



CITY OF HARRISONBURG COMMUNITY DEVELOPMENT

409 SOUTH MAIN STREET, HARRISONBURG, VA 22801

OFFICE (540) 432-7700 • FAX (540) 432-7777

COVID-19 Alternate Site Plan Review Procedures

In order to practice social distancing and minimize exposure, we are temporarily revising our site plan review procedures for the duration of the COVID-19 health emergency.

Please submit your application for [preliminary fire](#) or [comprehensive site plan](#) review as follows:

1. Submit your application and related documents (see above website links for required documents) via email to SitePlanReview@harrisonburgva.gov.
2. Submit the site plan and other documents in pdf format. If the files are too large to send via email, submit a link to your preferred file share site.
3. Include email contact information for the engineer and the client.
4. Mail the completed Fee Form and payment to:
Department of Community Development
Site Plan Review: <Project Name> OR Preliminary Fire Review: <Project Name>
409 S. Main Street
Harrisonburg, VA 22801

Make checks payable to City of Harrisonburg. Include the project name on the check.

Important – Please be sure that all plan view sheets include a graphic scale.

As circumstances have been changing on a daily basis, we are having to adjust our processes in order to practice health safety protocols. We are working to minimize the disruptions to our customers and facilitate the interdepartmental reviews in an efficient manner. We appreciate your patience and support as we make these adjustments to our process.

During this health emergency, the best way to communicate with us will be via email.

- Dan Rublee, City Engineer, dan.rublee@harrisonburgva.gov
- Matthew Huston, Engineer, matthew.huston@harrisonburgva.gov
- Nyrma Soffel, Administrative Assistant, nyrma.soffel@harrisonburgva.gov
- Submit plans to: SitePlanReview@harrisonburgva.gov