



DEVELOPMENT SIMPLIFIED SITE PLAN CHECKLIST

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

Note: Projects eligible for the Simplified Site Plan Application Process are buildings or additions less than 10,000 sf in GFA, parking lots less than 15 spaces, proposals without special use permits or subdivisions, or other applications as deemed appropriate by the Director of Planning and Zoning. For questions about project eligibility, please contact P&Z.

DSP# _____

Project Name (different from project address): _____

Project Location (Address): _____

Applicant's Name: _____

Submission Deadline: Plan submissions received before 3:00 pm will be processed and routed to reviewers the same day. Plan submissions received after 3:00 pm will be processed and routed the next business day. **Submit to the Planning and Zoning Office only to avoid processing delays.**

The following materials are required for a complete development preliminary site plan (simplified) submission:

- _____ **Completed and Signed Development Site Plan application**
- _____ **Completed and Signed Preliminary Plan Checklist (this form)**
- _____ **Filing Fee (DSP).** For DSP: \$2,200 plus 10/100 gross square feet of building, max. \$30,150. Other fees may apply.
- _____ **Site Plans for Completeness Review of Preliminary Plan (first submission).** For each submission, provide **19** sets (where applicable, at least 1 color set labeled for P&Z) of site plan drawings, folded (if the plan set size is too large to be folded, rolled plans will be accepted). Additional copies may be requested if the application is within a special district.
- _____ **Site Plans After Completeness Review (second submission).** Submit **20** full sized (folded). Twelve half-sized sets of the simplified preliminary plan will be requested once the proposal is scheduled for a Planning Commission hearing. Additional copies may be requested if the application is within a special district.
- _____ **Electronic Copy.** For each submission, provide an electronic copy of the drawings and all other submitted documents on a CD disk(s) in .pdf format. Please submit the PDF files for each physical document (plans, application, supporting documents, etc.). Some departments only review submissions digitally.
- _____ **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 _____

General Process Information:

Simplified preliminary site plans will be reviewed for completeness by City staff. Comments will be returned to the applicant in approximately 3 weeks from submission listing additional information required for the application to be deemed complete.

The applicant must revise the site plan to address all comments of the completeness review and resubmit to Planning and Zoning. This

submission must include 24 full-sized folded copies with a letter responding to each of the completeness comments and the specific location of the additions or corrections made to the plan. These plans are routed and reviewed again for completeness. **If they are still not complete the review of them will be suspended and the applicant will be notified of the information that is required.**

When the application is deemed complete, a confirmation letter or e-mail will be sent to the applicant. Within 5 working days of receipt of the confirmation the applicant shall install a notice of the proposed development at the site. When an application is complete, it will receive technical review by City agencies. Three weeks prior to the scheduled hearing date the applicant may be required to submit a sample materials board and/or color rendering.

**Note: The following sheets and information are required for every submission.
Additional sheets and information should be provided where necessary.**

FORMAT REQUIREMENTS FOR EACH SHEET

- _____ Print size of 24" x 36"
- _____ Scale no less than 1":40' with scale identified on each sheet 1":20' or 1":30' preferred
- _____ **Note: 1":25' is not an acceptable scale**
- _____ City approval signature block in the same place (lower right corner) on each sheet
- _____ North point shown consistently in the same direction on all plan sheets with reference to source of meridian. North arrow pointing down is not acceptable.
- _____ Property lines with course and distance for each
- _____ Name, address, signature, and registration number of professional(s) preparing the plan on each sheet – all plans to be sealed by the appropriate professional
- _____ Legend of symbols, patterns, and abbreviations used
- _____ Date the plan was prepared/last revised
- _____ DSP case number

SHEET ONE – COVER SHEET

- _____ Name and address of the developer and owner(s) of record
- _____ A narrative description of the project
- _____ Location map with the site shown in relation to the nearest intersection of two or more streets
- _____ Sheet Index
- _____ 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 existing special use permits, site plans and proffers that apply to all or part of the site
- _____ Building Code analysis
- _____ Zoning Tabulations that list zoning ordinance requirement and proposed for the following:
 - _____ Zoning of the site (zoning proffers, if applicable)
 - _____ Existing use on the site
 - _____ Proposed uses on the site
 - _____ Lot area minimum required by zone district
 - _____ Lot area (required and proposed)
 - _____ 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 area devoted to parking included and listed separately)
- _____ Net square feet (NSF) or Floor Area, total and listed by use
- _____ Floor-area-ratios existing and proposed
- _____ Open space (required and proposed)
- _____ Open space total proposed and broken down by ground level space and usable space proposed
- _____ Average finish grade for each building
- _____ Height of each building above average finish grade
- _____ Building setbacks (required and proposed) for each building
- _____ Frontage with required and proposed listed separately
- _____ Parking spaces (listed by compact, standard, handicapped size and total) required and proposed
- _____ Loading spaces (required and proposed)
- _____ 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.

