

Albemarle County Engineering

Final Site Plan checklist for plan reviewers

17 Feb 2014 (Use the latest checklist from the Team Services engineering forms site)

A site plan is a zoning document, required according to the [Zoning Ordinance, Code Chapter 18](#) section 32 that delineates the overall scheme of development of one or more lots.

Reference key;

[[Square Brackets](#)] are County Code references, {[Curved Brackets](#)} are policy references, and (regular parenthesis) are explanatory. [Links](#) to reference documents are provided where possible.

Title information and overall content:

- _____ Project title. Titles should be appropriate. It should be a final site plan, not a stormwater plan, or erosion control plan, a road plan, etc.
- _____ Professional seal, with original signature and date. [[18-32.6.1](#)]
- _____ Content: The site plan must not contain the erosion control plan, stormwater management plan, road/street plans, or mitigation plan. These must be separate documents, to be reviewed and bonded separately, and not part of zoning documents or zoning enforcement, or zoning letters of revision, or permanent land records, etc. If these are included, they must be removed.

Existing conditions plan view information: (applicable to any type of plan)

- _____ accurate current *existing* topography at the time of submittal, including all existing site features, and any recent disturbances, all at a legible scale [[18-32.6.2](#)]
- _____ date and source of the topographic information: [[18-32.6.2](#)] All topography should be at least visually field verified by the designer within the last year {[see road plan note](#)}
- _____ WPO buffer limits; 100' from stream or wetland bank, 200' from reservoirs, or floodplain limit if greater [[17-317](#)]
- _____ 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 [[18-32.6.2](#)]
- _____ all critical slopes (typically shaded) [[18-32.5.2](#)]

Proposed plan view information: (applicable to final site plans, road and drainage plans)

Grading: [[18-32.6.2](#), [14-303](#)]

- _____ *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](#)}
- _____ existing critical slopes are not disturbed, unless a waiver or exemption has been granted for the disturbance. [[18-4.2](#), [14-304](#)]
- _____ 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.

Easements: [[Zoning Ordinance 18-32.7.4](#), [Subdivision Ordinance, Article IV, Division 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

_____ all drainage easements are a minimum 20' wide. Required width: 10'+(pipe dia. or channel width) + 2'+ 2(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](#)}

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

_____ all entrances with a VDOT designation [PE-1, CG-9a, etc]

_____ 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, less than 10' x Speed Limit of intersected streets, measured from a point 10' off the edge of pavement of the intersected street

_____ 12.5' minimum radii on entrances (or per VDOT requirements, typically 25'-35') [[per VDOT Access Management Regulations and Standards](#)]

_____ VDOT approval is obtained for any plan affecting public right-of-way

_____ turn and taper lanes with lengths and widths labeled (taper at 12:1 with 12' lane widths)

Parking and circulation: [[18-4.12](#)]

_____ 100' on-site sight distance is maintained by use of curbed islands a minimum 6' off building corners or other site obstructions.

_____ curbing on all parking areas and travelways with VDOT designations (CG-2, CG-6)

_____ loading and dumpster areas should be accessible at all times (not behind parking)

_____ parking or loading spaces cannot double as travelways

_____ all parking rows should be protected by curbed islands {[Policy](#)}

_____ minimum 3' width of curbed islands {[Policy](#)}

_____ all edges of pavement labeled (where there is no curbing)

_____ parking areas do not exceed 5% grade anywhere, in any direction

_____ parking width x depth x aisle width is 9x18x24' or 10x18x20' (where a 2' grass overhang is possible parking spaces can be 16') [[18-4.12.16](#)]

_____ parallel parking spaces are 9'x20' (with a minimum aisle/street width of 20')

_____ loading spaces are 12'x25' (with a minimum aisle width of 24')

_____ travelways without parking are 20' wide measured from curb faces

_____ parking places are separated from entrances and streets (to prevent queuing onto streets) a minimum 18' from back of the entrance radius [[see VDOT Road Design Manual, app. F, throat length and corner clearance](#)]

- _____ sidewalk abutting parking is 6' wide (exclusive of curb), or bumper blocks are provided (see reference details in the [Design Manual](#))
- _____ sidewalks are a minimum 5' wide, exclusive of curb.
- _____ planting strips are a minimum of 6' wide on any street. [\[14-422\]](#)
- _____ one-way aisles have a 12' minimum width. (One-way circulation is only permitted when approved with a preliminary site plan)
- _____ dumpster pads are 10'x10' with 8' in front for wheel bearing (total 18' depth)
- _____ dumpster pad detail or specification to be a minimum 4" stone base and 6" concrete of 3000psi at 28 days, or stronger, reinforced with a minimum grid of wire reinforcing or #4 bars at 12" on center. [{Policy}](#)

Drainage: [\[18-32.6.2d, 14-305, 311\]](#)

- _____ **Drainage Plans approved.** Drainage and stormsewer design can be reviewed with the site plan, or with the stormwater management plan. Where roads or streets are included, drainage from the road can be included with those plans.

Roads, Streets, Alleys: [\[18-32, 14 Art. IV Div.2\]](#)

- _____ **Road Plans approved.** Road plans must be a separate stand-alone document, to be bonded and inspected and as-builts prepared. They should not be part of a site plan set.

Water Protection Ordinance (WPO) Plans: [\[18-32.7\]](#)

- _____ **WPO plans approved.** The Water Protection Ordinance (Code Chapter 17) requires A Virginia Stormwater Management Program (VSMP) permit, Stormwater Management Plans, Erosion Control Plans, Pollution Prevention Plans, Stormwater Pollution Prevention Plans, and for stream buffer disturbances a Mitigation Plan. These must be approved prior to final site plan approval. They have separate procedures and requirements and should not be part of the site plan set.