



Spotsylvania County Essential Guide for Business





TABLE OF CONTENTS

SECTION	PAGES
I. Getting your Business Registered.....	3-4
A. Registering with the State of Virginia	
B. Registering with Spotsylvania County	
II. Business Startup Resources.....	5-6
A. Rappahannock Region Small Business Development Center	
B. Virginia Department of Business Assistance	
III. Spotsylvania County Tax Rates.....	7-8
IV. Community Development Process Flowcharts.....	9-13
A. Commercial Building Review Process Flowchart	
B. Zoning Inspection Called Into IVR	
C. Commercial Inspection Process Flowchart	
D. Commercial Site Plan Process Flowchart	
V. Financing Your Business.....	14-19
A. Rappahannock Economic Development Corporation (REDCO)	
B. U.S. Small Business Administration	
C. Virginia Small Business Financing Authority	
VI. Writing a Business Plan.....	18-19
VII. Other Resources.....	20-24
A. Virginia Economic Development Partnership	
B. Virginia Department of Business Assistance	
C. Spotsylvania County	
1. Business to Business Directory	
2. Spotsylvania County’s Targeted Industry Program	
VIII. Contact Numbers.....	25-26



Section I. Getting Your Business Registered

- A. Registering with the State of Virginia
- B. Registering with Spotsylvania County



UNITED GRINDING

Section I. Getting your Business Registered

A. Registering with the State of Virginia



Virginia's Business One Stop system is a service provided by the Virginia Department of Business Assistance. The purpose of the service is to accelerate business formation in the Commonwealth and thereby contribute to our economic prosperity. This service provides specific licensing, permitting and registration requirements for the user's business situation and assists with partial completion of the necessary forms.

The Business One Stop program can be found by visiting the following website: www.virginia.gov.

B. Registering with Spotsylvania County

When a person begins a business, professional trade or occupation after January 1 of any license year, such license tax shall become due immediately and payment shall be made within 30 days of the time such person commences business.

Multiple Licenses

Some businesses require more than one license. This is due to the fact that they operate a business where more than one tax rate is involved. However, the State has allowed a business to buy one license to report all gross receipts, provided it is done at the highest tax rate.

New businesses should contact the following County and State offices to determine if other permits are required.



Registration of Trade Name

If you use a name other than your full name for your business, you must first register that trade name with the Clerk's office. Registration fee is \$10.

Clerk of the Circuit Court

(540) 507-7600

www.spotsylvania.va.us/courts/clerkofcircuit/

Solicitors

Must apply first at the County Administrator's Office, and then if necessary, obtain a business license.

County Administration

(540) 507-7010

www.spotsylvania.va.us/departments/countyadmin/

Zoning Use

To verify that the business you want to conduct, from either your home or a commercial location, is allowed in your zone.

Spotsylvania County, Code Compliance

(540) 507-7222

www.spotsylvania.va.us/departments/codecomp/

Business Property Tax

Businesses located in Spotsylvania County on January 1 are subject to a property tax on machinery, equipment, furniture and fixtures, as well as motor vehicles. Forms for reporting such tangible property may be obtained at the following office:

Spotsylvania County

Commissioner of the Revenue

(540) 507-7051

www.spotsylvania.va.us/departments/cor/



Section II. Business Startup Resources

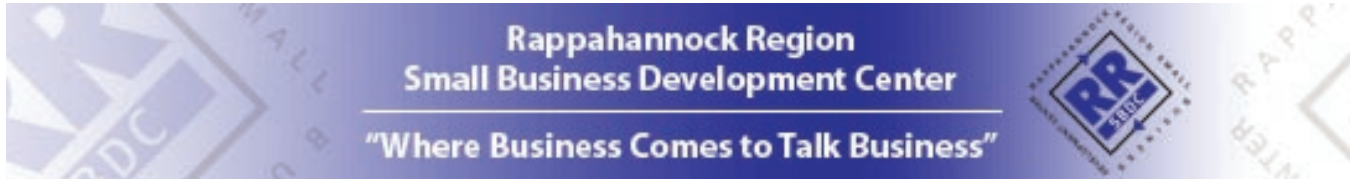
- A. Rappahannock Region Small Business Development Center
- B. Virginia Department of Business Assistance



RIVER RUN BUSINESS PARK

Section II. Business Startup Resources

A. Rappahannock Region Small Business Development Center



The Rappahannock Region Small Business Development Center (RRSBDC) is a resource center that provides assistance to the small business community via management training, industrial and demographic research, and confidential one-on-one counseling with a focus on capital access and management planning.

Any existing or startup small business in the Rappahannock Region can use the Services of the RRSBDC. You only have to be considering the idea of opening a business or researching the feasibility of the proposed profit making venture.

Rappahannock Region Small Business Development Center (RRSBDC)

Brian J. Baker, Executive Director, RRSBDC
540-286-8060 ▪ www.rrsbdc.biz

B. Virginia Department of Business Assistance

VIRGINIA DEPARTMENT OF BUSINESS ASSISTANCE *Connecting Businesses with Resources*

Virginia Department of Business Assistance provides access to capital, access to workforce training, and access to markets through direct business assistance and with products designed to ensure business prosperity in the Commonwealth of Virginia. For more information please contact the Department of Virginia Business Assistance, through the VA Business Information Center at 1-866-248-8814 or e-mail vbic@dba.virginia.gov.

David W. Fuller, Business Services Manager

707 East Main Street, Suite 300
Richmond, VA 23218-0446
Tel: (804) 371-8131 Fax: (804) 371-2142
Office Hours: Monday-Friday 8:15 a.m. -4:30p.m.
E-Mail: dfuller@dba.state.va.us
Website: www.dba.state.va.us



LEE'S HILL CORPORATE CENTER



Section III. Spotsylvania County Tax Rates

A. Spotsylvania County Tax Rates



MASSAPONAX MEDICAL PARK

Section III. Spotsylvania County Tax Rates

A. Spotsylvania County Tax Rates

How to Figure Your Taxes

Gross Receipts

\$200,000 or less: No filing or tax due
 \$200,001 or above: First \$50,000 exempt and the remaining gross per the tax chart below:

Tax Rate Chart

Description	Rate per \$100
Amusement	.18
Business Service	.18
Contractor	.08
Developer	.18
Direct Seller	.10
Itinerant Merchant	.10
Miscellaneous	.18
Out of Area Contractor	.08
Photographer	.18
Professional	.29
Personal Service	.18
Retail Merchant	.10
Rental	.18
Repair Service	.18
Wholesale Merchant	.025
Carnival, Circus & Traveling Show	\$1,000 per Performance

Make checks payable to:
 Treasurer, Spotsylvania County

If additional information is needed, please call the Business License Office at (540) 507-7051, Monday- Friday from 8:00 a.m. - 4:30 p.m.



WORLD MARKET AT COSNER'S CORNER



WESTPARK CORPORATE CENTER



Section IV. Community Development Process Flowcharts

- A. Commercial Building Review Process Flowchart
- B. Zoning Inspection Called Into Interactive Voice Response (IVR)

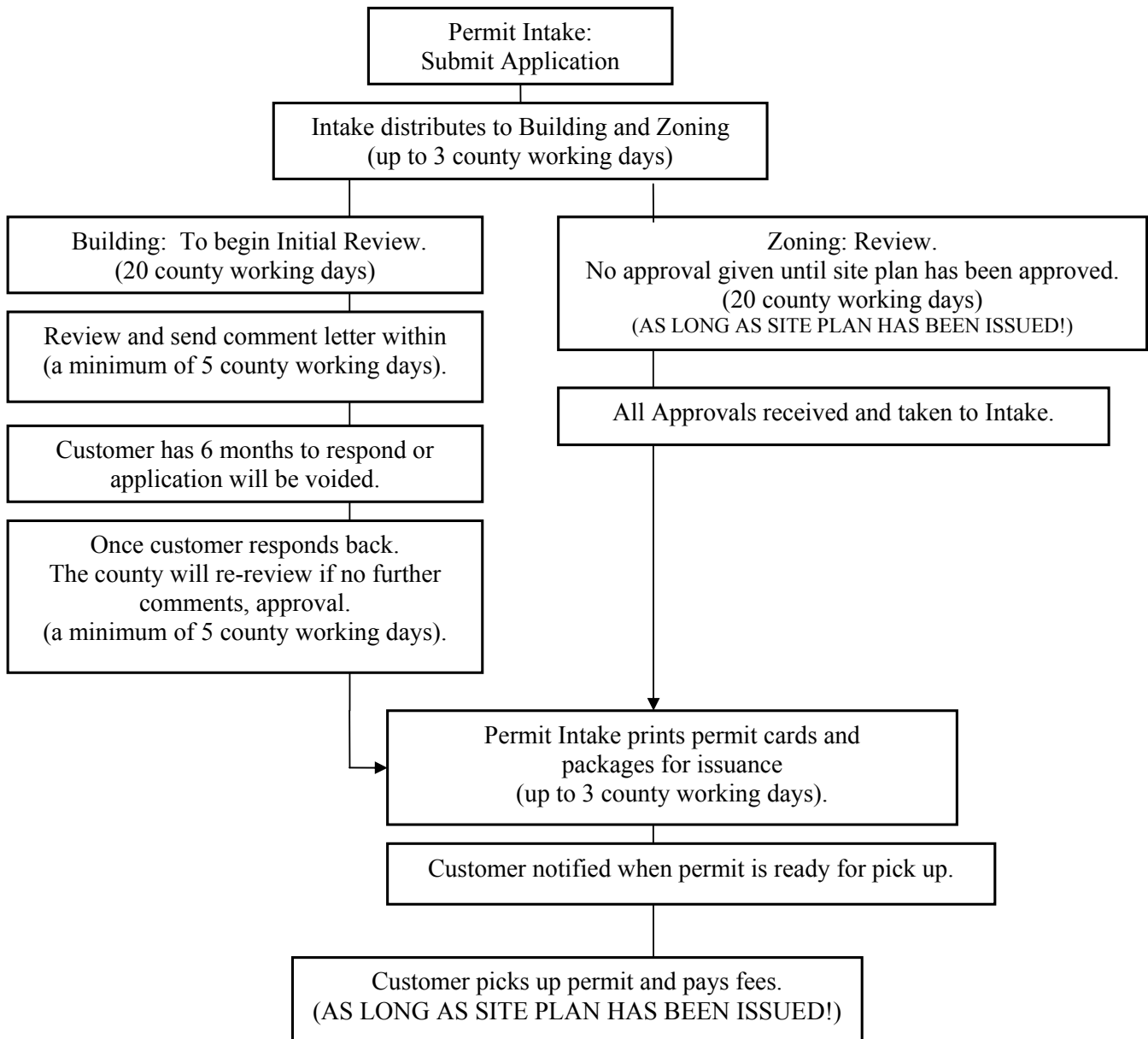
IVR is an interactive zoning inspection scheduling system

- C. Commercial Inspection Process Flowchart
- D. Commercial Site Plan Process Flowchart

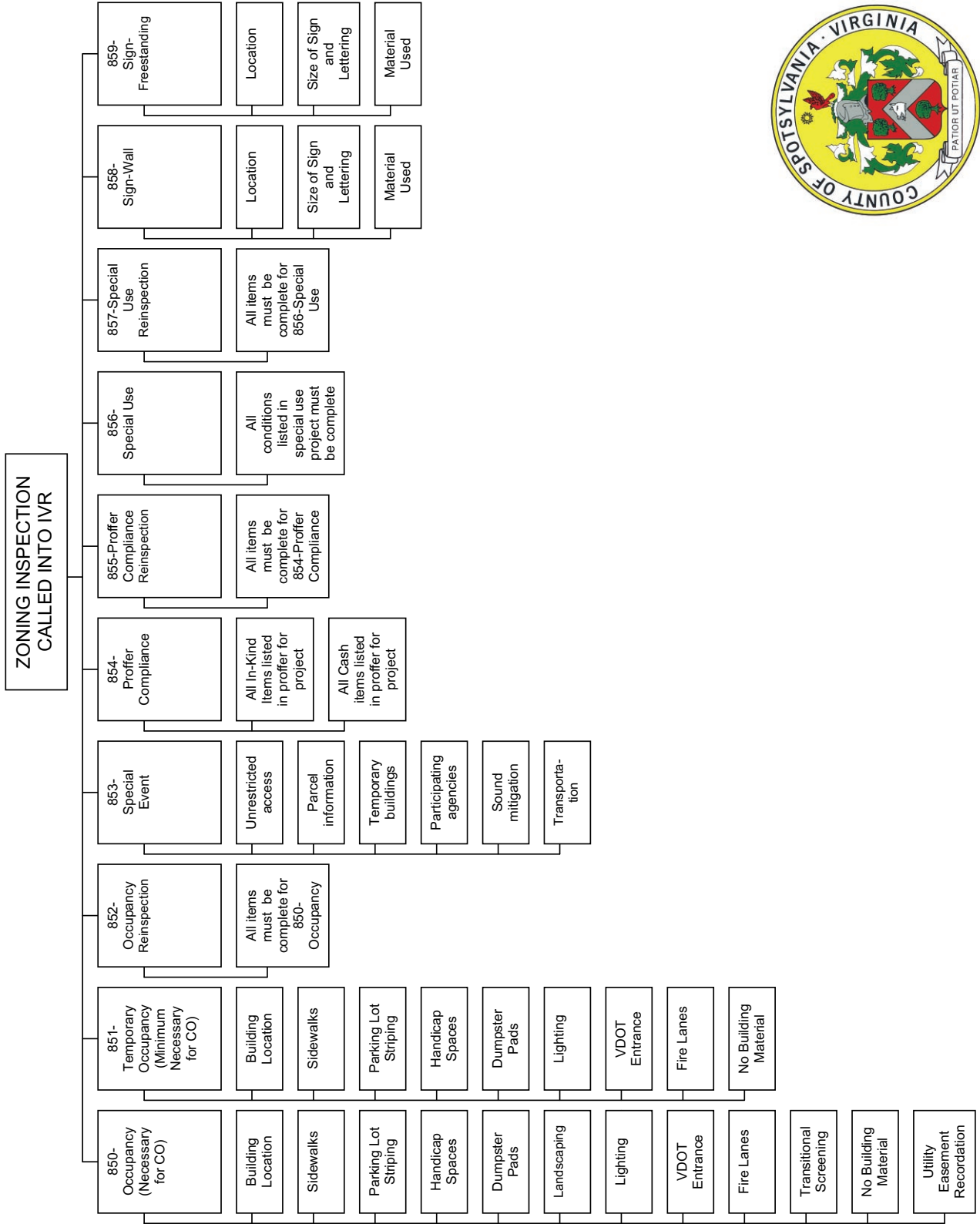


827 ACRES BUILDING/BOWMAN CENTER

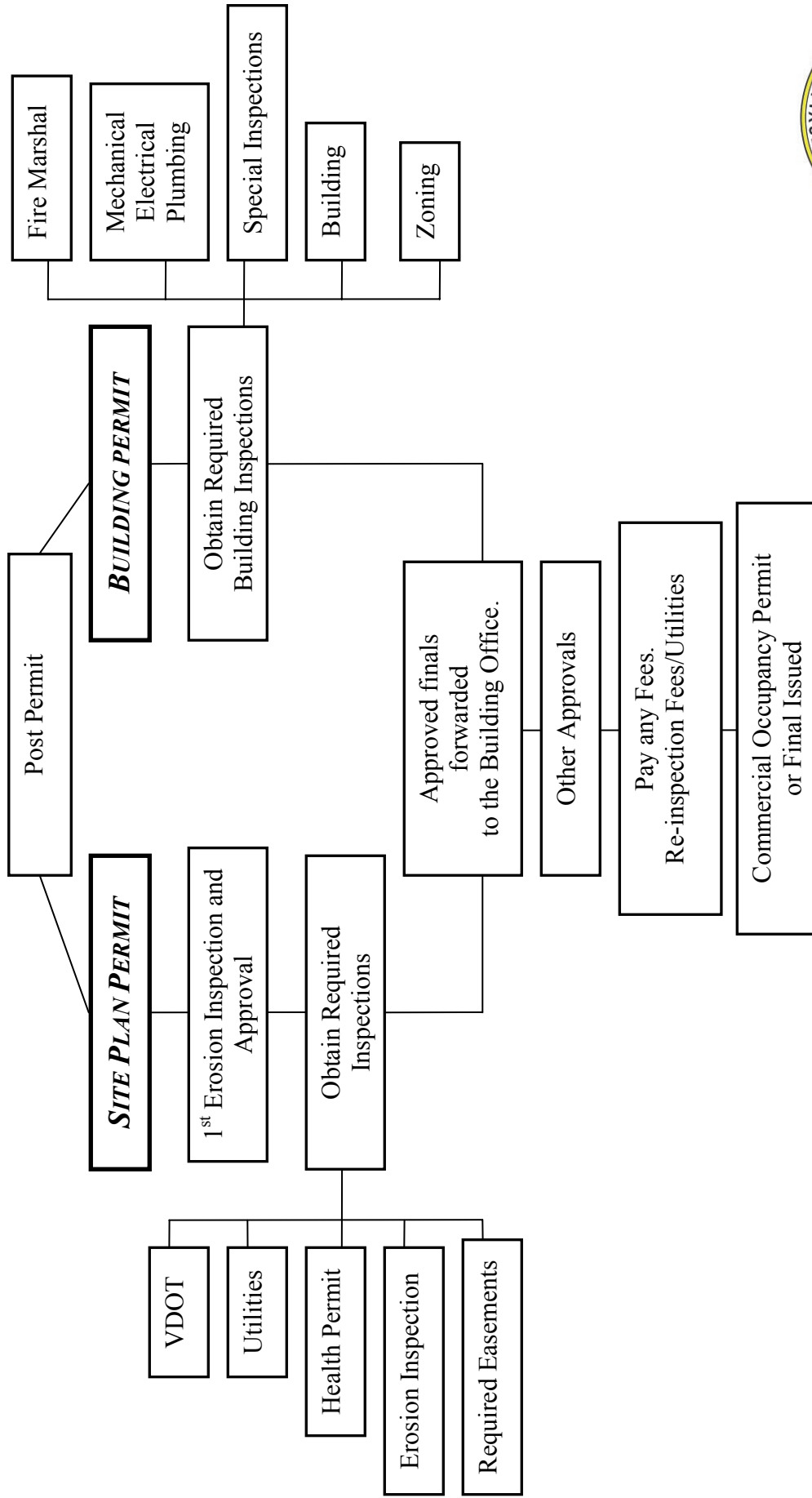
A. Commercial Building Review Process Flowchart



B. Zoning Inspection Called Into Interactive Voice Response (IVR)

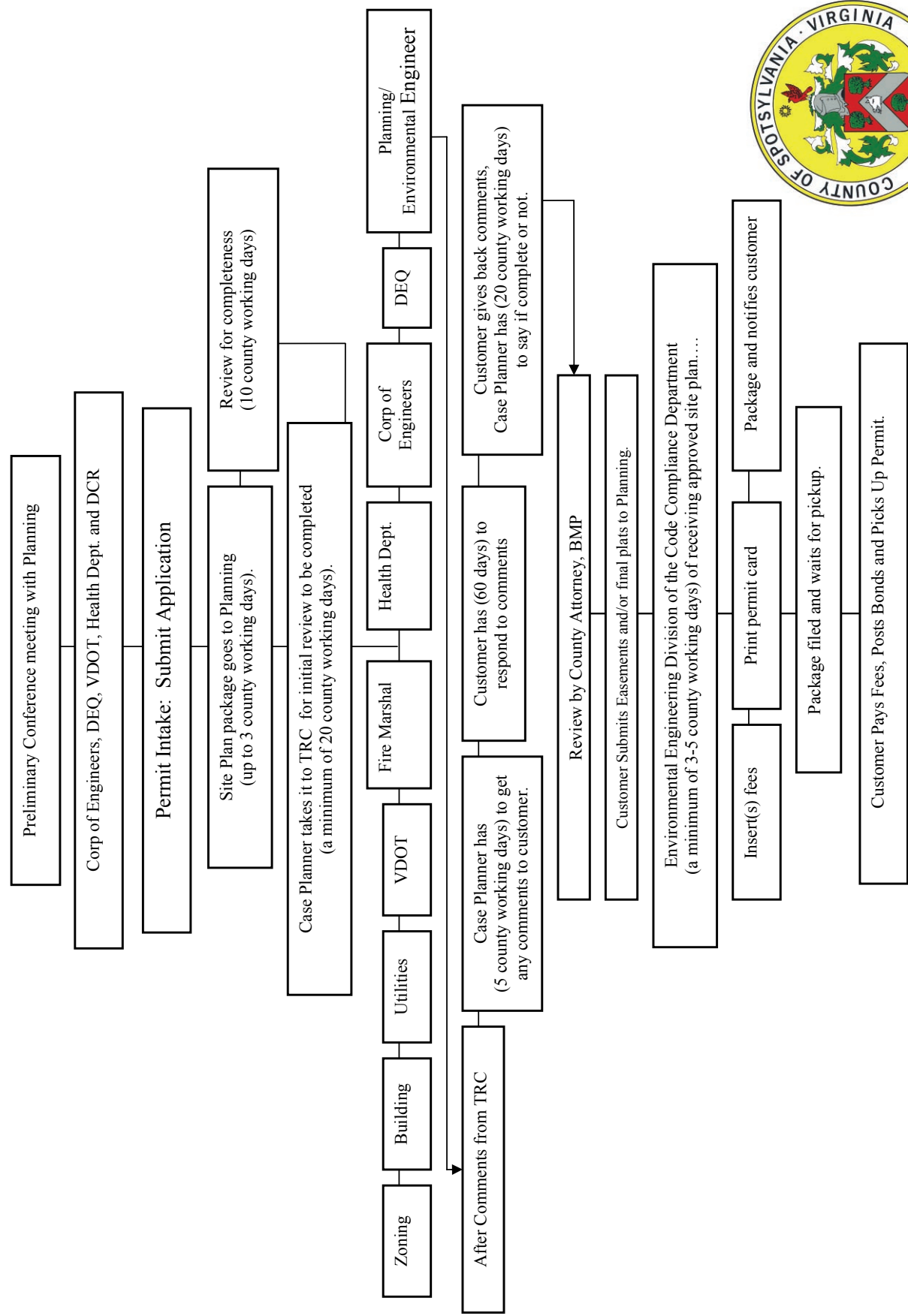


C. Commercial Inspection Process Flowchart



Prepared by the Commercial Development Process Committee
January 2007

D. Commercial Site Plan Process Flowchart





Section V. Financing Your Business

- A. Rappahannock Economic Development Corporation (REDCO)
- B. U.S. Small Business Administration
- C. Virginia Small Business Financing Authority



MID-ATLANTIC FOAM

Section V. Financing Your Business

A. Rappahannock Economic Development Corporation (REDCO)



REDCO, a non-profit corporation, was founded in 1984 and designated as a Certified Development Company to market, originate and service loans made through the United States Small Business Administration's 504 Loan Program. The 504 Loan Program is able to offer small businesses long term, fixed rate financing for business expansion throughout the Fredericksburg Region.

