

# COUNTY OF ALBEMARLE

## APPLICATION FOR ROAD PLAN APPROVAL

Is this an amendment to an approved plan? Yes  No

Is this a revision or resubmission for review? Yes  No

County File Number: \_\_\_\_\_ (to be provided by County for new applications)

8 Copies of the Plan to be submitted and distributed by the County as follows:

- 2 Copies to County Engineering
- 1 Copy to Albemarle Fire and Rescue
- 1 Copy to Planning for Street Trees and other landscaping review
- 2 Copies to Albemarle County Service Authority
- 2 Copies to Virginia Department of Transportation

Have you submitted plans separately to any agencies listed above? Yes  No

List Agencies: \_\_\_\_\_

**Project Name** \_\_\_\_\_

**Tax map and parcels** \_\_\_\_\_

**Zoning** \_\_\_\_\_

**Physical Street Address** (if assigned): \_\_\_\_\_

**Applicant** \_\_\_\_\_

**Street Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

**Phone Number** \_\_\_\_\_

**Email** \_\_\_\_\_

**Owner of Record** \_\_\_\_\_

**Street Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

**Phone Number** \_\_\_\_\_

**Email** \_\_\_\_\_

**Contact** (who should we contact about this project): \_\_\_\_\_

**Street Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

**Phone Number** \_\_\_\_\_

**Email** \_\_\_\_\_

# COUNTY OF ALBEMARLE

## APPLICATION FOR ROAD PLAN APPROVAL

### Owner/Applicant Must Read and Sign

The foregoing information is complete and correct to the best of my knowledge. I have read and understand the provisions of Chapter 14 Subdivision of Land of the Albemarle County Code, and the Design Manual, and am consenting to all correspondence from Albemarle County be in any of the following forms in writing; by first class mail, by personal delivery, by fax or, by email.

\_\_\_\_\_  
Signature of Owner, Contract Purchaser, Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Daytime phone number of Signatory

FOR OFFICE USE ONLY	SUB # _____	Fee Amount \$ _____	Date Paid _____
By who? _____	Receipt # _____	Ck# _____	By: _____

# COUNTY OF ALBEMARLE

## APPLICATION FOR ROAD PLAN APPROVAL

### FEES

#### ROAD PLANS FOR PROPOSED SUBDIVISION

**\*If public and private streets are proposed, pay the higher of the two fees (private street)**

***8 copies of the road plan are required for all submittals***

#### Public Street Fees

- For each review of a submitted plan, including reviews of revisions after plan approval = \$307.84 (\$296 + \$11.84 Technology Surcharge)  
+ \$100 Fire Rescue Fee

#### Private Street Fees

- Authorization of one or more private streets within a subdivision filed separately from a subdivision application = \$823.68 (\$792 + \$31.68 Technology Surcharge)
- For each review of a submitted plan, including reviews of revisions after plan approval = \$491.92 (\$473 + \$18.92 Technology Surcharge)  
+ \$100 Fire Rescue Fee

### VARIATIONS OR EXCEPTIONS

#### BEFORE APPROVAL OF A PRELIMINARY PLAT

- Variation to or exception from street interconnection requirements = \$664.56 (\$639 + 25.56 Technology Surcharge)
- Variation to or exception from one or more street standards = \$664.56 (\$639 + 25.56 Technology Surcharge)
- Variation to or exception from curb and/or gutter requirements = \$664.56 (\$639 + 25.56 Technology Surcharge)

#### AFTER PRELIMINARY PLAT APPROVAL AND BEFORE FINAL SUBDIVISION PLAT APPROVAL

- Variation to or exception from any requirement of Chapter 14 for which a variation to or exception from is authorized after approval of a preliminary plat and before approval of a final plat = \$1,021.28 (\$982 + \$39.28 Technology Surcharge) Attach written justification

#### AFTER FINAL PLAT APPROVAL

- Variation to or exception from any requirement of Chapter 14 for which a variation to or exception from is authorized after approval of a final plat = \$1,021.28 (\$982 + \$39.28 Technology Surcharge) Attach written justification

### SURETY/BONDING

If required to construct a street, the subdivider shall pay to the county a fee equal to the cost of the inspection of the construction of any such street. These fees shall be paid prior to completion of all necessary inspections and shall be deemed a part of the cost of construction of the street for purposes of section 14-435(B).

