

PLOT PLAN CHECK LIST 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.

The Check List shall be completed and submitted with submission of the plans. Failure to comply may result in the plan being deemed incomplete and unacceptable for review.

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/ Date of latest revision
- _____ Name and address of the developer/builder and/or 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
- _____ 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)
- _____ If applicable, a list of all special use permits, waivers, etc., **approved** for the Plot Plan
- _____ Applicable City Standard Notes & Environmental Notes (amend accordingly)
- _____ Environmental Site Assessment Statement (amend accordingly)
- _____ Erosion & Sediment Controls (ESC) & Appropriate Notes
- _____ Table of standard symbols per common engineering practice and abbreviations utilized in the plan set.

PLOT PLAN

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

- _____ Sidewalks, streets, alleys with widths labeled, and elevations
- _____ Show the full right-of-way width and centerlines of all adjoining streets
- _____ 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

- _____ 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
- _____ 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
- _____ Sidewalks, bike and walking trails on sites and on abutting streets or public property/easements
- _____ If applicable, recreation areas, swimming pools, etc.
- _____ Watercourses, bodies of water, wetlands and limits of flood plains
- _____ Resource Protection Areas as defined in Article XIII of the Zoning Ordinance
- _____ Geotechnical Exploration and boring test reports for sites containing marine clay or fill, or as prescribed by the Director of Transportation and Environmental Services
- _____ 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), includes storage, staging, etc.

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 use on the site
- _____ Proposed use for the site
- _____ Lot area (and minimum lot area under zoning, if applicable)
- _____ Gross square feet (GSF) of building area*, total and listed by use (with parking listed separately)
- _____ Net square feet (NSF) of floor area
- _____ 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 structure
- _____ Height of structure
- _____ Yards; required and proposed listed separately
- _____ Frontage; required and proposed listed separately
- _____ Parking spaces, if applicable (listed by compact, standard, and handicapped sizes and total)

***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.

EROSION AND SEDIMENT CONTROL PLANS (When required)

- _____ 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 wash down
- _____ Grading for drains and traps for construction entrance runoff
- _____ 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)
- _____ Temporary and permanent seeding mixtures
- _____ Erosion and Sediment Control Narrative to include:
 - _____ BMP strategies (projects with 2,500 SF or/and of disturbed area including construction staging and storage.
 - _____ Contaminated soils
 - _____ Block for Certified Responsible Land Disturber
 - _____ Geotechnical information
 - _____ E&S Control Notes (amend as applicable)

STORMWATER MANAGEMENT/BMP SHEETS (When Required)

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

- _____ Water Quality Impact Assessment if applicable
- _____ Location and description of RPA components
- _____ Location and nature of RPA encroachment
- _____ Type and location of proposed BMP, with supporting calculations
- _____ Pre and post development runoff calculations
- _____ Drainage divides off-site/on-site identified and delineated
- _____ Water Quality Volume (WQV) computation (in cubic feet and acre-feet)
- _____ Water Quality Worksheets A or B and C
- _____ City standard water quality BMP data blocks (2)
- _____ Signage detail for surface BMP
- _____ Waiver approval letters shown on the plan

DETAILS

(Details may be incorporated into relevant sheets if sufficient space is available.)

- _____ Fences and walls, retaining walls
- _____ Two benchmarks