

In certain districts within the County's Zoning Ordinance, a site plan option is available. This form of "special exception" allows more flexibility in development form, use, and density than that permitted "by right" in a zoning district.

Essentially, the submission and approval of a site plan permits the County Board to vary the permitted uses and regulations in a zoning district. As an element of each site plan approval, the County Board may assign a number of conditions deemed appropriate for the site. Administrative Regulation 4.1 details site plan procedures and requirements.

Site plan review requires public hearings before both the Planning Commission and the County Board. The Planning Commission reviews new site plans and major amendments and makes a recommendation to the County Board. A Site Plan Review Subcommittee, composed of Planning Commissioners and other citizens, also makes recommendations. These recommendations often include a number of suggested conditions for approval. The County Board then takes final action on the site plan.

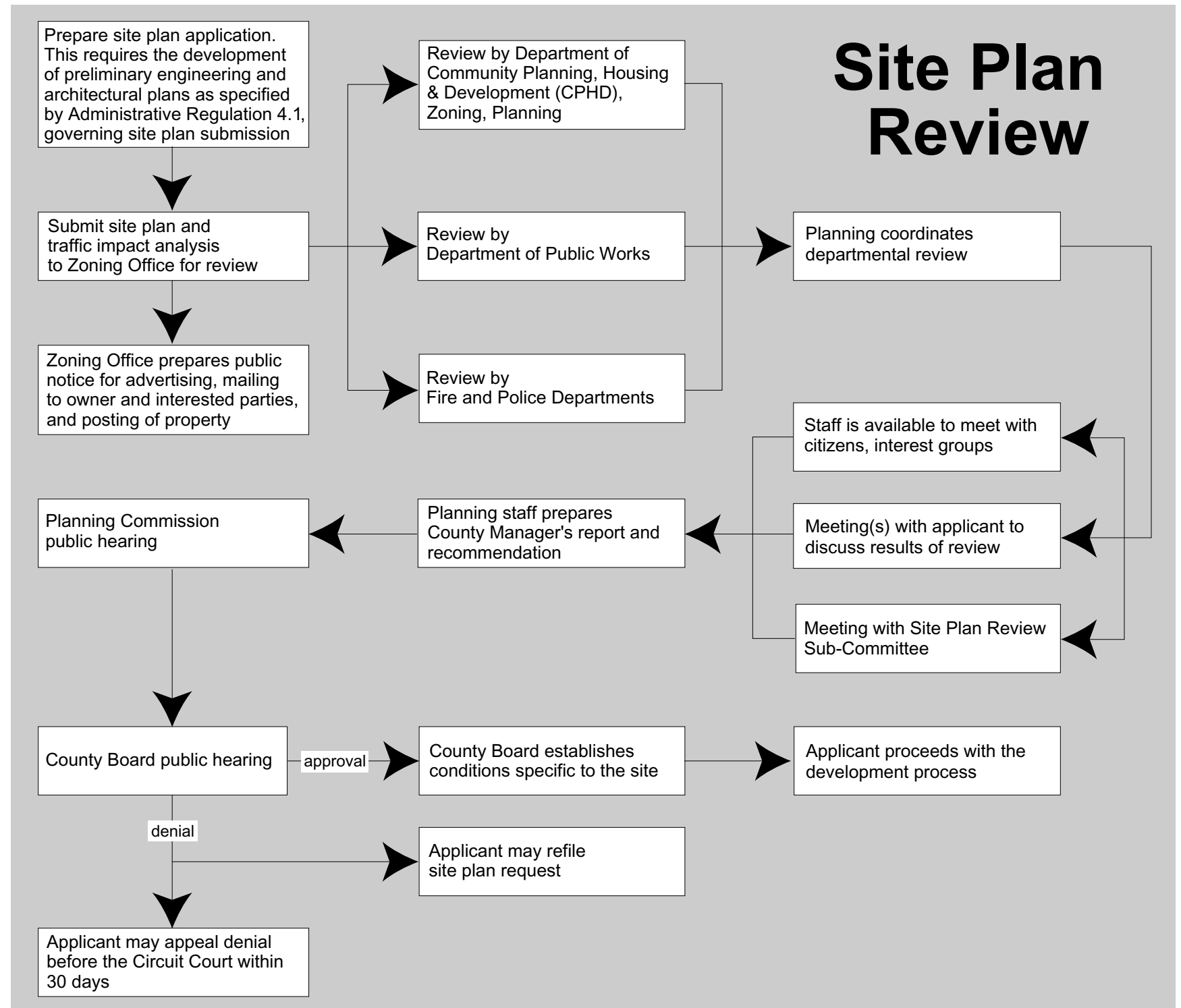
Site plan applications must be filed with the Zoning Administrator at least 90 days in advance of the County Board hearing to allow proper legal advertising and administrative review of the request.