The bond process and forms can be found at the forms library under [bonds](#). After a plan is approved, a [bond estimate request form](#) must be submitted to the Community Development office with the required fee. The owner signatures will be verified for each parcel affected, and estimates will be prepared by the engineering reviewer. A bond amount will be provided to the owner. Bond agreements will be prepared by the county, and when properly completed by the owner, will be reviewed and signed by the County Attorney and County Engineer. Please allow a few weeks for this process.

## ROAD PLAN CHECKLIST

A road or street plan is an engineered construction plan for a public or private road or alley. It also contains necessary infrastructure for the road, like drainage inlets, pipes, ditches, culverts, residential and commercial entrances, slopes, retaining walls, signs, pavement markings and any other items necessary for the road.

**A road plan must be a stand-alone document, and titled as a road plan.** A road plan is not a site plan, or a stormwater plan, or an erosion control plan. Please do not attach any other plans to the road plan. The exception is when the Albemarle County Service Authority has insisted in some cases that utility plans (water and sewer) be part of the road plans, and this has been permitted.

A road plan must contain a title sheet specifically for the road plan, a plan view of the road, a profile of the road, and specific and typical details for the road sections. **Please also reference the Design Manual in addition to this checklist.**

### Application information:

- Completed application and fees. No review is provided without applications and fees. Plans containing both public and private roads should pay the higher fee for private roads.
- Copies of federal and state permits for any wetland or stream disturbance. (Army Corps, VDEQ, etc) [18-32.1.2, 14-311]

### Title information:

- Project title. Titles should be appropriate. It should be a road or street plan, not a site plan, subdivision plan, or erosion control plan, etc.
- Professional seal, with original signature and date. [18-32.6.1]
- Content: The road plan must contain, for each road/street/alley, at a minimum
  1. a plan view, customarily at 1"=50' or better.
  2. a profile view
  3. a typical cross-section

### Plan View: [18-32.6.2, 14-304, Subdivision Ordinance Article IV Division 2, VDOT SSAR]

- Accurate current *existing* topography at the time of submittal, including all existing site features, and any recent disturbances, all at a legible scale.
- Date and source of the topographic information: All topography should be at least visually field verified by the designer within the last year {Aerial topography is often noticeably inaccurate. Disturbances sometimes take place subsequent to the flown date. This can be a particularly recurring problem where early or mass grading plans have occurred previously. In these cases, the topography needs to be updated.}
- WPO buffer limits; 100' from stream or wetland bank, 200' from reservoirs, or floodplain limit if greater [17-600]
- Floodplain limits, including 100yr flood limits for any channel with a drainage area of 50+ acres [18-32.6.2d, 18-30.3]
- All existing easements (access, drainage, sight, sanitary easements, etc.) with deed book references, locations and dimensions.
- All *existing* streets included with labeled pavement and right-of-way widths, route numbers and street names

## ROAD PLAN CHECKLIST

- All *proposed* streets included, with right-of-way and street names
- Stationing at 50' minimum on all proposed streets, on plan and profile
- Street horizontal curve start point, end points and radii labeled, meeting standards
- Cul-de-sacs provided on all dead-end streets or alleys (see the Design Manual reference details)
- Street edge of pavement or curb radii labeled at all intersections and turnarounds (see the Design Manual reference details)
- Roundabouts designed per VDOT and ASHTO guidelines
- Guardrail over any slope steeper than 3:1, wall, or drop-off greater than 4', with start and end sections labeled, and VDOT designations (GR-2, GR-2a, etc.) (see the VDOT Road Design Manual. Guardrail placement is complicated and subject to a lot of judgement and variation. This is a quick rule-of-thumb summary.)
- Pavement markings dimensioned and labeled
- Signs for traffic control shown and labeled: speed limit on all streets, stop signs at all intersections
- Street name signs at every intersection, typically placed opposite stop signs [should reference County Road Naming and Property Numbering Ordinance and Manual]
- Street tree locations, species and height or caliper (typically to be reviewed by Planning)