REDCO is a second trust lender, that works with traditional first trust lenders such as banks. REDCO may participate in any size project; however, the REDCO portion is limited to 40 percent of the total eligible project costs. REDCO's loan limit is \$1 million but may go as high as \$1.3 million if certain Small Business Administration public policy goals are met. REDCO'S minimum loan size is \$50,000. A typical 504 project has a minimum down payment or owner's equity contribution of 10 percent, the remaining 90 per-

cent of the total eligible project costs are split between REDCO 40 percent and the first trust lender 50 percent. The down payment will increase if the business is a start up (an additional five percent is required) or if the real estate is considered special use/single purpose (an additional five percent is required).

The 504 is primarily used for the acquisition of long-term fixed assets such as real estate and certain types of machinery and equipment.

For additional information about the SBA 504 Loan Program in the Fredericksburg Region, please contact:

Rappahannock Economic Development Corporation (REDCO)

Catherine McDermott, Executive Director

P.O. Box 863 Fredericksburg, VA 22404

Location: 406 Princess Anne Street

Fredericksburg, VA 22401

Tel: 540-373-2897 Fax: 540-899-4808

Office Hours: Monday-Friday 8:30 a.m.-4:30 p.m.

Website: www.redco504.org

B. U.S. Small Business Administration

The U.S. Small Business Administration (SBA) was created in 1953 as an independent agency of the federal government to aid, counsel, assist and protect the interests of small business concerns, to preserve free competitive enterprise and to maintain and strengthen the overall economy of our nation. We recognize that small business is critical to our economic recovery and strength, to building America's future, and to helping the United States compete in today's global marketplace. Although the SBA has grown and evolved in the years since it was established in 1953, the bottom line mission remains the same. The SBA

helps Americans start, build and grow businesses. Through an extensive network of field offices and partnerships with public and private organizations, the SBA delivers its services to people throughout the United States, Puerto Rico, the U. S. Virgin Islands and Guam.

U.S. Small Business Administration



Your Small Business Resource

Tel: (800) 827-5722

Website: www.sba.gov



U.S. Small Business Administration

Quick Reference TO SBA LOAN GUARANTY PROGRAMS

Program	Maximum Loan Amount	Percent of Guaranty	Use of Proceeds	Maturity	Maximum Interest Rates	Guaranty Fees	Who Qualifies
7(a) Loans							
Regular 7(a) And PLP	\$2 million gross (\$1.5 million guaranty)	Maximum guaranty of 75% up to \$1.5 million; 85% if gross loan is \$150,000 or less.	Expansion/renovation; new construction, purchase land or buildings; purchase equipment, fixtures, leasehold improvements; working capital; refinance debt for compelling reasons; seasonal line of credit, inventory	Depends on ability to repay generally working capital & Machinery & Equipment (not to exceed life of equipment) is 5-10 years; real estate, construction, up to 25 years.	Loans 7 years or less: max. prime +2.25%; over 7 years: prime +2.75%; under \$50,000, rates can be higher by 2% for loans of \$25,000 or less; and 1% for loans between \$25,000 and \$50,000. Prepayment penalty for loans with maturities of 15 years or more if prepaid during 1st 3 years.	(Fee charged on guaranteed portion of loan only.) Maturity 1 year or less 0.25% guaranty fee; over 1 year: \$150,000 (gross amount) or less = 2%; \$150,001 - \$700,000 = 3.0%; over \$700,000 = 3.5%. 3.75% on guar. portion over \$1 million. Ongoing fee of 0.545%.	Must be for profit & meet SBA size standards; show good character, credit, management, and ability to repay. Must be an eligible type of business.
www.sba.gov/financing/sbaloan/7a.html							
SBA Express Lender minimal paperwork for SBA	\$350,000	50%	May be used for revolving lines of credit (up to 7 year maturity) or for a term loan (same as 7(a)).	See 7(a)	Loans \$50,000 or less prime + 6.5%; \$50,000 + Prime +4.5%.	See 7(a)	See 7(a)
www.sba.gov/financing/lendinvest/sbaexpress.html							
Patriot Express Lender approves loan. Minimal additional paperwork for SBA.	\$500,000	Maximum guaranty of 75% up to \$375,000; 85% if gross loan is \$150,000 or less.	Same as SBA Express	See 7(a)	Same as Regular 7(a)	See 7(a)	See 7(a). In addition, small business must be owned and controlled by one or more of the following groups: veteran, active duty military, reservist or national guard member or a spouse of any of these groups, or a widowed spouse of a service member or veteran who died during service or of a service-connected disability.
http://www.sba.gov/services/financialassistance/7alenderprograms/pe/index.html							
CAPLines Short-term/Revolving Lines of Credit; Seasonal Contract Builders Standard/Small Asset-Based	\$2 million (small asset based limited to \$200,000)	75% if more than \$150,000 85% if total loan is \$150,000 or less	Finance seasonal working capital needs; cost to perform; construction costs, advances against existing inventory and receivables, consolidation of short-term debts	Up to 5 years	Same as 7(a) except the Standard Asset-Based no fee restriction, but fee disclosure to SBA required.	See 7(a)	Existing business See 7(a)
www.sba.gov/financing/loanprog/caplines.html							
International Trade	\$2 million (Separate working capital loan plus IT loan together may have \$1.75 million combined guaranty.)	75% if more than \$150,000 85% if total loan is \$150,000 or less	IT loan must be used only for the acquisition of long-term, fixed assets or the refinancing of debt for these purposes. Separate working capital loan may be used for working capital needs associated w/international trade.	Up to 25 years.	See 7(a)	See 7(a)	Small businesses (see 7(a) for qualifications) engaged/preparing to engage in international trade/adversely affected by competition from imports
www.sba.gov/financing/loanprog/tradeloans.html							
Export Working Capital Program 1 page application, fast turnaround, may apply for prequalification letter.	\$2 million (may be combined with International Trade loan)	90% up to \$1.5 million maximum guaranty	Short-term working capital loans for exporters	Matched single transaction cycle or generally 1 year for line of credit.	No cap	See 7(a)	Small businesses 7(a) for other qualifications, those who need short-term working capital.
www.sba.gov/financing/loanprog/ewcp.html							
Non-7(a) Loans							
Microloans Loans through nonprofit lending organizations: technical assistance also provided	\$35,000 (total loan amount to small business borrower)	Not applicable	Purchase Machinery & Equipment, fixtures, leasehold improvements; finance increased receivables; Working Capital. Cannot be used to repay existing debt.	Shortest term possible, not to exceed 6 years	Negotiable with intermediary	No guaranty fee	Same as 7(a)
www.sba.gov/financing/sbaloan/microloans.html							
504 Loans Provided through Certified Development Companies (CDCs) which are licensed by SBA.	504 loan maximum amount ranges from \$1.5 M to \$4.0 M depending on project.	Project Costs financed by: 504 Loan up to 40% Lender: 50% Equity 10-20%.	Long-term fixed asset loans; Lender (non-guaranteed) financing secured by first lien on project assets. 504 loan provided from SBA 100% guaranteed debenture sold to investors at fixed rate secured by 2nd lien.	504 Loan: 10- or 20-year term. Lender (unguaranteed) financing may have a shorter term.	Fixed rate on 504 Loan est. when debenture backing loan is sold. Declining prepayment penalty for 1/2 of term.	0.5% upfront fee to SBA on both the debenture amount and the first mortgage amount. Ongoing guaranty fee that currently (FY 2006) is 0.192% of principal O/S. Ongoing fee % does not change during term.	For profit businesses that do not exceed \$7.5 million in tangible net worth and do not have average net income over \$2.5 M for past 2 years.
www.sba.gov/financing/sbaloan/cdc504.html							