**PRE-SUBMISSION CONFERENCE:** Prior to submitting a site plan application, the applicant and architect generally meet with staff members of the Planning Division and the Department of Public Works in order to gain an understanding of the requirements and to identify any unique problems or constraints to the physical development of the site. At this meeting, the applicant is given a copy of Administrative Regulation 4.1.

**TRAFFIC IMPACT ANALYSIS:** Applicants requesting site plan approvals or major site plan amendments are required in some cases to prepare and submit a formal traffic impact analysis (*TIA*). The *TIA* estimates the impact of the development on the local transportation system. Criteria and analysis procedures are detailed in Administrative Regulation 4.1.

**ENVIRONMENTAL CONSIDERATIONS:** In addition to the requirements of Administrative Regulation 4.1, the application must also provide information describing the impact of the proposed development and proposed methods of reducing adverse impacts on the environment. A County form is available at the Zoning Office for this purpose.

**CONDITIONS OF APPROVAL:** The County Board may impose specific conditions in the approval of a site plan. Such conditions typically include provisions for protecting adjacent properties, access and design of off-street parking and loading, landscaping, and space for, or construction of, public facilities such as streets and utilities.



**MODIFICATION OF APPROVED SITE PLAN:** After a site plan has been approved by the County Board, minor adjustments may be approved (*in writing*) by the Zoning Administrator. These adjustments must comply with the spirit of the Zoning Ordinance, the intent of the County Board in its approval of the site plan, and with the general purpose of the Master Plan for the development of the area. If the Zoning Administrator determines that the adjustment is not minor, County Board approval is required at a public hearing. Such a site plan amendment may also be heard at a Planning Commission public hearing.

**PLAN REVIEW PROCESS:** Following site plan approval, the applicant can file for permits. Permits are issued in stages and include: demolition of existing structures; excavation, sheeting and shoring; the foundation to grade (*garage*) permit; and the full building permit. At each stage, the Zoning Office checks the plans for compliance with the approved site plan and conditions of approval. A building permit will not be issued if the building plan fails to comply with the approved plan. The applicant must then either file for a site plan amendment or make the necessary adjustments to the building plan.

**APPROVAL BECOMES VOID:** If a building permit is not obtained and construction begun within the time period stated in the conditions of approval, the approval becomes void. An extension may be obtained by site plan amendment provided that it is filed prior to the site plan approval having become void. Otherwise, a new site plan must be submitted for approval.

**PHASED DEVELOPMENT SITE PLAN:** To permit the coordinated development of sites greater than twenty (20) acres, the County Board may approve a Phased Development Site Plan in the form of a general plan for land uses, public facilities, transportation, and utilities. Prior to the issuance of a building permit for the project, or project part, approval of a Final Site Plan, as set forth in Administrative Regulation 4.1, is required.

**FEE:** A filing fee must accompany an application for Site Plan Approval. This is a base fee plus an additional charge per square foot (*office or commercial*) or per unit (*dwelling or hotel*). The current fee schedule is available at the Zoning Office.

**PROCESS TIME:** Site plan approval requires a minimum of 90 days, assuming that there are no deferrals. Requests for site plan approval are heard by the County Board four times per year (*January, April, July, and October*).

**Telephone Numbers and Locations:**

The following lists the Telephone Numbers and locations of County agencies involved in the Site Plan Review process.

Arlington County Offices are located at:

2100 Clarendon Boulevard  
Arlington, Virginia 22201

Planning Division		
Current Planning Section	Suite 608	228-3525
Planning Commission	Suite 608	228-3525
Zoning Office	Suite 812	228-3883
Dept. of Public Works		
Engineering Division	Suite 813	228-3629
Planning Division	Suite 717	228-3681
County Board	Suite 300	228-3130
County Manager	Suite 302	228-3120
Fire Marshall		228-4644
1025 N. Hudson St.		
Police Department		
Community Resource Section		228-4330
1425 N. Courthouse Rd.		

**Other Pamphlets in the Series:**

- The Development Process: A General Description
- Construction Permits and Inspection
- Rezoning
- Use Permit
- Variance
- Certificate of Occupancy

