



# DEVELOPMENT FINAL SITE PLAN CHECKLIST

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

DSUP/DSP# \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Location (Address): \_\_\_\_\_

Tax Map References: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Applicant's E-mail Address: \_\_\_\_\_

Applicant's Phone: \_\_\_\_\_

The following materials are required to be uploaded to APEX for a complete Final Site Plan (DSUP/DSP) submission:

\_\_\_\_\_ Filing Fee. Please see the fee schedule [here](#).

\_\_\_\_\_ Completed and signed ESI checklist.

\_\_\_\_\_ Email from ESI acknowledging successful review – **This is a separate review and must be completed prior to submittal of final site plan.**

\_\_\_\_\_ **Response Letter.** A response letter must be provided with the initial final site plan submission which provides a response to **EACH** recommendation, code requirement, and finding contained in the Preliminary DSP or DSUP staff report, and for subsequent final submissions, which responds to **EACH** staff comment on the prior final review. Responses must include a reference to the plan sheet where change has been made. The Response Letter must also include a detailed description of and justification for any changes made to the plan which are not a result of a specific approval condition or staff comment.

\_\_\_\_\_ **PDF Plans.** For **each submission**, upload PDF files of the entire site plan. Please submit PDF files with clearly defined file names. (ex. Sheet C1 – C10 or Sheet C1 Title Sheet, Sheet C2 Notes, etc.). **NOTE: When second and subsequent final site plans are submitted all sets shall be marked in red where the changes to the plans have been made in response to review comments.**

**All Final Site Plans and application materials shall be submitted to the Department of Planning and Zoning electronically. Plans will not be distributed for review to other departments until a complete submission, with all items, is filed. Submission of any materials to departments other than Planning & Zoning may result in a processing delay, as review dates are determined by routing from Planning and Zoning.**

I certify that I am responsible for the preparation of the final site plans being submitted and that the plans are consistent with all prior approvals granted by the City except as may be called out in the Response Letter accompanying this final site plan submission. I further certify that I have filled out the attached check list and confirmed that all required information has been provided.

\_\_\_\_\_  
Signature of Engineer/Architect/Surveyor

\_\_\_\_\_  
Date of Submission

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.

**Final Site Plan Drawings Submission Format/Requirements:**

**Requirements for Each Sheet:**

- \_\_\_\_\_ PDF print size shall not exceed 24" x 36" and all sheets shall be the same size
- \_\_\_\_\_ Scale no less than 40' to 1" (20' or 30' to 1" preferred), with scale identified on each sheet
- \_\_\_\_\_ City approval signature block in same place (lower right corner) on each sheet (see attachment for configuration and size of block)
- \_\_\_\_\_ Date, scale and north point with reference to source of meridian
- \_\_\_\_\_ Name, address, signature and registration number of professionals preparing the plan on each sheet
- \_\_\_\_\_ Date the plan was prepared on each sheet

**Cover Sheet:**

- \_\_\_\_\_ Name and address of the developer and of the owner(s) of record
- \_\_\_\_\_ A narrative description of the proposed development
- \_\_\_\_\_ Location map with the site shown in relation to the nearest intersection of two or more streets
- \_\_\_\_\_ Index to plan sheets
- \_\_\_\_\_ Key to plan sheets if more than one sheet is needed to show the whole site
- \_\_\_\_\_ Total area included in the site plan, total area of tax parcel, total existing and proposed impervious area on the tax parcel, and total area that will be disturbed during construction (all expressed in square feet and acres)
- \_\_\_\_\_ A list of all special use permits and zoning modifications or waivers **approved** with the preliminary plan
- \_\_\_\_\_ Notes
  - \_\_\_\_\_ Noise
  - \_\_\_\_\_ ESA Statement (amend accordingly) Wells
  - \_\_\_\_\_ Contaminated Lands
  - \_\_\_\_\_ E&S
- \_\_\_\_\_ Table of all symbols and abbreviations utilized in the plan set

**Zoning Tabulations (may be included on cover where sufficient space exists)\*:**

For each element, list zoning ordinance requirement, number approved on preliminary plan and number proposed on final plan, if different.

