SITE PLAN AMENDMENT POLICY
04/20/2016

Changes to site plans are permitted per the regulation in Section 32.3.8 of Chapter 18 of the Albemarle County Code. This policy establishes how and when a change can occur to an approved Final Site Plan.

Changes that frequently arise after Final Site Plan approval vary in scope and detail. Staff has established a tiered policy that addresses the degree of change(s) and the level of review required to facilitate such change(s).

You must discuss any proposal for change/modification with a Planner or Permit Planner prior to submittal of your request for review. The Planner or Permit Planner will determine if the change meets the criteria established for a Letter of Revision or a Minor Site Plan Amendment.

It is at the County’s discretion to determine whether a change or modification qualify for a LOR or a minor site plan amendment.

1. Letter of Revision (LOR): is considered to be a change to an approved final site plan that is not significant enough to constitute the need for a minor site plan amendment. (SEE LOR POLICY)

2. Minor Site Plan Amendment (MINA): is considered a site plan amendment that proposes changes beyond the criteria outlined for a Letter of Revision. (SEE MINOR AMENDMENT POLICY)

3. Major Site Plan Amendment (MAJA): is considered a site plan amendment that proposes changes beyond the criteria outlined for a Minor Site Plan Amendment.
LETTER OF REVISION (LOR) POLICY

1. Letter of Revision (LOR): is considered to be a change to an approved final site plan or most relevant plan that is not significant enough to constitute the need for a minor site plan amendment.

2. You must discuss any proposal for change/ modification with a Planner or Permit Planner prior to submittal of your request for review. The Planner or Permit Planner will determine if the change meets the criteria established below.

3. LORs apply to an approved Final Site Plan. An approved final site plan is a plan that contains the signature block and all of the appropriate signatures from the County and other reviewing agencies.

4. It may be determined that a proposed LOR can apply to an approved minor site plan amendment instead of the approved Final Site Plan. A minor site plan amendment is an approved plan that contains a Planner’s signature or stamp of approval.

5. Only three (3) LORs may be approved for a Final Site Plan before a new minor amendment must be submitted for approval that incorporates all of the changes approved with the LORs.

1. Any change that does not constitute a permanent physical change to the site (examples: farmer’s market, food truck, location of affordable units) will **not** count toward the maximum number of LORs.

2. Any proposed change must meet all applicable regulations.

3. No additional adverse impact on adjacent properties or public facilities
5 Criteria Categories for LOR

These criteria are provided as a guide and are not to be considered an exhaustive list of potential changes

Building/structure changes
- addition to building of 200 sqft or less
  - deck additions on commercial site plans
  - main building
- addition of accessory structures of 200 sqft or less
- add/remove loading dock(s)
- not construct the connector roof between the addition and the existing building
- add porch roofs at entrance(s) into the building

Landscaping & Screening changes
- quantity and or species change complying with the approved plant list and approved canopy calculations (See Section 32.7.9)

Parking changes
- restriping of spaces
- addition or subtraction of up to 3 spaces provided that this would not exceed the maximum number or fall below the minimum number of spaces allowed per Section 4.12.4(a)
- consolidate/move HC spaces (See Section 4.12.4(b))
- add/remove or adjust curbing
- add/remove CG-12 ramp (See Section 4.12.4(b))

Lighting changes
- See attached table (on next page)

Other Hardscapes
- add/remove sidewalk(s) or walkway(s)
- add propane tank(s) above and below ground and associated pad(s)
- add a generator(s) and associated pad(s)
- add/remove or move dumpster(s) and associated pad(s) (See Section 4.12.19)
- add/remove permanent grease collection container for the restaurants
- add/remove phone switch box and associated pad(s)
- add/remove bollard(s)
- add/remove or move fencing
- add/remove/relocation some types of recreation (playgrounds, putting area etc…)
- add handicapped ramp with or without handrail
- removal of steps and replacing them with a sloped ramp
- add/remove step(s)
- add/remove or move a retaining wall (may require minor amendment depending on scope and size of wall)
- change some grading (may require minor amendment depending on scope and size of grading)
- altering material of construction (ex. wood steps to poured concrete)
- add exterior refrigerator
### HOW TO HANDLE PROPOSED SITE LIGHTING CHANGES

