

Initial Site Plan Checklist



Project Name: _____

Firm: _____

This checklist must be completed, signed and submitted with the application. The information contained in this checklist reflects the contents of the Section 32 of Chapter 18 of the Code of the County of Albemarle also known as the Site Plan Ordinance as of July 8, 2015. The applicant is responsible for ensuring that no revisions to the Ordinance have occurred since preparation of this document.

Plans which lack the information required by this checklist shall be deemed to be incomplete and shall be denied by the agent with ten (10) calendar days after the applicable submittal deadline [Section 32.4.2].

An Initial Site Plan shall contain the following:

- ☐ [32.5.1 a] Number of copies.
 - ☐ Sixteen (16) clearly legible copies in blue or black ink of the plan shall be submitted.
- ☐ [32.5.2 1b] Scale and size.
 - ☐ The plan shall be prepared to the scale of one (1) inch equals twenty (20) feet or to another scale approved by the agent in a particular case. No sheet shall exceed forty-two (42) inches by thirty-six (36) inches in size.
 - ☐ The plan may be prepared on one (1) or more sheets. If prepared on more than one (1) sheet, match lines shall clearly indicate where the several sheets join.
 - ☐ The top of the sheet shall be approximately either north or east.
- ☐ [32.5.1c] Dimensions.
 - ☐ The plan shall be dimensioned to at least the following standards for accuracy:
 - ☐ Boundary, setback and zoning lines: One foot in one thousand (1:1,000) feet.
 - ☐ Existing contours: One-half (1/2) of the contour interval required in section 32.5.2(d).
 - ☐ Proposed contours: Within five (5) feet horizontally and vertically.
 - ☐ Existing structures, utilities and other topographic features: Within five (5) feet.
 - ☐ Proposed structures, roads, parking lots and other improvements: Within five (5) feet.
- ☐ [32.5.2 a] General information.
 - ☐ The name of the development;
 - ☐ names of the owner,
 - ☐ developer and individual who prepared the plan;
 - ☐ tax map and parcel number;
 - ☐ boundary dimensions;
 - ☐ zoning district;
 - ☐ descriptions of all proffers, special use permits and conditions thereof, special exceptions and conditions thereof, variances and conditions thereof, application plans, codes of development and bonus factors applicable to the site;
 - ☐ magisterial district;
 - ☐ county and state;
 - ☐ north point;
 - ☐ scale; one datum reference for elevation (where section 30.3, flood hazard overlay district, is involved, United States Geological Survey vertical datum shall be shown and/or correlated to plan topography);
 - ☐ the source of the topography;
 - ☐ departing lot lines;
 - ☐ minimum setback lines, yard and building separation requirements;
 - ☐ the source of the survey;
 - ☐ sheet number and total number of sheets; and
 - ☐ the names of the owners, zoning district, tax map and parcel numbers and present uses of abutting parcels.

- ☐ [32.5.2 b] Information regarding the proposed use.
 - ☐ Written schedules or data as necessary to demonstrate that the site can accommodate
 - ☐ the proposed uses,
 - ☐ including proposed uses and maximum acreage occupied by each use;
 - ☐ maximum number of dwelling units by type including the number of bedrooms for multifamily dwellings;
 - ☐ gross residential density;
 - ☐ square footage of recreational areas;
 - ☐ the percentage and acreage of open space;
 - ☐ maximum square footage for commercial and industrial uses;
 - ☐ maximum floor area ratio and lot coverage for industrial use;
 - ☐ maximum height of all structures;
 - ☐ schedule of parking including the maximum amount required and the amount provided;
 - ☐ the maximum amount of impervious cover on the site; and
 - ☐ if a landscape plan is required, the maximum amount of paved parking and other vehicular circulation areas.
- ☐ [32.5.2 c] Phase lines.
 - ☐ If phasing is planned, phase lines and the proposed timing of development.
- ☐ [32.5.2 d] Topography and proposed grading.
 - ☐ Existing topography (up to 20 percent slope, maximum five-foot contours, over 20 percent slope, maximum ten-foot contours) for the entire site with sufficient offsite topography to describe prominent and pertinent offsite features and physical characteristics, but in no case less than 50 feet outside of the site unless otherwise approved by the agent;
 - ☐ proposed grading (maximum five-foot contours) supplemented where necessary by spot elevations;
 - ☐ areas of the site where existing slopes are steep slopes.
- ☐ [32.5.2 e] Landscape features.
 - ☐ The existing landscape features as described in section 32.7.9.4(c).
- ☐ [32.5.2 f] Watercourses and other bodies of water.
 - ☐ The name and location of all watercourses and other bodies of water adjacent to or on the site;
 - ☐ indicate whether the site is located within the watershed of a public water supply reservoir.
- ☐ [32.5.2 g] Onsite sewage system setback lines.
 - ☐ The location of onsite sewage system setback lines from watercourses including intermittent streams and other bodies of water.
- ☐ [32.5.2 h] Floodplain and related information.
 - ☐ The boundaries of the flood hazard overlay district, the base flood elevation on the site, the elevation of the lowest floor, including any basement, and for any structures to be flood-proofed as required by section 30.3, the elevation to which the structures will be flood-proofed.
- ☐ [32.5.2 i] Streets, easements and travelways.
 - ☐ The existing and proposed streets, including
 - ☐ proposed bike lanes,
 - ☐ access easements,
 - ☐ alley easements and rights-of-way, and travelways,
 - ☐ together with street names,
 - ☐ state route numbers,
 - ☐ right-of-way lines and widths,
 - ☐ centerline radii and pavement widths.

- ☐ [32.5.2 j] Existing sewer and drainage facilities.
 - ☐ The location and size of
 - ☐ existing water and sewer facilities and easements,
 - ☐ the storm drainage system,
 - ☐ drainage channels, and
 - ☐ drainage easements.
- ☐ [32.5.2 k] Proposed sewer and drainage facilities.
 - ☐ The proposed conceptual layout for
 - ☐ water and sewer facilities and
 - ☐ the storm drainage system, indicating the direction of flow in all pipes and watercourses with arrows.
- ☐ [32.5.2 l] Existing and proposed utilities.
 - ☐ The location of other existing and proposed utilities and utility easements,
 - ☐ including existing telephone,
 - ☐ cable,
 - ☐ electric and
 - ☐ gas easements.
- ☐ [32.5.2 m] Ingress and egress.
 - ☐ The location of existing and proposed ingress to and egress from the property,
 - ☐ Show the distance to the centerline of the nearest existing street intersection from the proposed ingress and egress.
- ☐ [32.5.2 n] Existing and proposed improvements.
 - ☐ The location and dimensions of all existing and proposed improvements including
 - ☐ buildings (maximum footprint and height) and other structures;
 - ☐ walkways;
 - ☐ fences;
 - ☐ walls;
 - ☐ trash containers;
 - ☐ outdoor lighting;
 - ☐ landscaped areas and open space;
 - ☐ recreational areas and facilities;
 - ☐ parking lots and other paved areas;
 - ☐ loading and service areas;
 - ☐ signs; and
 - ☐ the proposed paving material types for all walks, parking lots and driveways.
- ☐ [32.5.2 o] Areas to be dedicated or reserved.
 - ☐ All areas intended to be dedicated or reserved for public use under sections 32.7.1.1, 32.7.1.2 and 32.7.1.3, and
 - ☐ shall include a note on the plan stating that the land is to be dedicated or reserved for public use.
- ☐ [32.5.2 p] Landscape plan.
 - ☐ A landscape plan that complies with section 32.7.9, if it is required to be submitted with the initial site plan.
- ☐ [32.5.2 q] Traffic generation figures.
 - ☐ If deemed appropriate by the agent due to the intensity of the development, estimated traffic generation figures for the site based on current Virginia Department of Transportation rates;
 - ☐ indicate the estimated number of vehicles per day and the direction of travel for all connections from the site to a public street.
- ☐ [32.5.2 r] Symbols and abbreviations.
 - ☐ A legend showing all symbols and abbreviations used on the plan.

- ☐ [32.5.2 s] Additional information.
 - ☐ The agent may require additional information to be shown on the initial site plan as deemed necessary to provide sufficient information for the agent and the site review committee to adequately review the plan.
- ☐ [32.5.2 t] Dam break inundation zones.
 - ☐ The limits of a dam break inundation zone.
- ☐ [32.5.2 u] Additional information for site plans within the neighborhood model district.
 - ☐ Each site plan for a planned development within the neighborhood model district shall contain the following additional information:
 - ☐ (i) the site plan pertains to at least one block;
 - ☐ (ii) a phasing plan; and
 - ☐ (iii) building elevations for all new or modified structures.

Grading Permit Requirements – *If you will be looking to obtain a grading permit and the initial plan is approved and you have satisfied the conditions of approval identified by the agent in the letter required by section 32.4.2.5(c) then a separate Water Protection Ordinance Application for an Erosion and Sediment Control Plan must be submitted for review and approval*

In addition to the items required by the ordinance, Albemarle County Engineer, Groundwater Program Authority, the Virginia Department of Transportation, the Albemarle County Service Authority, and the Thomas Jefferson Health District require these items on plans submitted for initial approval. Plans will not be rejected if these items are not present, but they are required for approval. These items are provided in an effort to communicate all initial comments.

- ☐ 1. Reference the benchmarks used for surveys. (*Albemarle County Engineering Policy*)
- ☐ 2. Indicate the available sight distance for entrances and left turn lanes. (*Albemarle County Engineering Policy*)
- ☐ 3. Label the maximum height of all retaining walls. (*Albemarle County Engineering Policy*)
- ☐ 4. Provide copies of off-site easements, or letters of intent to grant them from off-site property owners. (*Albemarle County Engineering Policy*)
- ☐ 5. Show and label stream buffer limits. (*WRPA Ordinance*)
- ☐ 6. Indicate the deed book and page reference for all existing utility easements located on the property. (*Albemarle County Service Authority*)
- ☐ 7. Tier 3 - Draft Groundwater Management Plan (*17-403*)
- ☐ 8. Tier 4 – Aquifer testing work plan (*17-403*)

Read and Sign

In representing the above referenced firm submitting this plan for initial approval, I hereby state that, to the best of my knowledge, the attached site plan contains all information required by this checklist.

Signature of Owner, Contract Purchaser, Agent

Date

Print Name

Daytime phone number of Signatory