

**SITE DEVELOPMENT CHECKLIST
FOR**

The Town of Farmville

116 North St.
P.O. Box 368
Farmville, VA. 23901

- ❑ Preliminary plan showing outline of proposed buildings with description and uses submitted to Zoning Administrator. (Gerald Spates, 116 N. Main St.; 434 392-5686)
- ❑ Site plan showing dimensional layout and utilities submitted to Public Works Director. (Robin Atkins, 814 Longwood Ave.;434 392-3331)
- ❑ Site plan showing dimensional layout and building plans submitted to building official. (Phillip Moore, 116 N. Main St.; 434 392-8465) *
- ❑ Landscaping plan for review by Town Horticulturist (David Fowlkes, 814 Longwood Ave.; 434 392-3331)
- ❑ Site plan showing grading and erosion & sediment control features submitted to E&S Administrator. Will Nash, 116 N. Main St.; 434 392-8465) *#
- ❑ Complete application for grading/building permit and submit along with inspection and permit fees as shown on attached fee schedule. A “Responsible Land Disturber” must be designated at this time with a copy of the individual’s certificate. (This must be accompanied by a copy of all pertinent Va. Dept. of Conservation and Recreation, DEQ, CBLAD, VA. Health Dept., Army Corps of Engineers, or other state and federal permits required) See attached list of websites for further information.
- ❑ A demolition permit may be required if there are buildings or utilities to be removed from the site prior to new development. Items to be demolished will be specified.
- ❑ Insure business license is current with Farmville Treasurers Office. (116 N. Main St.; 434 392-3333)
- ❑ Prior to the start of construction a pre-construction conference is required with the general contractor, site contractor, town building official and erosion and sediment control administrator.
- ❑ Single family dwelling driveway culverts will be coordinated with the Public Works Director.

* See schedule of fees payable upon submission of plan for review.

Exemptions: Single family dwelling, Agreement in Lieu of Plan required.
Excavations of less than 10,000 sq. ft.