

**TOWN OF MIDDLEBURG**  
**Office of the**  
**Zoning Administrator**

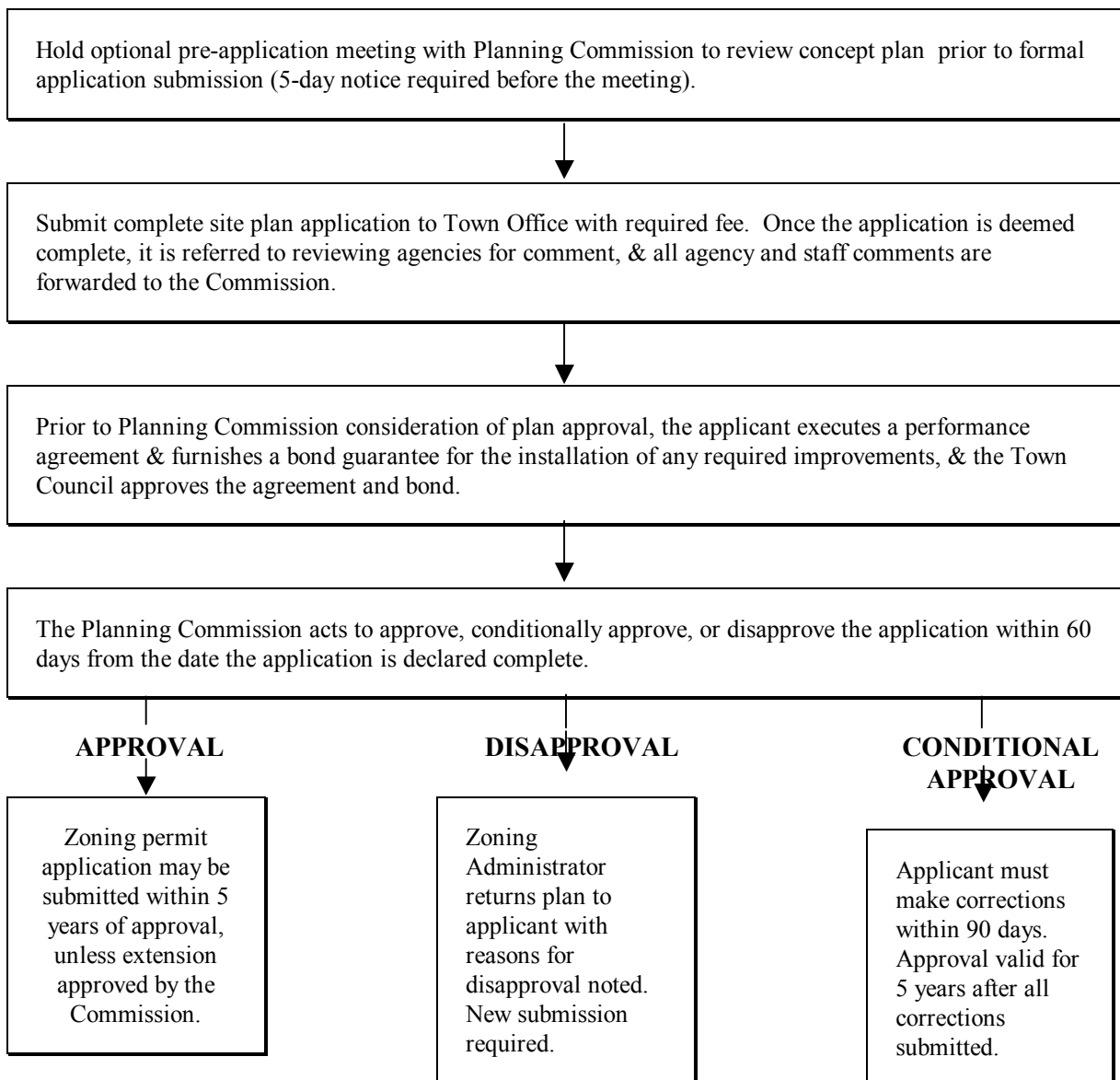
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## How to Apply for SITE PLAN Approval

Approval of a Site Plan is required for all projects which require a zoning permit, except single-family detached dwellings and their related accessory uses or agriculture. The complete regulations governing the site plan application and approval process are contained in the Middleburg Subdivision and Site Plan Ordinance and the Middleburg Zoning Ordinance.

### APPLICATION PROCESS



**Validity of Approved Plans; Extension; Modifications**

An approved final site plan is valid for five (5) years from the approval date, unless a longer period is approved by the Planning Commission at the time of final site plan approval. A site plan is deemed final once it has been reviewed and approved by the Planning Commission if the only requirement remaining to be satisfied in order to obtain a building permit is the posting of any bonds or escrow.

Upon application and payment of the required fee, filed prior to expiration of a site plan, the commission may grant one or more extensions of such approval for additional periods as the commission may determine to be reasonable. Minor modifications to approved site plans may be approved by the Planning Commission during the period of validity of such plan, upon application and payment of the required fee, provided that such approval shall not extend the period of validity of such plans.

**Submission Requirements**

Complete submission requirements are contained in the Middleburg Subdivision & Site Plan Ordinance. This ordinance and the Middleburg Zoning Ordinance should also be consulted for more complete information on town regulations and standards governing development activities within Middleburg.