



DEVELOPMENT FINAL PLAN CHECKLIST

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

Project Name: _____

Project Location (Address): _____

Tax Map References: _____

Applicant Name: _____

Applicant Address: _____

Applicant E-mail Address: _____

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

_____ **Filing Fee.** Please see fee schedule [here](#).

_____ **Completed and signed ESI checklist**

_____ **ESI fee for Transportation & Environmental Services Review**, if applicable

G Check here to specify non-ESI member, with no ESI review required

_____ **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.

_____ **Final Site Plans.** Eighteen sets of Final Site Plan drawings (rolled) shall be provided. Lesser numbers may be required after the first submission; check with the Development Team Leader. The last submission will require three sets of prints, one set of mylars. **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.**

_____ **Electronic Copy.** For each submission, provide a CD with PDF files of the entire site plan. Please submit as few PDF files as possible with clearly defined file names. (ex. Sheet C1 – C10 or Sheet C1 Title Sheet, Sheet C2 Notes, etc.)

Payment Rc'd:	_____ / _____ / _____
	date amt initials
Payment Verified	_____ / _____ / _____
	date amt initials

All Final Site Plans and application materials shall be submitted to the Department of Planning and Zoning at the above address. Plans will not be distributed for review to other departments until a

Final DSUP and DSP Checklist:

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 & 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

Final DSUP and DSP Checklist:

FINAL SITE PLAN DRAWINGS SUBMISSION FORMAT/REQUIREMENTS:

Note: 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.

REQUIREMENTS FOR EACH SHEET

- ___ 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 professional 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 provided 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.

****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.**

- ___ 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)

Final DSUP and DSP Checklist:

- ___ 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: The gross square footage of a building or buildings on a lot or tract of land (whether “main” or “accessory”) is the sum of all gross horizontal areas under a roof or roofs. These areas shall be measured from the exterior faces of walls and from eaves of all roofs where they extend beyond the wall line, or from the center line of party walls. Parking garages, other than garages attached to, or on the same lot with, individual residences and designated for use by a single household, are excluded from the gross square footage calculation.**

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)
- ___ Maintenance of traffic plan
- ___ 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

Final DSUP and DSP Checklist:

- _____ 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
- _____ 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

LANDSCAPE PLAN

(See "Landscape Guidelines" 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

Final DSUP and DSP Checklist:

- _____ 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

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

Final DSUP and DSP Checklist:

- _____ 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 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

Final DSUP and DSP Checklist:

- _____ Signage detail for surface BMP
- _____ Standard BMP notes
- _____ Waiver approval letters

SIGNING 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 foot prints, 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

Final DSUP and DSP Checklist:

- _____ 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. A paper copy of the dimension plan is to be submitted at the time of the mylar submission.)

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.

DETAILS

(Details may be incorporated into relevant 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

THE FOLLOWING SHEETS ARE NOT REQUIRED TO BE PROVIDED IN EVERY SET. INSTEAD, 3 COPIES OF EACH SHEET MAY BE PROVIDED SEPARATELY.

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

ARCHITECTURAL ELEVATIONS

- _____ Elevations of each building face, to scale and with dimensions
- _____ Label all building materials

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Revised 5/13/05kmj
1/14/05kmj
9/29/03kmj
8/18/04kmj
4/27/06 kmj
12/14/09 kmj
2/27/12 ral
7/26/13 ral
12/9/2013 jxb

Final DSUP and DSP Checklist: