

The plan review process is regulated by Section 78-155.6 of the Town of Herndon Zoning Ordinance. This guide is not intended to be a complete statement of all applicable regulations. Applicants are encouraged to consult the plan review webpage at <https://www.herndon-va.gov/departments/public-works/plan-review> and contact the Plan Review Coordinator at planreview@herndon-va.gov prior to any submission.

When is a plan submission required?

Most development that disturbs land requires detailed review through a site plan review process.

Typical exemptions include:

- Additions or new construction less than 750 SF on single family home properties;
- The internal construction or alteration of the floor area which does not increase gross floor area, increase the intensity of use, or increase the number of parking spaces required;
- Land disturbance less than 2,500 SF;
- Certain temporary uses in accordance with [§ 78-90. Temporary Uses and Structures](#).

What are the different types of plans?

The following plan types are submitted through the plan review process: Major Site Plan, Minor Site Plan, Subdivision Site Plan, Single Lot Development Plan, Plan Revisions, Plat/Deed of Easement/Dedication/Lot Line Adjustment/Consolidation/Subdivision, Temporary Use Site Plan (more than 90 days).

Each type has specific submission fees and submission requirements. That information is provided on the review process webpage.

How is a plan review initiated?

A Pre-submission Conference should be requested prior to initial plan submission. The Pre-submission Conference Info Sheet should be consulted and the required form submitted. All submissions are sent to the plan review coordinator at planreview@herndon-va.gov via email or a file sharing application. A submission will not be accepted without all the appropriate submission requirements, as outlined in the submission checklists.

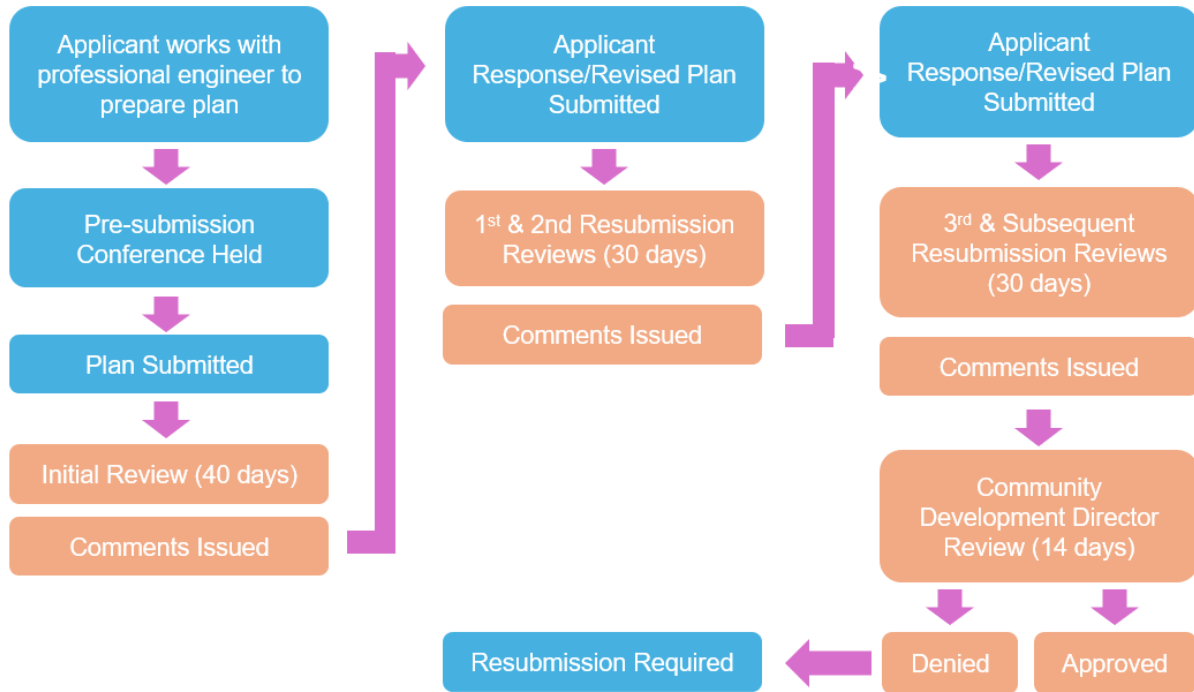
What else might be required for review?

Plans often require the submission of the other documents and permits that may be required prior to or with the submission of the plan. The following items may also be required:

- Conservation Escrow and Escrow Agreement
- Fee for escrow agreement preparation
- Stormwater facility maintenance agreement
- Plat and deed of any easements or dedications
- Resource Protection Area permit
- Flood Plain Study
- Water Quality Impact Assessment
- Traffic Impact Study

How long does it take to complete the review?

The length of time required to receive plan approval depends to a large extent on the quality of the application, whether or not it meets all applicable standards and regulations, and the responsiveness to staff comments. The flow chart shown below shows the general steps in the review with review times noted.



What happens after plan approval?

For all site plans, a building permit must be issued within five years, and the development must be completed within the time allowed under the Town’s building regulations, or the site plan approval shall expire. This period may be extended by six months if a written request is received at least 30 days prior to expiration with approval by the Zoning Administrator.

If the project also includes exterior building improvements submission of application to the Architectural Review Board or Heritage Preservation Review Board may be required prior to permitting. Upon completion of the development and prior to occupancy, an as-built site plan and/or house location survey must be submitted to show the result of the improvements and to serve as a record of the improvements made on the lot.

Need More Info?

For more information on the plan review process, consult the process webpage at <https://www.herndon-va.gov/departments/public-works/plan-review> or contact the plan review coordinator at planreview@herndon-va.gov.