

Town of Kilmarnock
Sequence of Approval of Large-Scale
Development

Before an applicant seeks a permit with the Town of Kilmarnock the applicant must complete:
 - Zoning review for subdivision or rezoning requirements (if applicable)
 - VDOT requirements

Pre-Submittal Meeting
 Town, County and other agencies gather with the applicant so that each party understands the process

Town of Kilmarnock
 Town assists applicant with submittal requirements

Lancaster County
 County assists applicant with submittal requirements

Others
 Others include, VDOT, Kilmarnock Fire Department, etc

Permit Requirements

- Town of Kilmarnock**
1. Site plan: Compliance with Chesapeake Bay Act
 2. VDOT approved documents
 3. Utility plans
 4. Signage plans
 - 5
 - 6

- Lancaster County**
1. Site plan
 2. Stormwater Management Plan
 3. Erosion and sedimentation Control Plan
 4. Building Plans
 5. Sprinkler Plans
 - 6

- Others**
1. VDOT Traffic study
 2. VDOT land use permits
 3. Kilmarnock Fire Department Compliance
 - 4
 - 5
 - 6

Review Time

Town of Kilmarnock
Note: Each of these time projections may change due to issues that may arise.
Utilities Permit & Connection: Time of review varies by the request for the easements, infrastructure and impact to water and sewer system.
Zoning Permit: Will be approved after it meets town code and county's Erosion & Sedimentation Control and Stormwater Management Review.
Sign Permit: The town has a separate permit that deals with all signs on the property. Two weeks to review.
Business License

Lancaster County
Note: Each of these time projections may change due to issues that may arise.
Erosion & Sedimentation Permit results in periodic inspections of the method and process under which the construction impacts the environment. Two weeks review time.
Stormwater Management Review ensures an adequate capacity during a storm. Two weeks review time.
Sprinkler Plan, two weeks review time. Building Permit will be sought after town approves zoning and utility permits. Two weeks review time.
Certificate of Occupancy is approved after satisfactory final inspection.

Others
Note: Each of these time projections may change due to issues that may arise.
VDOT: Land Use Permit for commercial entrance. Time varies by level of review required.

Pre-Construction Meeting