- \_\_\_\_\_ Zoning of the site
- \_\_\_\_\_ Existing uses on the site
- \_\_\_\_\_ Proposed uses for the site
- \_\_\_\_\_ Lot area (and minimum lot area under zoning, if applicable)
- \_\_\_\_\_ Number of dwelling units (list by number of bedrooms for multifamily)
- \_\_\_\_\_ Units per acre for residential
- \_\_\_\_\_ Gross square feet (GSF) of building area\*, total and listed by use (with parking listed separately)
- \_\_\_\_\_ Net square feet (NSF) of floor area, total and listed by use
- \_\_\_\_\_ Floor-area-ratio (existing if applicable, and proposed listed separately and combined)

- \_\_\_\_\_ Open space, with ground level open space listed separately from other open space
- \_\_\_\_\_ Average finished grade of each building
- \_\_\_\_\_ Height of each building
- \_\_\_\_\_ Yards; required and proposed listed separately
- \_\_\_\_\_ Frontage; required and proposed listed separately
- \_\_\_\_\_ Parking spaces (listed by compact, standard, and handicapped sizes and total)
- \_\_\_\_\_ Parking spaces (listed by location i.e. above ground and/or below ground)
- \_\_\_\_\_ Loading spaces
- \_\_\_\_\_ Existing and proposed trip generation

*\*Note: If the proposed development includes multiple lots, the zoning tabulation information must be provided for each individual lot unless all the lots will be consolidated in conjunction with the proposal. For gross square footage and net square footage regulations, please reference [Section 2-145](#) of the City's Zoning Ordinance.*

**DSP/DSUP Conditions with Planning Commission & City Council Actions:**

(Place this information on a separate sheet of the submission following the cover sheet)

- \_\_\_\_\_ Copy of the approved DSUP/DSP conditions, with action, from the staff report for the project
- \_\_\_\_\_ Copy of the City Department Comments containing Code Requirements from the staff report

**Existing Conditions Plan:**

- \_\_\_\_\_ Same sheet as required in preliminary site plan (with corrections, if any required by approval)

**Final Site Plan:**

Include existing features to be retained and show location, dimension, size, height and elevation of:

- \_\_\_\_\_ Boundaries of zoning districts on the site
- \_\_\_\_\_ Sidewalks, streets, alleys with widths labeled, and elevations
- \_\_\_\_\_ Show the full right-of-way width and centerlines of all adjoining streets
- \_\_\_\_\_ Existing and modified lane widths and uses (right turn, left turn, etc.)
- \_\_\_\_\_ Traffic controls including signs, markings and signals on a separate sheet if necessary (see Traffic Signal Plan, below)
- \_\_\_\_\_ Existing and proposed on-street parking locations and individual spaces when required
- \_\_\_\_\_ Direction of traffic and volumes at all site entrances, exits and intersections
- \_\_\_\_\_ Sight distance per AASHTO at all driveways and street intersections; horizontal and vertical
- \_\_\_\_\_ Easements, covenants and reservations including emergency vehicle easements (EVE)
- \_\_\_\_\_ Building restriction lines, highway setback lines, zone transition lines, vision clearances
- \_\_\_\_\_ Property lines; show course and distance of each site boundary line
- \_\_\_\_\_ Dimensions of front, side and rear yards
- \_\_\_\_\_ Buildings and structures, including optional decks and other projections such as canopies, roof overhangs; or maximum building envelope (where approved as envelope) showing outside dimensions, including height, and first floor elevations
- \_\_\_\_\_ Stoops, steps and staircases
- \_\_\_\_\_ Locations of building entrances and exits
- \_\_\_\_\_ Sump pump and roof drain outfalls
- \_\_\_\_\_ Locations of underground parking and the extent of related subsurface structures
- \_\_\_\_\_ Dimensions of all on-site parking spaces indicating type (standard, compact or handicapped)

