



This form is to be included with the submittal of all site plans and subdivision construction plans. This includes all types of site plans, excluding Single Family projects, Erosion and Sediment Control and Stormwater Management (ESSW) projects, and Right of way, Utility, and Drainage (RUD) plans. All items listed below should be included as part of a complete submittal, and any items that do not apply to this submittal should be specifically listed below.

The following items are required to be submitted for review. Please note that the submittal will be checked for completeness prior to acceptance for review. Incomplete submittals will not be accepted.

1. Review fee payment must be made prior to acceptance of the plan for review. Please reference the [DSC Submittal Fee Chart](#).
2. Development Plan—Submit electronic document via our [online web portal](#).
3. Supporting project narrative, calculations, and reports containing a signed and dated professional seal on the cover. Items listed in sections 4 and 5 of the Subdivision Regulations Ordinance ([City Code Appendix B](#)), and section 4 of the Site Plan Ordinance ([City Code Appendix C](#)), must be included as an electronic document submittal via our [online web portal](#). This includes, but is not limited to, the items listed in the attached Completeness Checklist.

What is the name of the project and/or site location?

Which City staff has been informed of this plan through meetings, phone conversations or emails?

What issues were discussed?

If any required items are not included in the submittal package, provide a brief explanation for why the requirement is not applicable to this project in the comment section of the attached checklist.

Certification:

I certify as the Design Professional of record that all required items, excluding exceptions listed above, have been included in this submittal package and are 100% designed for approval.

Printed Name

Signature

Date

Site Plan / Subdivision Construction Plan Submittal Form and Completeness Checklist

The following items are required to be submitted for review. Please note that the submittal will be checked for completeness prior to acceptance for review. Incomplete submittals will not be accepted.

Item	Requirement	Comment	Requirement Met		
			Y	N	N/A
1. DSC Addressing					
1.1	Adjoining street name(s) and right of way width labeled with deed or plat reference				
1.2	Adjacent property GPIN and now\formerly owners labeled				
1.3	Name of improved streets labeled				
1.4	North arrow labeled on all sheets				
2. DSC Landscape Architect					
2.1	Landscape Plan				
2.2	Plant Schedule				
2.3	Planting Notes and Details				
3. DSC Engineer					
3.1	Signed/sealed survey [Refer to City Code, App. C, Sec. 4]				
3.2	Site Layout Plan				
3.3	Erosion Control Plan				
3.3.a	Initial and final E&S plan				
3.3.b	Construction sequencing				
3.3.c	Erosion control calculations				
3.3.d	Erosion control narrative				
3.3.e	Minimum Standards checklist				
3.3.f	Limits of disturbance				
3.4	Grading and Drainage Plan				
3.5	Finished floor elevations set per City Code App. K, Sec. 4.3				
3.6	Details				
3.6.a	Drainage				
3.6.b	SWMF with maintenance schedule				
3.6.c	Erosion control				
3.6.d	Site improvements				
3.6.e	Retaining wall				

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Item	Requirement	Comment	Requirement Met		
			Y	N	N/A
3.7	Stormwater Management Plan [Refer to City Code, App. D, Sec. 4.2, PWDSM Ch. 8]				
3.7.a	Pre- and Post-development drainage area maps				
3.7.b	Time of concentration flow paths shown on mapping				
3.7.c	Time of concentration/flow path calculations				
3.7.d	Hydrologic routing diagrams				
3.7.e	Hydrologic routing calculations				
3.7.f	SWM narrative addressing the following:				
3.7.f.1	Existing conditions				
3.7.f.2	Channel protection				
3.7.f.3	Flood protection				
3.7.f.4	Water quality				
3.7.g	Channel protection calculations				
3.7.h	Flood protection calculations				
3.7.i	Water quality calculations				
3.7.j	Water quality land cover exhibit				
3.7.k	SWMF designed per applicable section of DEQ VSMH Ch. 8 Design Specifications for Post-Construction BMPs				
3.7.l	SWMF designed per Ch. 8 of PWDSM				
3.7.m	Design input assumptions included in report				
3.7.n	Runoff coefficient/curve number Impervious area tabulations				
3.8	Stormwater Conveyance				
3.8.a	2-yr and 10-yr stormwater conveyance calculations				
3.8.b	Stormwater conveyance designed per Ch. 8.4 of PWDSM				
3.8.c	Storm profiles (required for public drainage systems in subdivision construction plans and when crossing public utility systems)				
3.8.d	Spread calculations (public drainage)				
3.9	Geotechnical Report				
3.9.a	Infiltration tests				
3.9.b	Certified seasonal high groundwater elevation				
3.9.c	Soil borings within footprint of SWMF				

