



# Site Plan Review Process

Prince George County, VA

**NOTE:** This sheet is intended for summary purposes only. Please consult the County Zoning Ordinance and Site Plan Application for complete requirements.

**When is a Site Plan required?**  
 Projects with a total land disturbance of 2,500 square feet or greater, OR for structures with > 4 residential units, or used for other non-agricultural purposes.

**Minor Site Plan Requirements (subject to verification by Planning Division):**

- Land Disturbance or Building Addition of 2,500 – 10,000 square feet
- No public water or public sewer mainline extensions are required for the proposed use
- No significant site drainage improvements and uses existing on site retention structures
- No significant site access or any internal site circulation changes or road improvements
- No subdivision and conveyance of a portion of the property is needed for the expansion
- No change of use of the building is permitted only interior and/or exterior renovations

**Visual Guide:**

Applicant Responsibility	County Responsibility
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**START**

Discuss with Planning Division: Is the proposed land use allowed by current zoning and other development conditions, as confirmed by Planning Division?

NO	YES
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**Seek Zoning Approval**  
 (Required before Site Plans can be approved)

**Preliminary Application Meeting**

- Applicant/Consultant meets with relevant County and State staff
- Discuss process, including any additional steps for project approval
- Determines whether the project requires a Minor or Major Site Plan Application
- Engineering Plans for subdivisions follow this same submittal process

**Submit Application & Checklist to Planning Division**

- Include 12 copies of site plans with submittal
- Planning Division is primary contact and routes all reviews except for DEQ approvals, which must be pursued separately

**Review by County Departments**

- Review for Completeness: 0-5 business days
- Minor Site Plan review: < 30 days
- Major Site Plan review: 30-60 days

**Revision or Resubmittal**  
 Applicant addresses comments or provides requested items

County sends Applicant a letter indicating Site Plan is Approved or requires Revision.

**FOLLOWUP (SITE PLAN APPROVED)**

- After Site Plan Approval, Applicant is eligible for approval of other permit applications
- Approved Site Plan sheets will be available for pickup from Planning & Zoning Division