

<b>I-C</b>	<b>REQUIRED COMPONENTS OF A COMPLETE APPLICATION</b>
<p>This section outlines the administrative requirements for submitting an application for Zoning and Subdivision Ordinance review processes.</p>	
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### Overview

The [Zoning Ordinance \(Article I\)](#) and [Subdivision Ordinance \(Article II\)](#) are organized in a similar fashion with separate sections that describe the review processes and the design standards that apply to each review process. For Zoning Ordinance review processes, [Section 6](#) contains descriptions for each review process including application review procedures, review criteria, and required deadlines. [Section 7](#) contains the required design standards and development regulations that apply to applicable review processes. For Subdivision Ordinance review processes, [Section 3](#) describes each review process and [Section 4](#) contains the design requirements for plat and construction plans.

Administrative requirements for application submission are established by the Department of Planning and are outlined in this section of the [Guidance Manual](#). These include components of a complete application, requirements for the format and quantity of hard copy documentation to be provided with applications, and required format for digital plan submission.

### Application Completeness

The Zoning Administrator is empowered to determine whether a filed application is complete and can be processed and reviewed (see [Zoning Ordinance Section 2.4.1C](#) and [Subdivision Ordinance Section 2.2.1C](#)). A complete application typically consists of:

- A fully-completed application form with signature of the property owner or a person duly authorized to represent the property owner (see [Zoning Ordinance Section 2.4.2](#) and [Subdivision Ordinance Section 2.2.2](#))
- Application fees including any required consultant review fees
- All required plats, plans, and documentation in the format and quantity required by the Zoning Administrator

- Resistivity approval when required for an onsite sewage treatment system (see [Code of Clarke County Section 143-12](#))
- Any other information requested by the Zoning Administrator that is necessary to review the application

If an application is determined to be incomplete, the Zoning Administrator will notify the applicant of the deficiencies and provide an opportunity to correct. If the deficiencies are not cured within a reasonable time frame, the Zoning Administrator will return the application and fees (if provided) to the applicant. **Applications that are filed prior to a filing deadline and determined to be incomplete after the deadline will NOT be processed within the same review period.**

**Required Format and Quantity of Application Materials**

In addition to the application completeness requirements, applicants are also required to provide hard copies of application materials and digital copies of plan and plats. The number of copies to be provided depends on whether an application is sent to outside review agencies and whether the application is also reviewed and approved by a Commission (Planning Commission, Historic Preservation Commission) or Board (Board of Supervisors, Board of Zoning Appeals).

Below are charts listing the minimum required number of hard copies to be provided for each application type and whether a digital copy of the plats, plans, or application materials is required:

**Zoning Ordinance Processes**

Application Type	Initial Review Copies	Review Copies for Commissions and Boards	Copies for Final Approval	Digital Copy Required
<b>Zoning Permit</b> ( <a href="#">Section 6.2.1</a> )	1	n/a	n/a	No
<b>Site Development Plan/Plan Amendment</b> ( <a href="#">Sections 6.2.2 and 6.2.3</a> )	5	14 copies – Planning Commission 8 copies – Board of Supervisors	5	Yes
<b>Administrative Site Development Plan</b> ( <a href="#">Section 6.2.4</a> )	2	n/a	5	Yes

GUIDANCE MANUAL TO THE CLARKE COUNTY ZONING & SUBDIVISION ORDINANCES  
2024 VERSION

<b>Certificate of Appropriateness</b> <a href="#">(Section 6.2.5)</a>	3	14 copies – Planning Commission 10 copies – Historic Preservation Commission	5	Yes
<b>Maximum Lot Size Exception</b> <a href="#">(Section 6.2.6)</a>	1	See requirements for minor or major subdivision as applicable	Per major or minor subdivision requirements	Yes
<b>Pre-Harvest Plan</b> <a href="#">(Section 6.2.7)</a>	1	n/a	3	Yes
<b>Intensive Livestock, Dairy, or Poultry Facility Development Plan</b> <a href="#">(Section 6.2.8)</a>	1	n/a	3	Yes
<b>Stream Buffer Mitigation Plan</b> <a href="#">(Section 6.2.9)</a>	1	n/a	3	Yes
<b>Special Use Permit/Special Use Permit Amendment</b> <a href="#">(Sections 6.3.1 and 6.3.2)</a>	5	14 copies – Planning Commission 8 copies – Board of Supervisors	Per site development plan requirements	Yes
<b>Rezoning/Conditional Zoning/ Amend Proffered Conditions</b> <a href="#">(Sections 6.3.3, 6.3.4, and 6.3.5)</a>	5	14 copies – Planning Commission 8 copies – Board of Supervisors	Per site development plan requirements	Yes
<b>Text Amendment</b> <a href="#">(Section 6.3.6)</a>	1	14 copies – Planning Commission 8 copies – Board of Supervisors	n/a	No
<b>Variance</b> <a href="#">(Section 6.4.2)</a>	1	7 copies if plans are included, otherwise 1	n/a	No
<b>Appeal</b> <a href="#">(Section 6.4.3)</a>	1	7 copies if plans are included, otherwise 1	n/a	No

