

Final Site Development 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.

This **final site plan** has:

- an initial site plan that was approved for the development and it remains valid; SDP - 20__ - _____
- satisfied all of the requirements of section 32.6 below; and
- satisfied all of the conditions delineated in the letter provided under section 32.4.2.5(c) required to be satisfied prior to submitting the final site plan.

- Authorized preparer.
 - The plan, and any amendments to a plan, is prepared and sealed, signed and dated by one of the following
 - An architect licensed to practice in the Commonwealth of Virginia.
 - A professional engineer licensed to practice in the Commonwealth of Virginia.
 - A land surveyor licensed to practice in the Commonwealth of Virginia.
 - A certified landscape architect licensed to practice in the Commonwealth of Virginia.

- Number of copies when first submitted.
 - Provide the number of copies as directed in the Initial Site Plan approval letter
 - One (1) reduced copy of the plan no larger than eleven (11) by seventeen (17) inches in size.

- Scale and size.
 - The plan is prepared to the scale of one (1) inch equals twenty (20) feet or larger, or to another scale approved by the agent in a particular case.
 - Other scale approved - one (1) inch equals _____ (____) feet, by _____

 - No sheet exceeds forty-two (42) inches by thirty-six (36) inches in size.

 - The plan IS prepared on one (1) sheet. OR
 - The plan IS prepared on more than one (1) sheet and match lines clearly indicate where the several sheets join.

 - The top of each sheet is approximately
 - North or
 - East

- Dimensions.

The plan is dimensioned to at least the following standards for accuracy:

 - Boundary, setback and zoning lines: Within one one-hundredth (0.01) of a foot.
 - Existing contours: Within one-half (1/2) of the contour interval required in section 32.6.2(c).
 - Proposed contours: Within one (1) foot horizontally and vertically.
 - Spot elevations: Within one-tenth (0.10) of a foot.

 - Existing critical structures including utilities and other topographic features: Within two (2) feet, provided that for critical structures, which include, but are not limited to, gas lines, other utilities, pipes, conduits, walls and buildings to be preserved, within one-tenth (0.10) of a foot.

 - Proposed structures, roads, parking lots and other improvements: Within one one-hundredth (0.01) of a foot.

Site Plan Ordinance Section 32.6 - Contents of final site plan

In addition to containing all of the information required to be on an initial site plan, as provided in section 32.5, a final site plan shall contain the following:

- Demonstrate compliance with chapter. Specific written schedules or notes as necessary to demonstrate that the requirements of this chapter are satisfied.
- Proposed grading.
 - Proposed grading (up to twenty [20] percent slope, maximum two [2] foot contours; over twenty [20] percent slope, maximum five [5] foot contours).
- Water and sewer facilities.
 - Detailed plans for proposed water and sewer facilities, including all pipe sizes, types and grades;
 - proposed connections to existing or proposed central water supplies and central sewage systems;
 - location and dimensions of proposed easements and whether they are to be publicly or privately maintained;
 - profiles and cross sections of all water and sewer lines including clearance where lines cross;
 - all water main locations and sizes; valves and fire hydrant locations;
 - all sewer appurtenances by type and number;
 - the station on the plan to conform to the station shown on the profile and indicate the top and invert elevation of each structure.
- Drainage and grading plans.
 - Detailed construction drainage and grading plans:
 - Profiles of all ditches and channels whether proposed or existing, showing existing and proposed grades, and invert of ditches, cross pipes or utilities; typical channel cross sections for new construction; and actual cross sections for existing channels intended to remain;
 - Profiles of all storm sewer systems showing existing and proposed grades;
 - Plan view of all drainage systems with all structures, pipes and channels numbered or lettered on the plan and profile views. Show sufficient dimensions and bench marks to allow field stake out of all proposed work from the boundary lines;
 - A drainage summary table for culverts, storm sewer and channels as described in the following example:

Structure Number	Description	Length	Invert In	Invert Out	Slope	Remarks
1	42" RCP Class III	50'	24.50	424.00	100.00%	Provide 2, EW
2	DI- 3B	L=8	26.00	432.00	-	IS-1 Top
3	PG-2A	400'	420.00	400.00	5.00%	D=12"
4	Grade Swale	200'	420.00	415.00	2.50%	D=18"

- A legend showing all symbols and abbreviations used on the plan;
- General notes, typical sections, and details of all items not covered by Virginia Department of Transportation standard drawings; and
- Flood plain limits for the one hundred (100) year storm for all watercourses with an upstream drainage area of fifty (50) acres or more provided that the county engineer may waive this requirement for drainage areas of less than one hundred (100) acres upon determining that the information is unnecessary for review of the proposed development.

- Street sections.
 - Typical street sections together with specific street sections where street cut or fill is five (5) feet or greater;
 - centerline curve data;
 - radius of curb returns or edge of pavement;
 - location, type and size of proposed ingress to and egress from the site together with culvert size;
 - symmetrical transition of pavement at intersection with existing street;
 - the edge of street surface or face of curb for full length of proposed street;
 - when proposed streets intersect with or adjoin existing streets or travelways, both edges of existing pavement or travelway together with curb and gutter indicated for a minimum of one hundred (100) feet or the length of connection, whichever is the greater distance.

- Public facilities and utilities.
 - All public facilities, utility and drainage easements outside the right-of-way of public streets, provided that new easements may be generally shown and accurately dedicated by separate plat.
 - All water and sewer facilities to be dedicated to public use and the easements for those facilities and shall be identified by a statement that the facilities are to be dedicated to the Albemarle County Service Authority.

- Signature panel.
 - Signature panel for signature by each member of the site review committee.

- Parking and loading areas.
 - For all parking and loading areas, indicate the
 - size,
 - angle of stalls,
 - width of aisles and specific number of spaces required and provided, and
 - method of computation. Indicate type of surfacing for all paved or gravel areas.

- Landscape plan.
 - A landscape plan that complies with section 32.7.9

- Outdoor lighting.
 - Outdoor lighting information including
 - a photometric plan with
 - location, description, and photograph or diagram of each type of outdoor luminaire.

- Recreational facilities.
 - Specifications for recreational facilities.

Dam break inundation zones; engineering study and mapping information.

If the proposed development is located wholly or partially within a dam break inundation zone, the developer shall submit with the final site plan the following:

- a. Engineering study. If the Virginia Department of Conservation and Recreation determines that a plan of development proposed by a developer would change the spillway design flood standards of an impounding structure pursuant to Virginia Code § 10.1-606.3, the developer shall submit an engineering study in conformance with the Virginia Soil and Water Conservation Board's standards under the Virginia Dam Safety Act in Virginia Code § 10.1-604 et seq. and the Virginia Impounding Structure regulations in 4VAC50-20-10 et seq. The engineering study shall be reviewed and acted upon by the Virginia Department of Conservation and Recreation as provided in Virginia Code § 15.2-2243.1.
- b. Mapping information. The developer shall provide the dam owner, the county, and any other affected localities with information necessary for the dam owner to update the dam break inundation zone map to reflect any new development within the dam break inundation zone following completion of the development.

In addition to the items required by the ordinance, Albemarle County Engineer, the Virginia Department of Transportation, the Albemarle County Service Authority, and the Thomas Jefferson Health District require these items on plans submitted for final site plan 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 final site plan 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. (Water Protection Ordinance, WPO)
- 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 or Final Groundwater Management Plan (WPO Section 17-403)
- 8. Tier 4 – Aquifer testing work plan (WPO Section 17-403)

Read and Sign

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

Signature of Owner, Contract Purchaser, Agent

Date

Print Name

Daytime phone number of Signatory