- \_\_\_\_\_ Storm and sanitary sewer systems, including lateral lines, water mains and service lines, with size and owner of line indicated; indicate direction of flow; profiles; calculations for storm and sanitary including hydraulic grade line and capacity
- \_\_\_\_\_ Gas mains and service lines; with size of line and owner of line indicated
- \_\_\_\_\_ Fire hydrants, water mains and service lines; with size of line and owner of line indicated
- \_\_\_\_\_ Electric, telephone, cable and all other utilities on the property; identify owners Transformers, switchboxes, cable boxes, telephone pedestals, and other surface features of utility systems
- \_\_\_\_\_ Light poles and fixtures on-site and on adjoining rights-of-way
- \_\_\_\_\_ Driveways, entrances, exits, parking areas; show parking spaces by type (standard, compact and handicap) and indicate the number in each bay and the total count
- \_\_\_\_\_ Curb radii at intersections and driveway entrances for public and private streets and alleys, and within parking lots
- \_\_\_\_\_ Sidewalks, bike and walking trails on sites and on abutting streets or public property/easements
- \_\_\_\_\_ Recreation areas, swimming pools
- \_\_\_\_\_ Watercourses, bodies of water, wetlands and limits of flood plains
- \_\_\_\_\_ Resource Protection Areas as defined in [Article XIII](#) of the Zoning Ordinance
- \_\_\_\_\_ Soil boring data and test reports for sites containing marine clay or fill, and when the Director of Transportation and Environmental Services requires
- \_\_\_\_\_ Significant geological features
- \_\_\_\_\_ Proposed grading shown with 2' contours on the subject property and on adjacent parcels for sufficient distance to indicate the relationship of the site to off-site terrain
- \_\_\_\_\_ Slopes, terraces and retaining walls, including elevations of level areas and tops and bottoms of walls and exterior stairways and ramps
- \_\_\_\_\_ Indicate elevations at the base of all utility structures other than individual poles, such as fire hydrants and transformers
- \_\_\_\_\_ Provide rim elevation and invert elevations of all piping at manholes
- \_\_\_\_\_ Elevations of streets and alleys
- \_\_\_\_\_ Total area that will be disturbed during construction (expressed in square feet, acres, and delineated accordingly)
- \_\_\_\_\_ Roadway alignment data

**Final Subdivision Plat**

- \_\_\_\_\_ Final subdivision plat should be provided for reference within the plan set and which shall contain all information required in Section 11-1709 of the Zoning Ordinance
- \_\_\_\_\_ One PDF copy of the final subdivision plat, consistent with Section 11-1709 of the Zoning Ordinance, is also required at the same time as final site plan submission

**Landscape Plan:**

(See the [City of Alexandria 2019 Landscape Guidelines](#) (Chapter 5, pgs 51-52) published by the Department of Planning and Zoning, City of Alexandria)

- \_\_\_\_\_ Buildings, streets, driveways, paved areas and other structures
- \_\_\_\_\_ Utilities and Utility easements
- \_\_\_\_\_ Locations of off- and on-site lighting including street lighting
- \_\_\_\_\_ Street trees and natural vegetation to be retained; include locations, size and species.
- \_\_\_\_\_ Proposed tree protection locations and details
- \_\_\_\_\_ Proposed trees and landscaping, including within public right-of-ways
- \_\_\_\_\_ Location and dimensions of areas to be landscaped (including within public right-of-ways), specifying the location, names, species, caliper, and size of proposed individual trees, shrubs,

and ground cover plants (indicate initial height for trees and shrubs, initial width for shrubs, and initial spread for groundcover plants)

- \_\_\_\_\_ Tabulation of required, existing and proposed crown coverage
- \_\_\_\_\_ Tree and shrub planting details
- \_\_\_\_\_ Landscape planters on underground parking
- \_\_\_\_\_ Total area that will be disturbed during construction (expressed in square feet, acres, and delineated accordingly)
- \_\_\_\_\_ The following notes:
  - \_\_\_\_\_ All materials' specifications shall be in accordance with the industry standard for grading plant material-The American Standard for Nursery Stock (ANSI Z60.1).
  - \_\_\_\_\_ Maintenance of all trees and landscape materials shall conform to accepted industry standards set forth by the Landscape Contractors Association, American Society of Landscape Architects, the International Society of Arboriculture, and the American National Standards Institute

**Lighting Plan:**

- \_\_\_\_\_ Buildings and structures
- \_\_\_\_\_ Location of all existing and proposed lights, including street lights and building lights. Type of fixture
- \_\_\_\_\_ Mounting height
- \_\_\_\_\_ Strength of fixture in lumens or watts
- \_\_\_\_\_ Manufacturers' specifications for fixtures
- \_\_\_\_\_ Photometric calculations (point lighting plan) accounting for proposed street trees

**Green Building:**

*General Approach*

- \_\_\_\_\_ Provide updated copy of certification scorecard

*Energy*

- \_\_\_\_\_ Final energy savings report demonstrating compliance with appropriate green building certification requirements
- \_\_\_\_\_ Final renewable energy production report demonstrating compliance with appropriate green building certification requirements
- \_\_\_\_\_ For Net Zero:
  - Final energy analysis report that demonstrates renewable energy production strategy that offsets projected building energy use.
- \_\_\_\_\_ Electrical single lines showing submeter locations and a narrative describing the metering strategy