GUIDANCE MANUAL TO THE CLARKE COUNTY ZONING & SUBDIVISION ORDINANCES  
2024 VERSION

<b>Interpretation of Zoning Map</b> <a href="#">(Section 6.4.4)</a>	1	7 copies if plans are included, otherwise 1	n/a	No
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**Subdivision Ordinance Processes**

<b>Application Type</b>	<b>Initial Review Copies</b>	<b>Review Copies for Commissions and Boards</b>	<b>Copies for Final Approval/Recordation</b>	<b>Digital Copy Required</b>
<b>Minor Subdivision</b> <a href="#">(Section 3.2.1)</a>	5	14	5	Yes
<b>Major Subdivision</b> <a href="#">(Section 3.2.2)</a>	5	14	5	Yes
<b>Administrative Land Division</b> <a href="#">(Section 3.3.1)</a>	2	n/a	5	Yes
<b>Boundary Line Adjustment</b> <a href="#">(Section 3.3.2)</a>	2	14 (if applicable)	5	Yes
<b>Merger</b> <a href="#">(Section 3.3.3)</a>	2	n/a	5	Yes
<b>Vacation of Plat</b> <a href="#">(Section 3.3.4)</a>	2	14 copies for Planning Commission; 8 copies for Board of Supervisors	5	Yes
<b>Public Utility Lot Division</b> <a href="#">(Section 3.3.5)</a>	2	n/a	5	Yes
<b>Court-Ordered Partition of Land</b> <a href="#">(Section 3.3.6)</a>	2	n/a	5	Yes

**Digital File Format**

Digital copies of application materials shall be provided in Adobe PDF format. In most cases, digital copies can either be provided on a portable thumb drive or via email. If the file size exceeds 10MB and the materials are sent to Planning Staff via email, a download link shall be provided in lieu of a file attachment. Hard copies shall be provided of all application materials for which digital files are provided.

GUIDANCE MANUAL TO THE CLARKE COUNTY ZONING & SUBDIVISION ORDINANCES  
2024 VERSION

In addition to Adobe PDF format, if requested by the Zoning Administrator, all plats, site development plans, or illustrations for rezoning applications shall be provided in the following format for incorporation into the County’s Geographic Information System (GIS):

- The digital files shall be provided in one of the following formats:
  - DXF (AutoCAD ASCII Drawing Exchange File)
  - ArcGIS shapefile
  - ArcGIS geodatabase feature
  
- The digital files shall provide individual layers for the following features:
  - Site boundary
  - Parcel lot lines
  - Lot numbers
  - Tax Map numbers
  - Streets and Roads
  - Road Rights of Way
  - Road names
  - Building footprints
  - Utilities and Lines
  - Easements
  
- The digital files shall be submitted in the following projection:
  - Projected Coordinate System: NAD 1983 State Plane Virginia North FIPS 4501 Feet
  - Projection: Lambert Conformal Conic
  - False Easting: 11482916.66666666
  - False Northing: 6561666.66666667
  - Central Meridian: -78.50000000
  - Standard Parallel: 1:38.03333333
  - Standard Parallel: 2:39.20000000
  - Latitude of Origin: 37.66666667
  - Linear Unit: Foot US
  - Geographic Coordinate System: GCS North American 1983
  - Datum: D North American 1983
  - Prime Meridian: Greenwich
  - Angular Unit: Degree
  - A minimum of two property corners shall be identified by xy coordinates in order to “tie to” existing GIS layers.
  - A statement indicating the source of the northern meridian and amount of declination used.

**Form and Scale for Site Development Plans**

All site development plans submitted in accordance with [Zoning Ordinance Sections 6.2.2, 6.2.3, or 6.2.4](#) shall be prepared in accordance with the following specifications:

- Scale – One inch equals not more than 50 feet
- Sheet size – Minimum 24” X 36” inch sheets
- If the site plan is on more than one sheet, match lines shall clearly indicate where the sheets join
- Horizontal dimensions shall be in feet and decimals of feet to the nearest 1/100 of a foot

**Additional Copies/Materials Required by the Zoning Administrator**

The Zoning Administrator may require additional or fewer copies of materials, or require materials to be provided in different digital formats or sizes, depending upon the nature of the application. The need for a different form or quantity of materials is typically determined and discussed with the applicant during the pre-application meeting.