



www.herndon-va.gov

Phone: 703.787.7380

Department of Community Development
Site Plan, Subdivision Site Plan, Plan Revision, &
Single Lot Development Plan Application

Subject Property Address: _____

Project Name: _____

Description of Project:
(summary of what is proposed)

Associated Applications/Approvals:
(other Herndon development cases
related to project)

Principal Contact for Application:
(applicant name and role)

Mailing Address: _____ Email Address: _____

_____ Telephone #: _____

The undersigned hereby applies for and requests approval of a Site Plan under the provisions of § 78-202.6 of the Herndon Town Code. I hereby affirm and certify that:

- The information provided on this form is true and correct to the best of my knowledge.
The requirements associated with this application have been read and are understood.
The use and occupancy of buildings and/or the use of land noted above is proposed in conformance with all provisions of the Town of Herndon, Virginia Zoning Ordinance regulations to the best of my knowledge.

Signature of Applicant

Date

REQUIRED APPLICATION SUBMISSION MATERIALS

- Name and title of all Co-Applicants (Property Owner(s), Contract Purchasers, and Agents Authorized to Act on Behalf of the Property Owner) with respective mailing addresses, telephone numbers, fax numbers, and e-mail addresses;
If the applicant is not the landowner(s), a signed statement from the landowner(s) authorizing the agent to act on their behalf;
The completed application form with original signatures;
Seven (7) sets of plans or drawings prepared in accordance with the standards specified in the Zoning Ordinance;
Full size PDF files of the plan set at first submission and at final submission (via Drop Box);
If a plan revision, a letter describing all areas of the plan to be revised;
If waivers are requested, a letter describing each waiver request and citing the affected section of the Zoning Ordinance or public facilities manual for each waiver request;
If a pre-application conference took place, a statement indicating the date and time a pre-application conference was held with the Town, as well as a list of participants in the conference;
The application fee and the required fees for review and inspection when applicable;
If Resource Protection Area (RPA) is located on the property, an RPA Delineation Application;
Written verification from certified architect or engineer whether project does/does not quality for VDOT 527 or 870 review. Form provided by Town.

For Office Use Only

Received By:		Date:
Fees Received:	<input type="checkbox"/> Application Fee <input type="checkbox"/> Review and Inspection 1 st Half <input type="checkbox"/> Review and Inspection 2 nd Half <input type="checkbox"/> VA Storm Water Management	Amount Paid: _____ Amount Paid: _____ Amount Paid: _____ Amount Paid: _____
Application Type:	<input type="checkbox"/> Minor Site Plan <input type="checkbox"/> Major Site Plan <input type="checkbox"/> Subdivision Site Plan <input type="checkbox"/> Plan Revision <input type="checkbox"/> Single Lot Development Plan <input type="checkbox"/> Other	
Taxes Status:	<input type="checkbox"/> Paid <input type="checkbox"/> Delinquent	
Tax Map Reference:		Case #:

Application created 5.8.17