C. Virginia Small Business Financing Authority



The Virginia Small Business Financing Authority (VSBFA) stands ready to assist those businesses and non-profit organizations looking to grow in Virginia, local economic development authorities and municipalities needing debt financing to attract businesses into their jurisdictions, as well as bankers seeking to find creative ways in which to make that next loan to a small business. The VSBFA is a political subdivision of the Commonwealth of Virginia whose mission is to promote Virginia businesses by increasing access to capital through the creative application of public and private financing, thereby maximizing employment opportunities and investment throughout the Commonwealth. Through its portfolio of financing programs, the VSBFA assists in three primary ways:

Direct Lending: In partnership with banks and other lenders, we provide direct loans in economic development transactions. We also provide direct loans under specific programs designed to promote environmental stewardship and assist licensed daycare centers and family home providers.

Indirect Lending: We provide loan guarantees or other types of credit enhancements to commercial banks in order to increase access to capital for businesses.

Conduit Financing: We are the statewide conduit issuer of tax-exempt industrial development bonds for manufacturers and 501c3 organizations.

In order for the VSBFA to offer a business financing assistance, the business must meet VSBFA's credit standards and meet the definition of a small business as defined in the Code of Virginia. That definition states that a "small business" must meet at least one of the following criteria:

- Has fewer than 250 employees; or
- Has less than \$10 million in annual gross revenues for each of its last three fiscal years; or
- Has a net worth of \$2 million or less; or
- Is a not-for-profit entity granted tax-exempt status under § 501 c 3 of the Internal Revenue Code and operating in the Commonwealth of Virginia.

Contact Information:

Tel: (866) 248-8814

www.dba.state.va.us/financing/



WORKFORCE & TECHNOLOGY CENTER AT GERMANNA COMMUNITY COLLEGE



Section VI. Writing a Business Plan

A. Writing a Business Plan



DEEP RUN BUSINESS PARK

Section VI. Writing a Business Plan

A. Writing a Business Plan

DEVELOPING A BUSINESS PLAN

The business plan outlines products and services, targeted customers, production, management, marketing activities and projected profits. Additionally, a business plan is usually required in securing business financing.

General Tips

- **Make it brief, to the point and easy to read.** The summary items (Source & Application of Funds, Statement of Purpose, Executive Summary) and Financial Projections are the first parts of the plan your banker or investor will read. If they make financial sense, then the rest of the plan will have additional value. Use layman's terms (or include a glossary) if your industry uses technical terms.
- **Unless you are requesting a very large amount of money, don't exceed 20 pages.** Voluminous research data, surveys, letters of intent, catalog pages, samples, diagrams and other information should be included in a separate binder as an appendix.
- **Use a Market Driven Approach.** Marketing is the engine that drives the projected sales revenues. Demonstrate and substantiate how the customer will benefit and be motivated to purchase.
- **Exploit Your Company's Uniqueness.** Explain what will give your company a competitive edge in the marketplace (patents, trade secrets, copyrights, barriers to entry, etc.).
- **Emphasize Management Strength.** Convince the reader that you have the skills and expertise needed to actively manage the business. If you need a key employee (i.e. a chef in a fancy restaurant) indicate the incentives that will keep them with you.
- **Present Attractive Projections.** Paint a realistic picture—substantiated by assumptions—of where your company is going with the funding. Be detailed and keep it credible.
- **Weave the theme “This is how you get your money back” into the entire plan.** Be definite about how investors will get their money back and when. For lenders, show that their funds are adequately secured and that your cash flow more than covers their interest and principal payments.
- **Avoid computer software business plans where you plug in numbers.** Individualize your financial projections because no two businesses are alike and a start-up company will not fit the standard industry norms.
- **Expect to spend a minimum of several weeks working on your plan.** As you gather information, the plan will need to be continuously revised and edited. It's not unusual to spend up to a year developing a detailed plan.
- **Borrow enough money up front.** Don't assume that the bank will loan you more money if you need it.
- **Do your homework.** It is likely that the loan officer will have to present your plan to a loan committee. If your plan is not complete enough to sell itself, your chances of approval are slim.
- **Learn from your mistakes.** If you are rejected by the first bank you contact find out why and fix the problem.
- **Prepare and rehearse your oral pitch.**
- **Proofread the plan.** Have someone else read your plan for style, spelling, grammar, accuracy, consistency, and completeness. If it is an easy plan to read and understand, it will be easier for possible financing sources to say “YES!”



