

Required contents for a full Site Plan Approval Application:

- A completed application form, attached.
- A completed certificate of owner's representative, if appropriate.
- A signed cover letter outlining the background and clear justification for the proposed site plan.
- A site plan showing the proposed development of the property.
- A Site Plan Review Checklist completed by the Owner or his authorized representative.
- Fees as required by Section 18.1-1009 of the Zoning and Subdivision Ordinance.

All documentation should be on reproducible 8½ X 11 paper.



DATE _____

**APPLICATION FOR SITE PLAN APPROVAL
TOWN OF AMHERST
POST OFFICE BOX 280
AMHERST, VIRGINIA 24521
(804) 946-7885**

APPLICANT _____ OWNER _____
ADDRESS _____ ADDRESS _____
CITY _____ CITY _____
TELEPHONE NO. _____ TELEPHONE NO. _____

REPRESENTATIVE _____ ADDRESS _____
CITY _____ TELEPHONE NO. _____

LOCATION OF REQUEST _____

TAX MAP NO. _____ LOT AREA _____ EXISTING ZONING _____

PROPOSED USE _____

STATEMENT BY APPLICANT

Note: A Site Plan Review Checklist must be completed by the Owner or his authorized representative and accompany this form.

Applicants are reminded that §18.1-1002 of the Town Code requires signs describing the action requested under this application to be posted on the property.

As (OWNER) (CONTRACT PURCHASER WITH OWNER'S WRITTEN CONSENT, ATTACHED) (OWNER'S AGENT) of the property listed above, I/we hereby petition the Planning Commission to approve the above site plan.

Signature of Applicant

Date

PLANNING COMMISSION HEARING DATE

Time

Date

PLANNING COMMISSION ACTION

Zoning Administrator

Date