



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 requires a pre-application meeting for projects that fall within the criteria listed below:

- More than 10,000sf of disturbance
- Increase of 2,500sf or more of impervious surface
- Subject to a rezoning plan

Initiating the Process

Pre-application meetings may be scheduled any time by contacting the Development Review Coordinator (DRC), Adrian Gilbert, at 540-853-5796 or adrian.gilbert@roanokeva.gov. The City has a set time block each Thursday morning to conduct these meetings. Plans must be submitted no later than Wednesday at 5pm in order to have a meeting scheduled for the following Thursday morning. Once the DRC approves the need for a meeting and the minimum materials have been submitted, the applicant will be contacted by our administrative staff to coordinate a meeting time.

Pre-application Plan Requirements

The pre-application development plan must provide the following information:

- 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 analysis (minimum and maximum parking, as applicable, and the number of spaces proposed)
- Existing topography and conceptual proposed grades
- Existing utilities
- General design approach for stormwater management
- Approximate flood plain limits (if applicable)
- Evaluation of parking (parking proposed compared to required minimum and maximum)
- Traffic counts will be needed in order to determine whether or not a traffic impact analysis will be required

The above information is the *minimum* for a pre-application plan. However, the DRC may waive certain information when consulted *before* submittal. A more detailed submittal may be provided and a more detailed level of review may be requested however this should be discussed with the Development Review Coordinator to establish an appropriate review time frame (may exceed the typical five day minimum).