The net square footage OR Floor Area 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 the eaves of all roofs where they extend beyond the wall line or from the centerline of party walls and shall include all space with headroom of seven feet six inches or more, whether or not provided with a finished floor or ceiling. Excluded shall be elevator and stair bulkheads, accessory water tanks, cooling towers and similar construction not susceptible to storage or occupancy. Basements and subbasements shall be excluded from the floor area ratio computations, but for the purpose of computing off street parking requirements that portion of such areas as are occupied by permitted uses shall be subject to the provisions of article VIII (special restrictions apply in Eisenhower East and Landmark-Van Dorn).

SHEET TWO – EXISTING CONDITIONS - Show location, dimensions, size, height, and elevations of:

- _____ Sidewalks, streets and their names (show full width, curblines and centerlines), alleys, existing easements (include emergency vehicle easements), covenants and reservations
- _____ Show the full right-of-way width of all adjoining streets and include all information for both sides
- _____ Roadway and lane widths and uses (right turn, left turn, etc.)
- _____ Traffic and pedestrian controls including signs, markings and signals
- _____ Existing transit/bus stops with route number identification adjacent to the property
- _____ On-street parking locations and individual spaces when designated
- _____ Driveways, entrances, exits, parking areas; show parking spaces by type (standard, compact and handicap) and indicate the number in each bay and total count
- _____ Building setbacks, highway setback lines and zone transition lines
- _____ Existing buildings and structures; show footprint and indicate height
- _____ Property lines, including adjoining property lines; show course and distance of each site boundary line
- _____ For adjoining properties, show current zoning and names and addresses of owners (show zoning district boundary lines if multiple districts exist on the site or adjacent parcels)
- _____ Transformers, valves, and other surface features of utility systems
- _____ Storm and sanitary sewer systems, water mains, and other buried utilities; indicate size of lines and direction of flow for storm and sanitary lines; identify owner of each system
- _____ Fire hydrants and fire department connections
- _____ Major trees (6" or more in caliper) and shrubs (3' or more in height), located and identified by species, including street trees on public right-of-ways along property frontage. Also, locate and identify trees on adjacent properties with canopies that extend over the site. Identify species, size and locations of trees on opposite sides of

fronting streets.

- _____ Recreation areas, swimming pools and bike and walking trails on abutting streets or public access easements
- _____ Watercourses, bodies of water, wetlands and limits of flood plains
- _____ Resource Protection Areas as defined in Article XIII of the Zoning Ordinance
- _____ Lighting on public rights-of-way adjacent to the site
- _____ Significant site features
- _____ Topography 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 the following on the plan- underground storage tanks; areas located within 1,000 feet of a former sanitary landfill, dump or disposal area; and areas with the potential of generating combustible gases.
- _____ Location of buildings listed on the Alexandria List of 100-Year Old Buildings that occur on the site or on adjacent parcels
- _____ A statement indicating whether or not the Site has areas of Marine Clay
- _____ Indicate areas on plan and provide a statement describing any known or expected contamination or brief narrative of due diligence completed (site history) if none is expected

SHEET THREE – PROPOSED SITE AND LANDSCAPE PLAN - *Include existing features to be retained and show location, dimension, size, height and elevation of proposed:*

- _____ Boundaries of zoning districts on the site and adjoining sites
- _____ Sidewalks, streets, alleys with widths labeled, and elevations
- _____ Show the full width and centerlines of all adjoining streets
- _____ Existing and modified lane widths and uses (right turn, left turn, etc.)
- _____ Existing and proposed traffic controls including signs, markings and signals
- _____ Sidewalks, bike and walking trails on sites and on abutting streets or public property/easements, with widths of each
- _____ Bicycle parking spaces provided per City Standards
- _____ Direction of traffic and volumes at all site entrances, exits and intersections
- _____ Sight distance per AASHTO at all driveways and street intersections
- _____ Curb radii at intersections and driveway entrances for public and private streets and alleys, and within parking lots; note AASHTO turning radii
- _____ Existing and proposed on-street parking locations and individual spaces when required
- _____ 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
- _____ Locations of underground parking and indicate the footprint of related subsurface structures
- _____ Garage layouts with columns shown and drive aisle and parking spaces dimensioned. Parking space widths and lengths do not include the column width. The use of “typical” may be used provided it dimensions all types of spaces/aisles and is used in enough places that the review can be performed accurately.
- _____ Vehicle turning movements for any parking lot or garage, entrances and drive aisles, accessible spaces with AASHTO standard vehicle
- _____ Vehicle turning movements for loading zones with the largest vehicle that will access the site
- _____ Slope of entrance ramp
- _____ Locations of building entrances and exits

