



Development Plan Pre-Application Requirements

Criteria

The City of Roanoke Development Review staff is committed to running an efficient review and permitting process. In order to achieve this goal, it is important to ensure the designer has a thorough understanding of the applicable development codes for the project, as well as ensuring City staff have a complete understanding of the project.

The City of Roanoke encourages a pre-application meeting for projects that fall within the criteria listed below:

- **Requirement:** Development plan must propose to disturb over 2,500 square feet of land, generating the requirement for a comprehensive development plan review in order to apply for pre-application review. Most other projects would either need a zoning permit, or a building and zoning permit, depending on proposal.
- More than 10,000sf of land disturbance which requires the stormwater regulations be met (if not linear project)
- Subject to a rezoning plan

Initiating the Process

The City has a set time block each Tuesday afternoon to conduct these meetings. Submission of plans should be no later than Monday at 5pm in order to have a meeting scheduled for the following Tuesday afternoon, a week later. Staff will contact the application to coordinate a meeting time within 1-2 business days after application. There is no fee for this process.

Pre-application Plan Content Recommendations

- Show the dimensions, total square footage and orientation of the lot proposed for development to scale.
- General site improvements such as: building, parking lot, outdoor storage or display areas, utilities, site access, walls, and fences
- Show the existing right of way, driveway locations and sight distance
- Proposed use of the property should be listed on the plan
- General location of landscaping areas including buffers (if required)
- Parking area proposed. *There is no minimum parking requirement for projects within the City of Roanoke.*
- Existing topography and conceptual proposed grades
- Existing utilities
- General design approach for stormwater management
- Approximate flood plain limits (if applicable)
- Traffic counts will be needed in order to determine whether or not a traffic impact analysis will be required