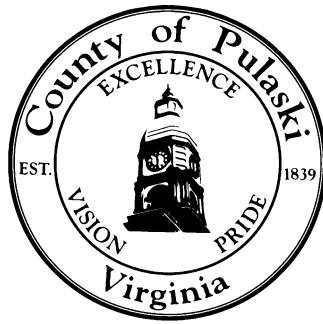


Planning & Zoning Office
Community Development
County of Pulaski, VA
143 Third Street, NW, Suite 1
Pulaski, Virginia 24301
T (540) 980-7710
F (540) 980-7717
Pulaskicounty.org



Major Site Plan Submittal Process

Project Meeting. A project meeting with Community Development Staff is recommended. Contact Bobbi Jo Burnett 540-980-7710 to schedule a meeting with the E&S Program Manager, UDO Administrator and the Building Official. The project meeting provides an opportunity to ask questions and share concerns.

VDOT. Applicant shall contact VDOT 540-381-7201, regarding need for VDOT permit, new entrance requirements and/or when a new use is proposed. The Planning Department will require an approval letter from VDOT prior to Zoning Site Plan Approval. We encourage this coordination early in the process.

Water & Wastewater. Consult with provider of public water or sewer to confirm availability. Submit water or sewer plan to service provider for review and approval. Onsite systems will require approval from the Virginia Department of Health. Once approved, water and sewer/septic plans shall be shown on zoning plan.

Zoning Site Plan. The Planning Office will require a zoning site plan that meets the requirements of the Pulaski County Unified Development Ordinance (UDO). The plan shall be stamped by a licensed professional and elements of the Zoning Site Plan Checklist shall be included. To save resources the applicant can submit an electronic copy via e-mail for comments prior to formal submittal. The formal submittal shall include, one paper plan set of the Zoning Site Plan, the Zoning Site Plan Application Form, the letter from VDOT and the letter or permit from the public utility serving the site/or the VDH approval letter. The fee is \$150.

Erosion & Sediment Control/SWM. Any project where land disturbance will exceed 10,000 sq. ft. will require a Virginia Erosion and Sediment Control (VESC) permit from Pulaski County. Projects where land disturbance exceeds one (1) acre must obtain both a VESC from the county as well as a Virginia Stormwater Management Program (VSMP) permit from the Virginia Department of Environmental Quality Blue Ridge Office. Electronic submittal of VESC permit packages are preferred for initial submittals and shall include a completed application along with permit fee, bond estimate, responsible land disturber information, plans, narrative, engineering calculations etc.. No reviews will be conducted until a permit fee has been paid. Two hard copy sets of plans, narrative, calculations etc will be required after plan approval. Surety bond must be in place before permit is issued. A DEQ VSMP permit is required prior to issuance of a County VESC permit for land disturbance. A VESC permit for land disturbance is required prior to issuance of a zoning site plan or building permit.

Building Permit. After Zoning and E&S Plans have been approved, and prior to any building construction or building demolition, a building permit shall be obtained. Submit the Commercial Building Permit Application and two (2) sets of building plans for review. The fees will be calculated and will be due when the permit is issued. Please discuss the need for third-party inspections and/or fire suppression with the Building Official early in your process to prevent project delays. Construction can begin when building permit has been issued.

Contact 540-980-7710 for county staff in the Community Development Department.