<table>
<thead>
<tr>
<th>ADDITIONAL FIXTURE QUANTITY PROPOSED</th>
<th>NUMBER OF LUMENS EMITTED BY PROPOSED FIXTURES</th>
<th>LETTER OF REVISION (LOR) OR MINOR AMENDMENT (MINA)?</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 or less</td>
<td>&lt; 3,000 Lumens</td>
<td><strong>LOR:</strong> Proposed change can be addressed by a letter of Revision. Lighting Plan sheet needs to be revised to show the new fixtures and their locations.</td>
</tr>
<tr>
<td>[Proposed fixture quantity is less than or equal to 5]</td>
<td>[Lumens emitted by proposed fixtures is less than or equal to 3,000 lumens]</td>
<td><strong>LOR:</strong> Proposed change can be addressed by a letter of Revision. Lighting Plan sheet needs to be revised to show the new fixtures and their locations. Cut sheets and photometric plan are required to make sure the fixtures are full cutoff and spillover at property lines. (Residential Districts) and right of ways does not exceed 0.5 foot-candles.</td>
</tr>
<tr>
<td>5 or less</td>
<td>&gt;3,000 Lumens</td>
<td><strong>LOR:</strong> Proposed change can be addressed by a letter of Revision. Lighting Plan sheet needs to be revised to show the new fixtures and their locations.</td>
</tr>
<tr>
<td>[Proposed fixture quantity is less than or equal to 5]</td>
<td>[Lumens emitted by proposed fixtures is greater than 3,000 lumens]</td>
<td><strong>LOR:</strong> Proposed change can be addressed by a letter of Revision. Lighting Plan sheet needs to be revised to show the new fixtures and their locations. Cut sheets and photometric plan are required to make sure the fixtures are full cutoff and spillover at property lines. (Residential Districts) and right of ways does not exceed 0.5 foot-candles.</td>
</tr>
<tr>
<td>&gt;5</td>
<td>&lt; 3,000 Lumens</td>
<td><strong>LOR:</strong> Proposed change can be addressed by a letter of Revision. Lighting Plan sheet needs to be revised to show the new fixtures and their locations.</td>
</tr>
<tr>
<td>[Proposed fixture quantity is greater than five fixtures]</td>
<td>[Lumens emitted by proposed fixtures is less than or equal to 3,000 lumens]</td>
<td><strong>LOR:</strong> Proposed change must be addressed by a Minor Amendment. Lighting Plan sheet needs to be revised to show the new fixtures and their locations. Cut sheets and photometric plans are required to make sure fixtures are full cutoff and spillover at property lines. (Residential Districts) and right of ways does not exceed 0.5 foot-candles.</td>
</tr>
<tr>
<td>&gt;5</td>
<td>&gt;3,000 Lumens</td>
<td><strong>LOR:</strong> Proposed change must be addressed by a Minor Amendment. Lighting Plan sheet needs to be revised to show the new fixtures and their locations. Cut sheets and photometric plans are required to make sure fixtures are full cutoff and spillover at property lines. (Residential Districts) and right of ways does not exceed 0.5 foot-candles.</td>
</tr>
</tbody>
</table>
DATE

Applicant
Company Name (if one)
Street Address
City State Zip

RE: LOR# __ for SDP-____-_____ NAME OF FINAL SITE PLAN including (if needed most recent plan applicable to the change) SDP-____-____ NAME OF SITE PLAN
Tax Map/Parcel Number _____-__-____-

Dear ________________.

This letter is to approve as a Letter of Revision for the (DESCRIBE THE CHANGE HERE) to the above referenced site plan. This is the (1st, 2nd, or 3rd and final) Letter of Revision for this site. A total of three (3) Letters of Revision are allowed before all changes to the plan are required to be submitted in the form of a site plan amendment.

Sincerely,

YOUR NAME
YOUR TITLE

Attachments: Letter of Request
Site Plan Change
MINOR AMENDMENT POLICY

Minor Site Plan Amendment (MINA): is considered a site plan amendment that proposes changes beyond the criteria outlined for a Letter of Revision.

Criteria for a minor amendment

Proposal would be for:

1. An existing structure that is 10,000sqft or less, the addition shall not be more than 30% of the structure,
2. An existing structure that is 10,001+ sqft the addition shall be no more than 3,000sqft,
3. Moving, adding, or removing phase line(s),
4. Reducing the building size that results in additional site alterations that cannot qualify for a Letter of Revision,
5. Changing the location of landscaping,
6. A change that would not result in any activity that requires a waiver or modification,
7. A change that would not result in a new or modified entrance,
8. A change that would not increase the available impervious area to an extent that additional on-site stormwater management facilities are required,
9. A change that would not violate conditions of prior approvals and,
10. A change that does not require and application for ARB approval.

Three (3) MINAs may be approved for a Final Site Plan before a new Major Amendment must be submitted for approval that incorporates all of the changes approved with the LORs and MINAs.
MINOR AMENDMENT CHECKLIST

Final Site Plans approved prior to 5-1-87 that are proposed to be changed with a minor amendment must include the applicable site plan content requirements of Section 32.5 and 32.6. (See checklist online or obtain a paper copy from the main office). If content required by sections 32.5 and 32.6 is requested to not to be provided then a site plan waiver must be processed.

1. Appropriate application filled out and fee paid.

2. Plan is prepared and sealed, signed and dated by an architect, professional engineer, land surveyor, or certified landscape architect, each of whom shall be licensed to practice in the Commonwealth of Virginia.

3. Final Site Plan number that the amendment applies.

4. List of the proposed changes.

5. Graphic delineation of the proposed changes (bubble, other symbols).