*Water*

- \_\_\_\_\_ Final documentation that demonstrate indoor and outdoor water efficiency will meet requirements for appropriate certification threshold

*Indoor Environmental Quality*

- \_\_\_\_\_ Project construction IAQ plan
- \_\_\_\_\_ Documentation that demonstrates compliant low-emitting materials have been incorporated in the design per appropriate certification requirements
- \_\_\_\_\_ Daylight analysis report demonstrating design will meet requirements for appropriate certification threshold

\_\_\_\_\_ Clarification on Indoor Air Quality Assessment strategy (flush out vs. air testing) and confirmation that the selected strategy is incorporated into the construction schedule as needed

***Erosion and Sediment Control Plans:***

Erosion and Sediment (E&S) Control Plan Sheets showing:

- \_\_\_\_\_ Two-phase plan for sediment and erosion control
- \_\_\_\_\_ Narrative phasing plan including demolition and sequence of construction activities
- \_\_\_\_\_ All appropriate details of erosion and sediment control measures (must meet Virginia Erosion and Sedimentation Control Handbook (VESCH) standards)
- \_\_\_\_\_ Sources of water for construction entrance washdown
- \_\_\_\_\_ Grading for drains and traps for construction entrance runoff
- \_\_\_\_\_ Phase 1 drainage area map indicating existing conditions drainage area, runoff coefficients and peak discharges for 2- and 10-year storms
- \_\_\_\_\_ Phase 2 drainage area map indicating drainage areas to selected BMPs, runoff coefficients and peak discharges for 2- and 10-year storms
- \_\_\_\_\_ Show and list appropriate control measures defined for each drainage area
- \_\_\_\_\_ Total area that will be disturbed during construction (expressed in square feet, acres, and delineated accordingly)
- \_\_\_\_\_ Identify areas having different ground covering materials (i.e. concrete, asphalt, gravel, turf, crushed stone, etc.)
- \_\_\_\_\_ Delineate any wetlands or Resource Protection Areas (RPA)
- \_\_\_\_\_ Legend for line types (must be in accordance with VESCH)
- \_\_\_\_\_ Grading for sediment traps and basins
- \_\_\_\_\_ Tabulate drainage area, wet volume, dry volume, and clean-out volume for traps and basins with respective elevations
- \_\_\_\_\_ Temporary and permanent seeding mixtures
- \_\_\_\_\_ Erosion and Sediment Control Narrative to include:
  - \_\_\_\_\_ Adjacent properties
  - \_\_\_\_\_ Critical areas
  - \_\_\_\_\_ Soils description
  - \_\_\_\_\_ BMP strategies
  - \_\_\_\_\_ Maintenance practices to be employed
  - \_\_\_\_\_ Phasing
  - \_\_\_\_\_ Standard notes
  - \_\_\_\_\_ Stockpiling procedures
  - \_\_\_\_\_ Contaminated soils
  - \_\_\_\_\_ Calculations for:
    - \_\_\_\_\_ Traps
    - \_\_\_\_\_ Basins
    - \_\_\_\_\_ Dewatering structures
    - \_\_\_\_\_ Culvert protection
    - \_\_\_\_\_ Culvert sizing
- \_\_\_\_\_ Block for Certified Responsible Land Disturber
- \_\_\_\_\_ References to any needed VPDES permit and indication that a copy will be filed with the City
- \_\_\_\_\_ References to any needed POTW permit and indication that a copy will be filed with the City
- \_\_\_\_\_ Geotechnical information

**Stormwater Management/BMP Sheets:**

(See Article XIII of the Zoning Ordinance for guidance on water quality calculations)