### Grading:

- Proposed* topography at minimum 2' contour intervals – tied into existing contours, as well as all proposed site features. (Sites with less than 6' of grade change should consider using smaller contour intervals.)
- Proposed slopes are all 2:1 (horizontal:vertical) or flatter {Design Manual, section 8}
- Proposed slopes steeper than 3:1 have low maintenance (not grass) ground cover specified on the plan {Design Manual, Section 8}
- Show existing critical (steep) slopes on plans (See County GIS, Steep Slope Overlay). Existing critical slopes are not disturbed, unless a waiver or exemption has been granted for the disturbance.
- Retaining walls should be accurately shown on plans, reflecting material thickness and batter where such measurements may affect layout.

### Retaining Wall Plans checklist.

- Any walls supporting roads or necessary infrastructure require engineered plans (not generic manufacturer's details) and computations. {Design Manual, section 8} This will also be required where walls are close to property lines and there is the danger of affecting neighboring property, either during construction, with later failures, or with pedestrian or vehicle safety. These concerns can be alleviated with layout spacing also. In any case, retaining walls will require building permits at construction.

### Required Easements: [Zoning Ordinance 18-32.7.4, Subdivision Ordinance, Article IV, Div. 4]

- All proposed permanent easements, dimensioned and labeled
  - Examples of easements are:
    - sidewalk easements for sidewalks to be maintained with streets outside right-of-way. It is preferable that sidewalk be inside street right-of-way.
    - drainage easements for any drainage passing through the site from off-site, or for drainage crossing proposed property lines.
    - stormwater management easements over all facilities and associated structures and access
    - interparcel access easements
    - intersection or entrance sight easements

## ROAD PLAN CHECKLIST

- All drainage easements are a minimum 20' wide. Required width:  $10' + (\text{pipe dia. or channel width}) + 2' + 2(\text{depth} - 5')$ . The pipe, channel or structure must be within the center third of the easement. {Design Manual, section 6}
- No structures or trees within drainage easements {Design Manual, section 6}
- Label drainage easements beyond public rights-of-way as 'Private'. A deed of easement for the maintenance of these will be required for approval.

**Entrances and right-of-way improvements:** [per VDOT Secondary Street Acceptance Requirements (SSAR), and VDOT Road and Bridge Standards]

- Only approved entrances are shown. Placing entrances on road plans should not be a way of circumventing site plan review of entrance placement or number, or adequate review of traffic, spacing, turn lanes, etc.
- All entrances have a VDOT designation [PE-1, CG-9a, etc). In the case of dense residential development, concrete entrance aprons are important to continue drainage on the street side, and to control fine grading of asphalt and sidewalks.
- Commercial entrances do not exceed 4% grade for a distance of 40' from the intersected street, measured anywhere in the entrance [18-4.12.17]
- Unobstructed sight distance lines at entrances, more than 10' x speed limit, plus next 5mph increment. For example: sight distance for 25mph design speed limit =  $10' \times 25 + 30 = 280'$ . See VDOT Road Design Manual, App B1, Sec. 3E
- 25' minimum radii on entrances (or per VDOT requirements, typically 25'-35') [per VDOT Access Management Regulations and Standards]
- Turn and taper lanes where applicable with lengths and widths labeled (taper at 12:1 with 12' lane widths)

