

COMMONWEALTH OF VIRGINIA

COUNTY OF FLUVANNA

Minor Site Development Plan Final Checklist

Developed from Zoning Ordinance

This checklist (among others) must be completed and submitted at the time the final site development plan is submitted. Any site development plan submitted for final review not accompanied by the completed checklists will be *promptly* returned to the submitter.

Project Name:	COUNTY STAFF ONLY
Tax Map(s) and Parcel Number(s):	Staff:
Sketch Plan Approval Date:	Date Received:
Individual & Firm Completing Checklist:	Date Reviewed:
Signature of Person Completing Checklist:	Additional Notes:
Date:	
The site plan shall be prepared by a qualified person. Final site plans shall be certified by an architect, landscape architect, engineer, or land surveyor licensed to practice in Virginia.	
Administration: 3 full-size folded clearly legible blue or black line copies [22-23-8.1]	
General: □ Scale not less than 1"=20' [22-23-5.B] □ Dimensions in feet & decimals of feet to the closest one hundredth of a foot [22-23-5.E] □ If more than 1 sheet, match lines are required indicating where several sheets join [22-23-5.D] □ Proposed title of project and name of engineer, architect, landscape architect, surveyor, and developer [22-23-6.A]	

	Signature panel for Director of Planning to indicate approval [22-23-6.B] Signature spaces for other appropriate review agencies such as VDOT, County Site Inspector, Surveyor/Engineer, and etc. North arrow, scale graphic (1"=20'), and date [22-23-6.C] Vicinity Map [22-23-6.D] Limit of one-hundred-year floodplain, as defined in Sec. 22-22-1 [22-23-6.T] Location of any wetlands [22-23-6.U] Location & dimensions of proposed recreation or open space, and required amenities and improvements [22-23-6.V]	STAFF REVIEW ONLY Final Minor SDP con't
Ru	Ik Requirements:	
	Existing zoning & zoning district boundaries on property in development & on surrounding properties [22-23-6.E]	
	Property boundaries in the development, including bearings & distances [22-23-6.F]	
	Existing property lines, existing streets or rights-of-way opened or unopened;	
	buildings, watercourses, and lakes; & other existing physical features in or adjoining the project [22-23-6.G]	
	Building setback lines [22-23-6.I]	
	Location of all proposed buildings & structures, accessory and main; number of stories and height [22-23-6.1]	
	Proposed general uses for each building; & number, size, and type of dwelling units if applicable [22-23-6.l]	
	Preliminary plans and elevations for main and accessory buildings [22-23-6.I]	
	Type, location, height, and materials of all existing and proposed fences and walls [22-23-6.J]	
	Site coverage - showing percentage of site in buildings, parking, & open space [22-23-6.K]	
	Existing & proposed topography and contour lines of the development site with a	
	contour interval of 2 feet or less for major site plans, 5 feet or less for minor site plans, supplemented where necessary by spot elevations [22-23-6.L]	
	lities:	
	Location & size of sanitary and storm sewers, gas lines, water mains, culverts, and other underground structures [22-23-6.M]	
	All overhead utilities and supporting poles in or affecting the development area,	
	including existing and proposed facilities & easements for these facilities [22-23-6.M]	
	All new electrical, telephone, cable television, fiber optic and other utility lines	
	on the site shall be installed underground [22-23-6.Y]	

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	reets and Traffic:	Final Minor SDP con't
	Location, dimension, & character of construction of proposed streets, alleys, & driveways [22-23-6.N]	
	Location, type and dimensions of means of ingress and egress to the site [22-23-6.N]	
	When proposed streets intersect with or adjoin existing streets, both edges of	
	existing pavement surface or curb and gutter must be indicated for a minimum	
	of 150 feet or the length of connection, whichever is the greater distance [22-23-6.N]	
	All paving, including, without limitation, gravel or other pervious surfaces, shall be of	·
	a design and quality to support the traffic which can reasonably be expected to be generated by the proposed use, as required by Article 22-26 Off-Street Parking	
	and Loading [22-23-6.S]	
	and Loading [22-23-0.0]	
Parking (Also required – Parking & Loading Checklist):		
	Location of all existing and proposed off-street parking & parking bays, loading spaces,	
	and pedestrian walkways, indicating types of surfacing, dimensions of stalls,	
	width of aisles and a specific schedule showing the number of parking	
	spaces. See Article 22-26, Off-street Parking and Loading	
П	Requirements [22-23-6.0] Cul-de-sacs may not be construed or employed as a parking area. Suitable easements	
Ш	for future public water and sewer facilities necessary to serve the property shall be	
	indicated on the plan [22-23-6.X]	
	To the greatest extent possible, parking areas shall not be located between the	
	adjacent public right-of-way and the principal structure on the site unless topographic	
	features or vegetation provide effective screening [22-23-6.Z]	
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	ndscaping and Screening (Also Required – Landscaping/Screening Checklist & Protection Checklist):	
	Location on the site of all living trees with a diameter of 12 inches or greater at	
	DBH (diameter at breast height) proposed to be removed.	
	The site plan shall show heavily wooded areas to be preserved, trees to be retained,	
	removed, and planted, and designated by symbols coincident with the areas of the	
	trees. See Article 22-24 Landscaping and Tree Protection of this Ordinance [22-23-6.P]	
Ο.	tide on Lighting and Cianage (Alex required Cutdeen Light Control Charlist)	
	tdoor Lighting and Signage (Also required – Outdoor Light Control Checklist): The location, height, and character of all outdoor lighting systems. See Article 22-25	
	Outdoor Light Control [22-23-6.Q]	
	The location, character, height, means of lighting, and orientation of proposed signs.	
	See Article 22-15, Signs [22-23-6.R]	

STAFF REVIEW ONLY

Final Minor SDP con't **Planning Considerations:** All special zoning requirements attached directly to the site as a result of the issuance of any Special Use Permit, variance, or rezoning. Proposed changes in zoning, if any [22-23-6.E] □ Features of historic, cultural, scientific, or scenic significance as identified in the Comprehensive Plan, by the Director of Planning, or by any County department or state agency having site plan review responsibilities, or by the Virginia Department of Historic Resources the Virginia Department of Conservation and Recreation, or the Virginia Outdoors Foundation including, but not limited to, historic features, archaeological features, and graveyards [22-23-6.H] ☐ Any necessary notes required by the Director of Planning to explain the purpose of specific items on the plan [22-23-6.W] o This includes any site specific approval conditions Site planning shall consider the future development of adjacent parcels as recommended by the Fluvanna County Comprehensive Plan or other approved local plan and as may be indicated by any filed site plan, whether approved or under review [22-23-6.AA] ☐ The site plan shall provide for safe and convenient vehicular and pedestrian circulation between sites to be occupied by complementary uses [22-23-6.AA]