- \_\_\_\_\_ Water Quality Impact Assessment
  - \_\_\_\_\_ Location and description of RPA components
  - \_\_\_\_\_ Location and nature of RPA encroachment
  - \_\_\_\_\_ Type and location of proposed BMP, with supporting calculations
- In addition, where a MAJOR assessment is required:
  - \_\_\_\_\_ Hydrogeological element
  - \_\_\_\_\_ Landscape plan supplement
  - \_\_\_\_\_ Ecological impact analysis
- \_\_\_\_\_ Stormwater Management Sheets
  - \_\_\_\_\_ Outfalls located and determined to be adequate for proposed discharge
  - \_\_\_\_\_ Pre and post development calculations
  - \_\_\_\_\_ Drainage divides off-site identified and delineated
  - \_\_\_\_\_ Drainage divides on-site identified and delineated
  - \_\_\_\_\_ Show flow routing to detention
  - \_\_\_\_\_ Calculate HGL and depict on profiles showing 2 feet of freeboard
  - \_\_\_\_\_ Computation and display of inlet flow
  - \_\_\_\_\_ Show full flow calculations
  - \_\_\_\_\_ Demonstrate that velocities are no less than 2 FPS and no more than 20 FPS
  - \_\_\_\_\_ Use N-values  $>36"=0.015$  &  $\leq 36" 0.013$
  - \_\_\_\_\_ Show non-erosive velocity at outfalls
  - \_\_\_\_\_ BMP Sheets
    - \_\_\_\_\_ Water Quality Volume (WQV) computation (in cubic feet and acre-feet)
    - \_\_\_\_\_ Drainage area map with scale and north arrow indicating the area draining to the selected water quality BMPs
    - \_\_\_\_\_ Water Quality Worksheets A or B and C
    - \_\_\_\_\_ City standard water quality BMP data blocks (2)
    - \_\_\_\_\_ BMP detail including WQV default elevation
    - \_\_\_\_\_ Surface appurtenance casting detail
    - \_\_\_\_\_ Signage detail for surface BMP
    - \_\_\_\_\_ Standard BMP notes
    - \_\_\_\_\_ Waiver approval letters

**Signage and Marking Plans:**

- \_\_\_\_\_ Street layout, including curb lines or edge of pavement, sidewalks, handicap ramp locations
- \_\_\_\_\_ Existing pavement markings, noting markings to be eradicated
- \_\_\_\_\_ Proposed new pavement markings, including pattern, width and color
- \_\_\_\_\_ Dimensions of proposed lane widths, and parking lanes and spaces
- \_\_\_\_\_ Pavement marking materials specifications, including type and thickness
- \_\_\_\_\_ Existing signs to be retained, removed or relocated
- \_\_\_\_\_ Proposed new traffic signs, including locations, MUTCD sign codes where applicable, and special legends
- \_\_\_\_\_ Sign schedule including sign code, size, legend, sheeting and sign blank specifications, special installation requirements

**Traffic Signal Plan:**

- \_\_\_\_\_ Intersection layout showing poles, mast arms, signal head, detector and controller locations and specifications
- \_\_\_\_\_ Intersection lane use and markings
- \_\_\_\_\_ Vehicular and pedestrian signal head configurations
- \_\_\_\_\_ Signal phasing and sequence charts and initial timing plans
- \_\_\_\_\_ Location of power connection
- \_\_\_\_\_ Cable and conduit layout, sizes and specifications
- \_\_\_\_\_ Wiring size and specifications
- \_\_\_\_\_ Interconnect details
- \_\_\_\_\_ Specifications for poles, mast arms and pole foundations; pole foundation designs sealed by registered engineer

**Fire Safety Plan:**

(See 'Water and Fire Requirements For Site Plans and New Construction' prepared and published by the City of Alexandria Fire/EMS Department.):

- \_\_\_\_\_ Building footprints, driveways, parking areas
- \_\_\_\_\_ Building entrances and exits
- \_\_\_\_\_ Use group classification and type of construction (defined by USBC)
- \_\_\_\_\_ Existing and proposed water main location and size
- \_\_\_\_\_ Existing and proposed fire hydrant locations
- \_\_\_\_\_ Available water pressure and flow capability, static pressure, residual pressure, flow in GPM
- \_\_\_\_\_ Fire flow calculations in accordance with city standards that are prepared by a licensed engineer that determine the required fire flow for the project. Verification that the existing and/or proposed infrastructure is capable of providing the required fire flow shall be provided
- \_\_\_\_\_ Type of fire suppression or detection system to be provided (e.g. sprinklers, standpipes, smoke or heat detectors)
- \_\_\_\_\_ Location and size of underground fire lines
- \_\_\_\_\_ Location of fire department siamese connection (typically, street front of building)
- \_\_\_\_\_ Height of building in feet and stories
- \_\_\_\_\_ Identification of fire walls, tenant separations, etc.
- \_\_\_\_\_ Topographical map relating grade and elevation to fire department connections
- \_\_\_\_\_ Location of all Emergency Vehicle Easements and of EVE signs outlining the EVE
- \_\_\_\_\_ Emergency vehicle turnaround space for drive aisles in excess of 100 feet
- \_\_\_\_\_ Fire ladder truck access to the front and rear of all buildings in excess of 50 feet in height

**Dimension Plan\*:**

The Dimension Plan is to be submitted with the first and second submission as a separate sheet. Include existing features to be retained and show location, dimension, size, height and elevation of:

- \_\_\_\_\_ Sidewalks, streets, alleys, driveways and parking lots; (edge of pavement or top of curb)
- \_\_\_\_\_ Show the full right-of-way width and centerlines of all adjoining streets
- \_\_\_\_\_ Buildings and structures, showing outside dimensions, including height
- \_\_\_\_\_ Property lines
- \_\_\_\_\_ Stoops, steps and staircases
- \_\_\_\_\_ Locations of building entrances; identification of primary building entrance if applicable

- \_\_\_\_\_ 3 x,y coordinate pairs in state plane coordinates (NAD 83) conforming to 50 scale (1:600/1"=50')  
National Map Accuracy Standards
- \_\_\_\_\_ Fire Hydrants

*\*Note: The Dimension Plan is used to update the City of Alexandria's Geographic Information System and therefore should contain only the information specified above. Additionally, Alexandria GIS does not meet the threshold for accuracy, as listed for the coordinate data above and is therefore not suitable as source for obtaining this coordinate information.*

**Site Details:**

(Site details may be incorporated into relevant sheets, as opposed to separate sheets, if sufficient space is available)

- \_\_\_\_\_ Fences and walls, retaining walls
- \_\_\_\_\_ Street typical sections
- \_\_\_\_\_ Pavement sections
- \_\_\_\_\_ Curbs
- \_\_\_\_\_ Driveway aprons
- \_\_\_\_\_ Handicap ramps
- \_\_\_\_\_ Location and dimension of all handicapped parking spaces
- \_\_\_\_\_ Sidewalks and plaza sections/details
- \_\_\_\_\_ Signs
- \_\_\_\_\_ Trash receptacles
- \_\_\_\_\_ Two benchmarks

**Open Space Exhibit:**

(The purpose of this sheet is to demonstrate to staff which areas were counted toward open space)

- \_\_\_\_\_ Parcels
- \_\_\_\_\_ Streets, alleys, driveways, all other areas of paving
- \_\_\_\_\_ Buildings and entrances
- \_\_\_\_\_ Areas counted as open space, shaded and dimensioned with areas counted as usable open space identified
- \_\_\_\_\_ Tabulations of areas counted as open space and usable open space
- \_\_\_\_\_ Tabulations of at-grade and above grade open space
- \_\_\_\_\_ Tabulations of public, private and private with public access easement open space

**Architectural /Building:**

- \_\_\_\_\_ Proposed building elevations in color, to scale and with dimensions, including:
  - \_\_\_\_\_ Proposed building height (as defined in Zoning Ordinance) dimensioned and labeled
  - \_\_\_\_\_ Proposed average finished grade and actual finished grade, dimensioned and labeled
  - \_\_\_\_\_ Other dimensions where appropriate
  - \_\_\_\_\_ All building facades
  - \_\_\_\_\_ All building materials
  - \_\_\_\_\_ All rooftop appurtenances (penthouses, mechanical items, elevator/stair over-runs)
- \_\_\_\_\_ 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

- \_\_\_\_\_ Floor plans for each floor, including basements and parking garages (if any), to-scale
- \_\_\_\_\_ Roof plan, showing all parapets, rooftop appurtenances including elevator over-runs and mechanical equipment
- \_\_\_\_\_ A detailed graphic showing floor area analysis indicating areas that have been deducted for purposes of the FAR calculation. If the FAR deductions exceed 20% of the overall building's square footage, written justification shall be submitted
- \_\_\_\_\_ Line drawings

**The following sheets are not required to be provided in every set. Instead, a PDF of each sheet may be provided separately.**

- \_\_\_\_\_ **Construction Management Plan**
- \_\_\_\_\_ **Parking Management Plan Per Memo to Industry No. 01-19 (If Conditioned)**

Revised:  
5/11/2020 - AEF