



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

DSP/DSUP # _____

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.

_____ **Site Plans.** For each submission, provide **14** full-sized folded sets and **6** half-sized sets of drawings (where applicable, 2 color sets labeled for P&Z). Unfolded plans will not be accepted. Additional copies may be requested as necessary (ex: if the application is within a special district or area).

_____ **Electronic Copy.** For each submission, provide a copy of the drawings and other submitted documents on a CD disk(s) 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 Phase I Concept Submission Checklist.**

_____ **Filing Fee (DSUP and DSP):** There is no filing fee for the concept review.

_____ **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, and the accompanying electronic copy is an exact duplicate of the hard copy submission.

Signature _____ Date _____

Prior to submission of a preliminary site plan, a Concept Plan that meets all of the criteria in Phase I and II of this checklist shall be submitted.

At a minimum, submit the following materials for each concept submission:

For Staff Use Only:

Concept Submission # _____

Date Submitted: _____ Time Submitted: _____

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:

- _____ Concept Plan at a scale of 1"= 20' or 1"= 30'
- _____ North arrow on all plans

Existing Conditions:

- _____ Property lines (with course and distance)
- _____ Public and private streets 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

Proposed:

- _____ 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, 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
- _____ Open space
- _____ Significant proposed site features (such as retaining walls, steep slopes, etc.)

Stage II Concept Submission and Subsequent Submissions:

ONCE CONSENSUS HAS BEEN REACHED ON THE GENERAL BUILDING LOCATION AND SITE LAYOUT, A PHASE II CONCEPT SUBMISSION SHOULD BE FILED. THE PHASE II SUBMISSION SHOULD INCLUDE ALL INFORMATION REQUIRED IN THE PHASE 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 Phase I review.

Format Requirements:

- _____ Print size of 24" x 36"
- _____ Scale of 1"= 20' or 1"= 30'
- _____ North point with reference to source of meridian
- _____ Name, address, signature and registration number of professional preparing the plan, certifying that the submission meets all requirements.

_____ **Include all of the Development Concept Plan Checklist requirements as well as 2 color sets of applicable elevations. Submit an electronic copy of all submission materials on a disk 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.
- _____ Development Team information (i.e. property owner, engineers, attorney, etc.)
- _____ 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, gross square footage of buildings, 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.
- _____ Open space (ground level, roof-top 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 (ADT) using ITE Trip Generation method

Existing Site Conditions:

- _____ Existing conditions plan
- _____ Where sites have slopes steeper than 2:1 provide information on topography
- _____ 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, where applicable

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 and private streets appropriately labeled
- _____ Roadway and Parking Dimensions
- _____ Alignment and major features of existing and public proposed utilities
- _____ Emergency vehicle access to the site and buildings
- _____ Building Sections to scale, with dimensions, showing setbacks and stepbacks and referenced to building plans.
- _____ Provide sections demonstrating compliance with the Section 6-403
- _____ Show any transition zone setback, if applicable
- _____ 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 2002-0007.
- _____ If post-development stormwater runoff exceeds pre-development, provide statement addressing planned mitigation.
- _____ Identify stormwater outfall to receiving storm trunk sewer on plan.
- _____ Conceptual plans for open space and graphic depiction of included areas used for the calculations.
- _____ Obtain scope of work from Alexandria Archaeology to satisfy archaeological requirements.

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.

Building:

- _____ A brief narrative describing the environmentally sensitive site design, green building and/or low impact development techniques to be considered in this proposal.
- _____ Schematic building massing information, to show proposed height and scale of buildings
- _____ Building Elevations to scale, with dimensions where appropriate, indicating all materials

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.

Design Guidelines – Identify and Acknowledge Applicable Guidelines

If the proposed project is:

- _____ Located along Mount Vernon Avenue, the **Mount Vernon Avenue Design Guidelines** apply.
- _____ Located within the Old Town North area, information required by the **Old Town North Design Guidelines** apply.
- _____ Located within the Old and Historic Alexandria District, the **Alexandria Historic District Design Guidelines** apply.
- _____ Located within the Parker Gray Historic District, the **Alexandria Historic District Design Guidelines** apply.
- _____ Involves a site which occupied by a building on the list *Buildings over 100 Years Old Outside the Historic Districts*, the **Alexandria Historic District Design Guidelines** apply.
- _____ Located along Washington Street, the **Washington Street Standards**, the **Washington Street Guidelines**, the **Old Town North Urban Design Guidelines** and the **Alexandria Historic District Design Guidelines** apply.
- _____ Located within the Carlyle CDD, the **Carlyle Design Guidelines** and the **Carlyle**

Streetscape Design Guidelines apply.

_____ Located within the Potomac Yard/Potomac Greens Small Area, the **Potomac Yard Urban Design Guidelines** apply.