

COMMONWEALTH OF VIRGINIA

Site Plan Amendment Checklist

Derived from the Zoning Ordinance

This checklist (among others) must be completed and submitted at the time the site plan amendment is submitted. Any amended site development plan submitted for 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:
Individual or Firm Completing Checklist:	Date Received:
	Date Reviewed:
	Sketch Plan Approval Date:
Signature of Person Completing Checklist:	Additional Notes:
Date:	
It is desired that site plans be certified by an architect, landscape architect, engineer, or land surveyor licensed to practice in Virginia.	
Administration:	
3 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, developer, or person responsible for plan [22-23-6.A]	

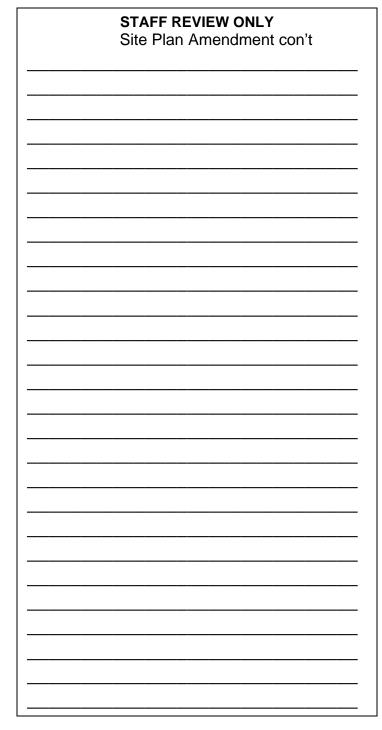
- □ Signature panel for Director of Planning to indicate approval [22-23-6.B]
- Signature spaces for other appropriate review agencies such as VDOT, County Site Inspector, Surveyor/Engineer, etc., if applicable

Bulk 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.]]
- Proposed general uses for each building; & number, size, and type of dwelling units if applicable [22-23-6.I]
- □ Preliminary plans and elevations for proposed buildings [22-23-6.]]
- Type, location, height, and materials of all existing and proposed fences and walls [22-23-6.J]

Utilities:

- □ Location & size of sanitary and storm sewers, gas lines, water mains, culverts, and other underground structures, if applicable [22-23-6.M]
- All overhead utilities and supporting poles in or affecting the development area, if applicable 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]**



Streets and Traffic:

- 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]

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 Requirements [22-23-6.0]

Landscaping and Screening:

Proposed landscaping as required by Section 22-24-1

Outdoor Lighting and Signage (Also required – Outdoor Light Control Checklist):

The location, character, height, means of lighting, and orientation of proposed signs, if any are proposed See Article 22-15, Signs **[22-23-6.R]**

STAFF REVIEW ONLY Site Plan Amendment con't	