**Profile View:** (applicable only to road or street plans)

- Stationing at 50' minimum on all proposed streets, to match the plan view sheets
- Proposed centerline
- Existing ground centerline (Historically, the existing centerline was field surveyed, but this is happening much less with current aerial topography. This may be requested if inaccuracies are noted.)
- Labeled existing and proposed grade at each 50ft station point
- Vertical curves provided at all grade transitions
- Vertical curve start, vertex and end points labeled
- Vertical curve length and K (or stopping sight distance) labeled at each vertex, meeting required design values
  - Percent grades labeled for all road segments, meeting design values (VDOT Road Design Manual, App. B)
- Rural street intersections continue the -2% intersected cross grade for a minimum of 20' from the edge of pavement of the intersected street. A low point is provided off the intersected street for drainage. {policy, following VDOT practice}
- Street grade is less than 4% for a minimum of 40' from the edge of pavement of the intersected street. (This grade can be within the first road curve which transitions from the 2% intersected cross grade) {policy, follows ord. for travelways 18-4.12}
- Pipe and utility crossings shown and labeled (ACSA has minimum clearances)
- Cross drain locations shown and labeled with VDOT designations (CD-1,2) at every major cut and fill transition or sag curve
- The station of intersections are shown and labeled with the street names
- Grades are a maximum of 6% in turnarounds

## ROAD PLAN CHECKLIST

- Grades are a maximum of 4% through roundabouts

**Details and Sections:** (reference VDOT Road Design Manual, or Sub. Ord.)

- Typical sections for each street, street segment, or alley
- Typical sections for sidewalks and trails
- Albemarle County general construction notes for streets (reference)
- Traffic generation and distribution summary (ADT's) with road networks
- Pavement designs per VDOT guides [2009 VDOT Pavement Design Guide for Subdivision and Secondary Roads in Virginia]
- Pavement widths meeting design standards
- Pavement crown at ¼":1' slope
- Pavement surface, base, and sub-base thicknesses and materials
- Curb and gutter where applicable with VDOT designation (CG-6), and stone base of 6" 21-A or better (CG-2 also acceptable if a gutter is not needed for drainage)
- Shoulder at 1":1' slope or flatter and 4' or greater width for rural sections
- Maximum slopes of 2:1 or flatter with guardrail shown where applicable.
- Proposed slopes steeper than 3:1 have low maintenance (not grass) ground cover specified on the plan
- Guardrail over all fill slopes and culverts, with 3' additional shoulder, using VDOT designations (GR-2, GR-2A, etc.)
- Right-of-way/easement width, centered on street, meeting design standards
- Sidewalk location and widths, minimum 5' width, 4" concrete surface, 4" 21-A stone base with wire/rebar reinforcement, with underdrains (UD-4, etc) per VDOT standards where applicable
- Sidewalks shall not be less than 4 inches thick, *except* when used in conjunction with roll top curb, in which case the thickness shall be 7 inches. See Section B(1)-4.G Curb and Gutter Designs, Figure 6-Detail Back of Curbs in VDOT Road Design Manual
- Planting strip if applicable, 6' minimum width [14-422]
- Ditches dimensioned at 3:1 slope from shoulder, 1' depth min., and 4' min. width from shoulder to ditch centerline, for rural sections
- Alleys have 12' pavement width, with 14' wide stone base [14-410]
- Transitioning detail (20' minimum) for roll-top curbing in front of any inlets
- Typical sections for proposed channels with locations referenced from the plan view sheets
- Sidewalk detail or specification to be a minimum 4" stone base and 4" concrete of 3000psi at 28 days, or stronger. [VDOT App. B, Subdivision Street Design Guide, and 14-422]
- Retaining wall details referenced from plan, if detailed plans and comps were not required. This is only really applicable to standard VDOT gravity walls. Walls not affecting the road should not appear on road plans.
- Rural section ditches may not be deep enough for 15" diameter culverts within the ditchline if the ditches are only 1' deep. This usually involves moving the ditchline away from the road at driveway locations, which may not be possible in denser development. Ditch and driveway culvert plans will need to accommodate these situations.

# COUNTY OF ALBEMARLE

## ROAD PLAN CHECKLIST

### Read and Sign

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

\_\_\_\_\_  
Signature of person completing checklist

\_\_\_\_\_  
Date