement

Projects that do not require building permits are minor non-structural repairs that do not violate the Building and Fire Codes:

- Landscaping
- Minor roof or siding repairs
- Home décor improvements
- Painting
- Storage Shed of less than __sq.feet. (setback verification is required)
- Minor air conditioning work

Note: To confirm if your project requires a permit, please check with the Town of Pulaski Building Department.

Building Permit Process for Minor Residential Project (such as building a shed or deck):

- Meet with Building Permitting staff to determine type of review and documents required
- Submit permit application, Building plans and payment of fees
- Planning Department's review for compliance with Zoning Ordinance
- Review by Building department staff for compliance with Building Code
- Issuance of permit for commencement of work and list of inspections required.
- After passing inspection a Building Official and/or Building Inspector will sign off the project as completed.

Building Permit Process for Major Projects:

- Permit application and fees: Applicant submits application with 3 sets of building plans (Please see checklist at the end of the document).
- The permitting staff identifies requirements that are needed when there is no change of building use. Typically, full compliance with the Code is required when there is a change of building use.
- Building Plan Review: Some projects may require only the Building Department's review, while others may require reviews by other departments; in which case the application will be routed to various departments (e.g. Building, Fire, Planning, etc). After all deficiencies and issues are resolved, the plan is approved, and Building Department staff will issue a permit.
- The applicant may start the construction process once the permit is issued.
- Field Inspection process: There are multiple field inspections that are required for every permit at specific construction phases, depending on the complexity of the project. Applicants request these inspections according to their construction timetable. To schedule an inspection, calls shall be made at least two (2) working days prior to the required inspection.
- Routine inspections covered by the initial permit fee includes one inspection and one reinspection. Additional fees may be charged if the work is not ready and the inspection needs to be rescheduled, or if additional inspections are required.
- The Certificate of Occupancy (CO) is the final approval document issued after the project is complete, which allows occupancy of a structure. Some projects may not require a CO but will require a Building Official and/or Building Inspector to sign off the project after completion.

General Information:

- Building and permitting staff also investigate complaints regarding construction activity to determine compliance with Town's ordinances and building codes.
- The Building Official may issue Stop Work Orders if work is being performed without a permit or if inspections are not scheduled at the proper time in the construction cycle.

Checklist:

- Applications
- Fees (Refer to Schedule of Fees)
- 3 sets of Construction plans (floor plan, foundation plan, elevations, floor and roof framing sections and details, whichever is applicable). Existing and new structures must be clearly identified in the plans. Depending on the scale of project, plans may be required to be sealed by a licensed professional of Virginia.
- Structural plan when applicable
- One set of plans for electrical, gas, mechanical and plumbing, when applicable, may be required.



Prepared By:

