



DEVELOPMENT CONCEPT PLAN CHECKLIST

Department of Planning and Zoning
Development Division, City Hall
301 King Street, Room 2100
Alexandria, Virginia 22314
Phone: (703) 746-4666

CDSP# _____

Project Name: _____

Project Location (Address): _____

Tax Map References: _____

Applicant's Name: _____

Applicant's Address: _____

Applicant's E-mail Address: _____

Applicant's Phone: _____

Submission Deadline: The deadline for concept submissions is every Friday by noon. Plans will be routed to staff for review the following week and comments will be forwarded to the applicant within 14 working days after the submission.

The following materials are required to be uploaded to APEX for a complete development preliminary plan submission:

_____ **PDF Site Plans.** For each submission, provide a copy of the drawings and other submitted documents in .pdf format. Please submit as few PDF files as possible named with the corresponding sheet/or information titles. (i.e. Sheet C1-Sheet C10, Traffic study, etc)

_____ **Completed Stage I Concept Submission Checklist**

_____ **Comment Response Letter.** (for Stage II Concept)

_____ **Signature of professional certifying that the submission meets all requirements:**

I, _____ (print name), hereby certify that the drawings and other materials that accompany this checklist have met the requirements of the checklist.

Signature: _____ Date: _____

Prior to submission of a Preliminary Site Plan, a Concept Plan that meets all the criteria in Stage I and II of this checklist shall be submitted.

The following sheets and information are required for every submission. Additional sheets and information should be provided where necessary to demonstrate compliance with City requirements or conditions of approval. Further, provide the appropriate page/sheet number(s) for each of the checklist items listed below.

Stage I Concept Submission – Overall General Concept Design:

- _____ A brief narrative explaining existing site conditions, zoning of the property, and the proposed development
- _____ Existing and Proposed Trip Generation (ADT) using ITE Trip Generation Method

Formatting Requirements:

- _____ PDF Print Size.
- _____ Concept Plan at a scale of 1"= 20' or 1"= 30'
- _____ North arrow with reference to source of meridian

Existing Conditions:

- _____ Existing property lines (with course and distance)
- _____ Public streets, private streets, and alleys appropriately labeled
- _____ Existing easements, major public utility lines, and any other encumbrances that may impact development
- _____ Delineation of all floodplains, resource protection areas, associated buffers, and existing stormwater facilities
- _____ Information on soils, environmental issues, and contamination known to applicant
- _____ Significant site features (existing retaining walls, steep slopes, etc.)
- _____ Local Historic District Boundaries and designated 100-Year Old Buildings

Proposed:

- _____ Proposed property lines (with course and distance)
- _____ Building footprints and entrances
- _____ Proposed uses and location of uses in buildings
- _____ Tabulations of lot area(s)
- _____ Approximate tabulations of density, gross square feet of buildings, building height, number of units, total open space, area of disturbance during construction, and proposed parking compared to zone requirements and/or limitations
- _____ Public and private streets appropriately labeled
- _____ Driveways, parking areas, access aisles, and site entrances
- _____ Location and area measurements for each open space in project
- _____ Significant proposed site features (such as retaining walls, steep slopes, etc.)
- _____ Concept I landscape plan submission requirements (see Chapter 5 of [City of Alexandria 2019 Landscape Guidelines](#))

Green Building:

- _____ The applicant will provide a statement indicating their intent to meet the requirements of the [City of Alexandria 2019 Green Building Policy](#)

Stage II Concept Submission and Subsequent Submissions:

ONCE CONSENSUS HAS BEEN REACHED ON THE GENERAL BUILDING LOCATION AND SITE LAYOUT, A STAGE II CONCEPT SUBMISSION SHOULD BE FILED. THE STAGE II SUBMISSION SHOULD INCLUDE ALL INFORMATION REQUIRED IN THE STAGE I SUBMISSION AS WELL AS THE INFORMATION IDENTIFIED BELOW.

Narrative Requirements:

- _____ A response narrative addressing City comments to previous submissions
- _____ Clearly identify the revised location/configuration of the building and changes to the site design as a result of the Stage I review
- _____ Statement as to whether the project is a federal undertaking (i.e., does the project involve federal funds, reviews or permits) and identify how the project will comply with Section 106 of the National Historic Preservation Act of 1966

Format Requirements:

- _____ Scale of 1"= 20' or 1"= 30'
- _____ North point with reference to source of meridian
- _____ Required architectural elevation sheets shall be submitted in color
- _____ Name, address, signature and registration number of professionals preparing the plan, certifying that the submission meets all requirements
- _____ Include all of the Development Concept Plan Checklist requirements
- _____ Submit an electronic copy of all submission materials in .pdf format

Cover Sheet:

- _____ Name and address of the developer, property owner, engineers, attorney and others on the development team
- _____ A narrative description of the project
- _____ Location Map
- _____ A list of all special use permits, site plan and modifications being requested
- _____ Sheet Index

Zoning Tabulations:

- _____ Zoning of the site
- _____ Existing uses on the site
- _____ Proposed uses on the site
- _____ Lot area (required and provided)
- _____ Refined tabulations of lot area(s), density, FAR, building height, parking layout, open space, and proposed parking compared to zone requirements and/or limitations
- _____ Number of dwelling units and unit types
- _____ Units/Acre for residential uses
- _____ Gross floor area and net floor area of all structures.
- _____ Open space (at grade, above grade and total; public, private, private with public access easement and total) with square foot total and percentage
- _____ Average finished grade and height for each building
- _____ Building setbacks (required and proposed) for each building
- _____ Lot frontage (required and provided)
- _____ Parking Spaces (compact, standard, handicap and total)

- _____ Loading spaces (required and provided)
- _____ Existing and Proposed Trip Generation (AM and PM Peak Hour) using ITE Trip Generation method

Existing Site Conditions:

- _____ Existing conditions plan that includes existing property lines (with course and distance)
- _____ Information on topography (contour lines at two-foot intervals across site and immediately adjacent areas)
- _____ A statement whether or not the site has areas of marine clay
- _____ A statement describing any known or expected contamination or brief narrative of due diligence completed (site history) if none is expected
- _____ Existing tree survey (see requirements of the [City of Alexandria 2019 Landscape Guidelines](#))

Concept Site Plan:

- _____ Public Utilities (full description labeled with flow direction, where applicable)
- _____ Significant proposed site features (such as retaining walls, steep slopes)
- _____ Site sections
- _____ Contextual Site Plan showing the proposed project site(s) and adjacent areas affected by the project
 - _____ Proposed project site appropriately labeled
 - _____ Display a minimum of a quarter (1/4) mile in radius of proposed project
 - _____ Existing property lines, buildings, streets, metro, transit stops and routes, and major thoroughfares, if any, appropriately labeled
- _____ Dimensions for circulation patterns and lane widths
- _____ Public streets, private streets, and alleys appropriately labeled
- _____ Roadway and Parking Dimensions
- _____ Alignment and major features of existing and public proposed utilities
- _____ Emergency vehicle access to the site and buildings
- _____ Show any transition zone setback, if applicable
- _____ Conceptual plans for open space and graphic depiction of included areas used for the calculations
- _____ Indicate whether project is located in the Combined Sewer Area
- _____ If additional sanitary flows exceed 10,000 GPD, provide statement on adequate outfall per Memo to Industry 2006-0014 (Effective July 1, 2014)
- _____ If post-development stormwater runoff exceeds pre-development, provide statement addressing planned mitigation
- _____ Identify stormwater outfall to receiving storm trunk sewer on plan
- _____ Obtain scope of work from Alexandria Archaeology to satisfy archaeological requirements
- _____ Preliminary subdivision plat which shall contain all information required in Section 11-1706 of the Zoning Ordinance

Environment:

- _____ Resource Protection Areas (RPA) as defined in [Article XIII](#) of the Zoning Ordinance
- _____ Identify constituents and approximate area of soil and/or groundwater contamination
- _____ Narrative describing how the project will comply with the stormwater quality requirements of [Article XIII](#) of the Zoning Ordinance
- _____ Concept II Landscape Plan submission requirements (see Chapter 5 of [City of Alexandria 2019 Landscape Guidelines](#))

Building:

- _____ Proposed building elevations to scale, including:
 - _____ Proposed building height (as defined in Zoning Ordinance) dimensioned and labeled
 - _____ Proposed average finished grade and actual finished grade
 - _____ Other dimensions where appropriate
 - _____ All building façade materials
- _____ Building sections to scale, with dimensions, showing setbacks, stepbacks, and building height and referenced to building plans
- _____ Building sections demonstrating compliance with [Section 6-403](#) (height to setback requirement)
- _____ Schematic building massing illustration, to show proposed height and scale of buildings
- _____ A brief narrative describing the environmentally sensitive site design, green building and/or low impact development techniques to be considered in this proposal

Transportation:

- _____ Truck turning templates, to include loading and trash pickup. (Per AASHTO Guidelines)
- _____ Show full right-of-way on both sides of the street
- _____ Transportation Scoping form as required

Green Building:

General Approach

- _____ Provide initial list of certifications project is considering

Energy

- _____ Narratives on the following:
 - How building orientation and massing will reduce project energy use (including details of any box modeling completed and any passive design strategies being considered such as external shading, daylighting, natural ventilation or others)
 - Technologies and locations considered for renewable energy production
 - Any district energy systems being considered (for campuses and large developments)

Water

- _____ Narratives on the following:
 - Strategies for reducing irrigation demands including use of rainwater harvesting, native plants, etc.
 - List of indoor water efficiency strategies being considered

Indoor Environmental Quality

- _____ Preliminary narrative of daylighting strategies and overall approach to indoor air quality and occupant comfort

Design Guidelines – Identify and Acknowledge Applicable Design Guidelines and/or Standards