



CHECKLIST

CONCEPTUAL REVIEW MATERIALS

DSP/DSUP # _____

Project Name: _____

Project Location (Address): _____

Tax Map References: _____

Submitter's Name: _____

Submitter's Address: _____

Submitter's E-mail Address: _____

The following materials are required for a complete Development Special Use Permit (DSUP) and Development Site Plan (DSP) concept submission:

_____ **Site Plans.** Fifteen sets of DSUP and DSP Site Plan folded drawings (unfolded plans will not be accepted) and a CD containing a PDF file of the drawings.

_____ **Completed Concept Checklist.** Complete this form.

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

Submission Deadline: The deadline for concept submissions is every Friday by noon.

For all initial pre-concept review submissions, the following materials must be provided:

_____ First Submission Only: A brief narrative explaining existing site conditions and the proposed development.

_____ Second and Subsequent Pre-Concept Submissions: A response narrative addressing City comments to previous submissions.

_____ Concept Plan with north arrow and street names.

_____ Vicinity map with north arrow and surrounding street names.

_____ Sanitary, storm, and water line in plan view.

_____ Side walks with pedestrian access and handicapped ramps.

_____ Dimensions and scale

_____ Building Footprints

_____ Building Heights

_____ Proposed Uses

Note: The applicant is responsible for contacting and transmitting all applicable fees and documents and all other applicable requirements for review by the Virginia Department of Transportation (VDOT) for projects subject to the VDOT 527 process for sites:

- **Within 3,000 feet if a non-limited access state controlled highway or**
- **Within 3,000 feet of a connection to a state limited access highway.**

At a minimum and in addition to the items listed above, the following materials shall be provided for a concept review. The Department of Planning and Zoning encourages pre-application meetings (without these materials), in which an applicant can receive general guidance on City policies and plans for a parcel or area.

_____ Conceptual Site Plan to scale (no less than 40' to 1") and with dimensions showing:

- _____ property lines
- _____ buildings, and building entrances
- _____ locations of different uses within buildings
- _____ driveways and site entrances
- _____ parking and drive aisles
- _____ open space
- _____ any other significant proposed site features (such as retaining walls, steep slopes)

_____ Tabulations of lot area(s), density, gross square feet of buildings*, building height, number of units, open space, approximate area of disturbance during construction, and proposed parking compared to zone requirements and/or limitations

_____ Massing information, to show proposed height and scale of buildings

_____ Where sites have slopes steeper than 2:1 provide information on topography

_____ Information on soils, environmental issues, and contamination known to applicant

**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 following additional information will be required at subsequent concept meetings. The applicant is encouraged to work with staff on the broader site plan/massing issues before preparing these materials.

_____ Site sections

_____ Existing conditions plan, including a tree survey

Concept Review Materials Checklist

- _____ Contextual Site Plan showing adjacent uses, buildings, parking areas, driveways and other features
- _____ Preliminary assessment of trip generation (estimated gross trip generation)
- _____ Determination of the need for transportation impact study
- _____ Determination if a transportation management plan (TMP) will be required
- _____ Dimensions for circulation patterns and lane widths
- _____ Alignment and major features of existing utilities
- _____ Floor Plans, to scale, with dimensions, for all floors (do not repeat typical floors), showing:
 - _____ building features
 - _____ ingress and egress
 - _____ service areas
 - _____ mechanical areas
 - _____ circulation
 - _____ unit outlines
 - _____ unit types (studio, one-bedroom, two-bedroom, etc)
- _____ Roof Plans, to scale, with dimensions, showing:
 - _____ mechanical equipment
 - _____ roof top stairs
 - _____ penthouses
- _____ Fire hydrants
- _____ Fire Department connections
- _____ Emergency vehicle access to the site and buildings
- _____ Handicapped parking and access to buildings
- _____ Building Sections to scale, with dimensions, showing setbacks and stepbacks and referenced to building plans.
- _____ Building Elevations to scale, with dimensions where appropriate, indicating all materials
- _____ Project Exterior Elevations, to scale, showing all buildings where multiple buildings are proposed
- _____ Three dimensional models or computer models to show the buildings from ground level along the major vehicle and pedestrian corridors
- _____ Contextual elevations, computer models showing proposed buildings with adjacent development
- _____ For developments that include residential units, a plan for providing affordable on-site housing units, or a statement why the developer is unable to do so.
- _____ Resource Protection Areas (RPA) as defined in Article XIII of the Zoning Ordinance.

Concept Review Materials Checklist

_____ Narrative describing how the project will comply with the stormwater quantity and quality requirements of Article XIII of the Zoning Ordinance.

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