- _____ Building setbacks, highway setback lines, zone transition lines and vision clearances
- _____ Easements, covenants and reservations including emergency vehicle easements (EVE) (existing and proposed)
- _____ Property lines; show course and distance of each site boundary line
- _____ Yard dimensions for setback requirements
- _____ Buildings and structures, including optional decks and other projections such as canopies, bay projections, roof overhangs; or maximum building envelope (where approved as envelope) showing outside dimensions, including height, and first floor elevations
- _____ Stoops, steps and staircases (with elevations)
- _____ Distances between buildings and adjoining property lines
- _____ Storage space for solid waste and recyclable material containers with trash truck turning movements and pick up locations
- _____ Storm and sanitary sewer systems, including lateral lines, water mains and service lines, with size, direction of flow and owners indicated in plain view for both existing and proposed
- _____ 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, poles, telephone pedestals, and other surface features of utility systems and elevations
- _____ Existing and proposed light poles and fixtures on-site and on adjoining rights-of-way
- _____ Existing and proposed bus stop(s) and bus stop amenities
- _____ Recreation areas, swimming pools. (Discharge from swimming pools shall be shown connected to the sanitary sewer in plain view.)
- _____ Watercourses, bodies of water, wetlands and limits of flood plains
- _____ Resource Protection Areas as defined in Article XIII of the Zoning Ordinance and developable area
- _____ Location and nature of RPA encroachment (*See Article XIII of the Zoning Ordinance for guidance on water quality impact assessments. Major WQIA will require full preliminary submission.*)
- _____ Significant site 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
- _____ Plans for collecting and depositing stormwater, including approximate pipe sizes, structures and BMPs
- _____ Pre- and post-development, 2 and 10 year stormwater computations
- _____ Drainage area map delineating area contributing stormwater onto the project
- _____ Narrative describing how the project will comply with the stormwater quantity and quality requirement of Article XIII of the Zoning Ordinance
- _____ Water quality worksheet A or B and Worksheet C
- _____ Drainage area map with scale and north arrow indicating the area draining to the selected water quality BMPs
- _____ City standard water quality BMP data blocks (2)
- _____ Preliminary calculations of sanitary flow showing increase of less than 10,000 GPD. (If greater than 10,000 GPD, full Preliminary Submission required)
- _____ 3 x, y coordinate pairs in state plane coordinates (NAD 83) conforming to 50 scale (1:600/1"=50') National Map Accuracy Standards.

(Proposed landscape must comply with the "[City of Alexandria Landscape Guidelines, 2007](#)" published by the Department of Recreation, Parks and Cultural Activities, City of Alexandria)

- _____ Bicycle and pedestrian paths per the *Bicycle Transportation and Multi-Use Trail Master Plan*, including existing and proposed routes
- _____ Existing vegetation to be removed; include locations, size and species of all trees 6" or greater in caliper
- _____ Street trees and natural vegetation to be retained; include locations, size and species of all trees 6" or greater in caliper
- _____ Details of protection structures to be used for existing trees to be preserved
- _____ Street tree species, locations, and planting details
- _____ Indicate the distances between street trees
- _____ Location and dimensions of areas to be landscaped (including within public right-of-ways), specifying the location, names, 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 (Do not include street trees.)
- _____ Open space areas showing the square footage and type (ground level or rooftop)

SHEET FOUR – EROSION AND SEDIMENT CONTROL

- _____ Delineate the total area that will be disturbed during construction and show it on the plan. Calculate the total disturbed area as described in the Memorandum to the Industry on Grading Plan Requirements and Waiver Provisions in square feet and acres and show it on the plan. If the total disturbed area is more than 2,500 square feet then the proposed improvements shall be designed to complete the requirements of Article XIII of the Zoning Ordinance of the City of Alexandria.
- _____ Narrative of phasing plan including demolition and sequence of construction activities
- _____ All appropriate details of erosion and sediment control measures [must meet Virginia Erosion and Sediment Control Handbook (VESCH) standards]
- _____ Grading for drains and traps for construction entrance runoff
- _____ Show and list appropriate control measures defined for each drainage area
- _____ Identify areas having different ground veering materials (i.e. concrete, asphalt, gravel, turf, crushed stone, etc.)
- _____ Legend for line types (must be in accordance with VESCH)
- _____ Temporary and permanent seeding mixtures
- _____ Erosion and Sediment Control Narrative to include:
 - Project Description, Existing Conditions, Critical Areas, Adjacent Areas, Off-site Areas, Erosion and Sediment control Measures, Permanent Stabilization, Contaminated Soils, Stormwater Runoff Considerations, Asphalt Drive Note, Tree Note, Erosion Control Program, Sediment Control Practices
- _____ Erosion and Sediment Control Notes

SHEET FIVE – NOTES AND DETAILS

- _____ City Standard Notes
- _____ City Standard Details as applicable
- _____ Proposed specifications

SHEET SIX – ARCHITECTURAL ELEVATIONS

- _____ Scaled architectural elevations of each building face, with materials labeled
- _____ Scaled elevations showing landscaping plan or screening treatment along public rights-of-way
- _____ Scaled sections through buildings
- _____ Scaled sections showing grade changes in relationship to buildings and/or retaining walls
- _____ Scaled sections showing average finished grade line and scaled heights, including penthouses
- _____ If proposed FAR is within 10% of allowable FAR, or if deductions for FAR purposes exceed 20%, a detailed floor area analysis showing deductions taken for purposes of FAR calculation
- _____ Scaled floorplans

Revised:
3/14/11 CRW
3/15/11 KMJ
11/6/14 DXR