Section VII. Other Resources

- A. Virginia Economic Development Partnership
- B. Virginia Department of Business Assistance
- C. Spotsylvania County
 - 1. Business to Business Directory
 - 2. Spotsylvania County's Targeted Industry Program
 - 3. Spotsylvania County's Business Incentives



KAESER COMPRESSORS

Section VII. Other Resources

A. Virginia Economic Development Partnership



OVERVIEW

In 1995, the Virginia General Assembly created the Virginia Economic Development Partnership (VEDP) to better serve those seeking a prime business location and increased trade opportunities and, therefore, to foster increased expansion of the Commonwealth's economy. As a state authority, the Partnership is governed by a 21 member Board Of Directors comprised of businesspersons from around Virginia, each of whom is appointed by the Governor and the General Assembly. Their Executive Director is employed by the Board to oversee the fulfillment of their mission:

"To enhance the quality of life and raise the standard of living for all Virginians, in collaboration with Virginia communities, through aggressive business recruitment, expansion assistance, and trade development, thereby expanding the tax base and creating higher-income employment opportunities."

To fulfill this mission, VEDP focuses on cultivating new business investment, fostering international trade growth and encouraging the expansion of existing Virginia businesses.

The Partnership consists of several divisions whose combined expertise confidentially provides the resources you need to make the most informed location or expansion decision with the least amount of your time and effort.

INTERNATIONAL TRADE

The Division of International Trade and Investment works with existing Virginia companies interested in pursuing, or increasing, foreign sales opportunities, and international companies seeking a prime business location to expand or

relocate their operations.

Our International Trade group offers a variety of programs and services to help Virginia companies export for the first time, or assist those Virginia companies already experienced in the world of exporting.

The International Investment group focuses on attracting new business investments from around the world. VEDP's International Investment Managers are experts in the site selection process and will be your liaison with Virginia.

Contact Information:

Tel: (804) 545-5600

www.yesvirginia.org

B. Virginia Department of Business Assistance

VIRGINIA DEPARTMENT OF BUSINESS ASSISTANCE *Connecting Businesses with Resources*

The Virginia Department of Business Assistance provides individuals with assistance in answering specific business questions along with information on incentives, financing, workforce training, and other resources to ensure business prosperity in the State of Virginia.

PROCUREMENT CERTIFICATION

The Commonwealth of Virginia buys almost \$5 billion in goods, services and construction annually. This business-to-government market represents growth opportunities for Virginia firms interested in selling their products and services to state government.

Businesses can learn how to access these opportunities through VDBA's "Selling To The Commonwealth" program. Using the following reference sections of VDBA's website, businesses can proactively navigate the state contracting process, while developing prospects for new business.

- Business Resource Center
- Vendor Training Tools
- Technical Assistance
- Supplier-Buyer Networking Events
- Supplier-Buyer Exchange

Virginia's government purchasing is conducted on eVA, www.eva.virginia.gov, the state's electronic purchasing system. eVA is managed by the Department of General Services (DGS), the Commonwealth agency which oversees state purchasing and sets related policies. VDBA has partnered with DGS to develop educational tools and provide outreach throughout the Commonwealth, helping businesses understand how to use the eVA system.

BUSINESS CERTIFICATION

The Commonwealth is committed to having an open and fair government marketplace. In an effort to reach diversity among state government suppliers, and make sure that historically underutilized businesses gain access to state contracting opportunities, the Commonwealth is tracking state government spending with Small, Women And Minority owned (SWAM) businesses.

All Commonwealth agencies maintain procurement utilization plans, with targets for spending with SWAM firms. Having this designation can increase your opportunities as a state vendor.

The Department of Minority Business Enterprise oversees the Commonwealth's SWAM initiative and provides certification to firms interested in obtaining SWAM designation.

To view this information and to apply online, visit the Virginia Department of Business Assistance website at www.dba.virginia.gov/virginia/center/default.asp?SECTION_ID=192

To access services of the Department of Virginia Business Assistance, call the VA Business Information Center toll free (866) 248-8814 or e-mail vbic@dba.virginia.gov
www.dba.state.va.us

C. Spotsylvania County

1. Business to Business Directory

KEEPING BUSINESS IN SPOTSYLVANIA COUNTY

The Spotsylvania Business to Business Directory is a free, searchable online database of businesses in Spotsylvania County. The purpose of this directory is to provide businesses with local op-

tions for obtaining products and services they use on a regular basis.

The listing displays detailed descriptions of products and services offered by local businesses along with contact information. Spotsylvania County supports our local business community and the building of Business to Business relationships to strengthen and grow our local economy.

Use the directory to:

- Profile your company's distinct offerings
- Locate products and services from local companies
- Identify new Business Customers

To add your business to the directory or search the listing, visit www.spotsylvania.org/bi.htm.

2. Spotsylvania County Targeted Industry Program

TARGETED INDUSTRY PROCESS

Ensuring that all projects meet both State and Local codes and requirements in a rapidly growing community can make the project approval process lengthy. In order to address this issue, Spotsylvania County Community Development has created a process designed to significantly reduce the project review and approval process for Targeted Industries.

Targeted Industries are projects that have been identified by the County as providing significant economic benefits, including the creation of high paying employment opportunities or the expansion of the County's industrial tax base. Projects identified as Target Industries will be placed on a fast track for the review and approval process. The process involves the following guidelines which prospective applicants must follow in order to qualify. The initial step will be a meeting with the Department of Economic Development.

- A. Prior to the applicant coming in for plan submission the Economic Development Director will send an email with the target project name, tax map number and the applicant's name to the Zoning Administrator, Building Official and Planning Director.

- B. Prior to submission, a meeting shall occur between the applicant and the Community Development staff (Planning, Code Compliance, Zoning and Economic Development) that will explain the County's Targeted Industry process.
- C. Once the project is identified as a Targeted Industry and the initial submission meeting has occurred, the customer may make application. They will submit the required information along with a copy of the form from the Economic Development Director identifying the project as a Targeted Industry. Code Compliance intake staff will process the project and distribute within one business day.

The review of the plan will be performed in a timely manner. Once plans have been submitted and processed it will be presented to the Planning Director and Building Official.

We encourage all applicants to have a simultaneous review for both site and building plans.

SITE PLAN REVIEW

- A. Planning technicians shall enter and distribute the plans to all agencies and departments. Those agencies and departments that are not located within the County's East Campus shall have their plans delivered within 24 hours of receipt by the Planning Department.
- B. The Planning Technician will schedule a special meeting of the TRC (Technical Review Committee). The applicant and their architect/engineer will be notified of the date and time of the meeting.
- C. Each department and agency will have 5-7 business days to review the plans. On the 8th business day there will be a special meeting of the TRC that will have all agencies and departments represented.
- D. In order to receive all comments at one time, **this meeting will include the applicant, engineer and architect. A formal comment letter shall be sent to the applicant, engineer and architect by the close of the next business day.**
- E. The engineer & architect will be allowed 60

days to respond to all revisions and/or notes requested. It should be noted to the applicant that the engineer needs to be timely in their revisions to meet the applicant's timeline.

- F. When the plans are resubmitted the case planner will supply the distribution list to the Planning Technician to deliver accordingly.
- G. The agencies and departments will have 4 days to review and respond to the case planner via email of the remaining issues to be addressed for approval. **If there are outstanding issues, the case planner shall coordinate with the reviewer/applicant to achieve compliance within 5 business days.**
- H. The case planner will then submit to the engineer or architect any revisions or the need to submit the final document for the review and acceptance of the County Attorney and County Administrator.

BUILDING OFFICE PLAN REVIEW

- A. **Once plans are submitted initial review time shall begin within 5 working days.**
- B. Review comments shall be e-mailed or faxed to the applicant or designee.
- C. A meeting will be scheduled by the building office plan reviewer when code issues noted by the TRC have not been corrected by the applicant's architect/engineer.

When submitting a project for the Targeted Industry process, it is important to note the following:

- A. Building plans and site plans may be reviewed simultaneously, however, a building permit for construction cannot be issued until the site plan has been approved and recorded.
- B. The Virginia Stormwater Management Program permit issued through the Department of Conservation and Recreation should be applied for after all of the storm water issues have been addressed. This allows the permit to be issued prior to approval by the County Administrator.
- C. Any Best Management Practice (BMP) agreement should be submitted during step 5 of

the site plan process to allow the County Attorney ample time to review and approve the BMP agreement. It is important to note that any revisions to the BMP during the design, comment and revision stage could change the BMP agreement and may add time to the review by the County Attorney.

D. Incomplete plans cannot be reviewed and will delay the process.

E. Applicants may apply for Early Clearing and Grading and Early Footing and Foundation Permits to further assist with the timing the project. While part of the Targeted Industry process, these permits may also be applied for by projects not meeting the Targeted Industry requirements. Footing and Foundation plans are not reviewed by staff and require the applicant's License Design Pro-

fessional complete a form confirming their review and approval and must include the applicant's/owner's signatures. This permit is issued at the applicant's/owner's own risk.

3. Spotsylvania County Business Incentives

There are many factors that make Spotsylvania County a good location for business. Its strategic location, highly skilled and productive workforce, excellent quality of life and pro-business climate are just a few of the assets Spotsylvania County has to offer.

To support its pro-business climate, Spotsylvania County offers a number of potential incentives that may be available for qualified businesses. For more information please contact The Department of Economic Development at (540) 507-7210 or www.spotsylvania.org.





Section VIII. Contact Numbers

A. Contact Numbers



GERMANNA COMMUNITY COLLEGE

Section VIII. Contact Numbers

A. Contact Numbers

Fredericksburg Regional Chamber of Commerce

(540) 373-9400

www.fredericksburgchamber.org

Rappahannock Economic Development Corp.

(540) 373-2897

www.redco504.org

State of Virginia, Dept. of Business Assistance

(804) 371-8200

www.dba.virginia.gov

**Rappahannock Region Small Business
Development Center (RRSBDC)**

Brian J. Baker, Executive Director, RRSBDC

(540) 286-8060

www.rrsbdc.biz

**Spotsylvania Department of Economic
Development**

(540) 507-7210

www.spotsylvania.org

**SPOTSYLVANIA COUNTY GOVERNMENT
COUNTY TELEPHONE DIRECTORY**

Assessment.....	507-7777
Building Office.....	507-7222
Business License	507-7051
Circuit Court	507-7600
Code Compliance	507-7222
Commissioner of Revenue	507-7051
County Administration	507-7010
Economic Development	507-7210
Environmental Engineering	507-7222
Planning.....	507-7434
Real Estate	582-7052
Tourism–Courthouse	507-7996
Tourism–Southpoint	891-8687
Treasurer’s Office	507-7058
Utility Billing.....	507-7300
Utilities	507-7300
Zoning Office	507-7222



SPOTSYLVANIA COUNTY MUSEUM