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			Y	N	N/A
3.9.d	CBR testing for pavement design				
3.10	SWMM Files (Projects > 20,000 sq. ft. of increased impervious area)				
3.10.a	Models have been run with results provided				
3.10.b	Modified existing conditions model (10-yr, 100-yr)				
3.10.c	Proposed conditions model (10-yr, 100-yr)				
3.10.d	List of changes made to the original provided City model				
3.10.e	Flow path and slope exhibit and calculations				
3.10.f	Subcatchment parameter calculations				
3.10.g	Storage-curve calculations				
3.10.h	Design and check storm compliance addressed in report				
3.11	Pavement design (subdivisions, condo and apartment developments, including shopping centers)				
3.12	Roadway profiles (public roads)				
3.13	Floodplain mitigation plan [Floodplain Subject to Special Restrictions, City Code, App. K, Sec. 4.10]				
3.14	Known variance requests				
4. DSC Planner					
4.1	Legal reference(s) to the document(s) that created the subject parcel(s). Include deed book/map book/instrument number of origin for each parcel under the legal description on cover sheet.				
4.2	Lot/block number or current parcel designation on cover sheet				
4.3	Subdivision name or name of development on cover sheet				
5. Fire Marshal					
5.1	VBFD Fire Flow Worksheet using Virginia Statewide Fire Prevention Code Appendix B calculation method (not required for development of 4 or fewer single-family homes)				
5.2	A Public Utilities Hydraulic Analysis Report (Capacity Curve) needs to accompany the Worksheet to ensure there is sufficient municipal water to accommodate the Needed Fire Flow				

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			Y	N	N/A
6. Parks & Recreation/Planning Design Development					
6.1	Open space location, configuration, and information (calculated area and lot dimensions) and any proposed uses or amenities relating to the open space – residential subdivisions, PDH developments				
6.2	Encumbrances intended to be put on areas reserved for open space – residential subdivisions, PDH developments				
6.3	Design of proposed active transportation facilities				
6.4	Public easements necessary for active transportation facilities				
6.5	Bike parking and location				
7. Planning Administration CBPA					
7.1	CBPA and Southern Rivers:				
7.1.a	All buffers clearly delineated on the plans				
7.1.b	If a CBPA Variance has been granted, all Variance conditions must be listed on the first page				
8. Planning Administration Current					
8.1	City Council Actions - vary based on conformance with associated proffers and conditions (site plans, landscaping plans, architectural elevations, lighting plans, etc.)				
8.2	Proffers along with the instrument number & CC Approval date to be noted on the plan for Conditional Rezonings and the CC approval date and the conditions to be listed on the plan for all other discretionary applications				
8.3	Existing Zoning				
8.4	Proposed Use				
8.5	GPINs				
8.6	AICUZ				
8.7	Floodplain				
8.8	Lot area/size				
8.9	Building height				
8.10	Setbacks				
8.11	Parking requirements				

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			Y	N	N/A
9. Planning Administration Environmental					
9.1	All flood zones present on the property delineated on all sheets and labeled with Zone and BFE				
9.2	Lowest Horizontal Structural member elevation for VE Zone structures				
9.3	Finished Floor Elevation and Garage Elevation for all structures				
9.4	Elevation of machinery and equipment for all structures				
9.5	If in Floodplain Subject to Special Restrictions, a Fill and Mitigation exhibit is required				
9.5.a	Show areas to be filled				
9.5.b	Show areas to be mitigated				
9.5.c	Chart with volume and square footage of fill and mitigation				
10. Public Utilities					
10.1	Signed and Sealed Utility Calculations				
10.2	AWWA Calcs				
10.3	Sewer flow demand calcs				
10.4	Analysis showing fire flow demand can be met				
10.5	Hydraulic Analysis (watermain extensions)				
10.6	Water and sewer narrative				
10.7	Pump Station Calculations				
10.8	Pump Station Review Checklist				
10.9	Utility Plan				
10.10	Utility details				
10.11	Survey of existing utilities				
10.12	Utility profiles for all public main extensions				
10.13	Known variance requests				
11. PW Traffic Engineering					
11.1	Traffic Impact Study – Determine if the site plan warrants a Traffic Impact Study (TIS) per Appendix H.2 of the Public Works Design Standards Manual (PWDSM). If warranted, follow through with the study and associated improvements.				
11.2	Right-of-way References				

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Item	Requirement	Comment	Requirement Met		
			Y	N	N/A
11.2.a	Right-of-way width and vesting Map Book/Deed Book/Instrument Number references must be indicated for all right-of-way shown on the plan.				
11.2.b	Verify existing right-of-way line.				
11.3	Easements – All existing and proposed easements must be shown and labeled with width and description. Existing easements must also indicate vesting Map Book/Deed Book/Instrument Number reference. Easements include: 1' No Ingress/Egress Easement; Ingress/Egress Easement; Cross-Access Easement; Public Pedestrian Access Easement; Traffic Control Easement				
11.4	Right-of-way Dedication				
11.4.a	All existing and proposed city infrastructure must be contained within the right- of-way [Section 3.7.D of the PWDSM].				
11.4.b	Right-of-way width must meet Section 4.1 of the city's Subdivision Regulations.				
11.4.c	Consider the right-of-way identified in the city's Master Transportation Plan (MTP). All setbacks must be based off the ultimate right-of-way from the MTP.				
11.5	Internal Street Geometrics – Right-of-way width, intersection radii, centerline radius, typical section per Sections 3.4 and 3.5 of the PWDSM.				
11.6	Entrances – Number, location, and geometrics per Section 3.9 of the PWDSM.				
11.7	Right-of-way Improvements – Based on existing conditions and land use per Section 3.7.F of the PWDSM, Section 5.8 of the city's Site Plan Ordinance, and Section 4.1 of the city's Subdivision Regulations. Improvements include but are not limited to pavement widening, curb & gutter, 5' sidewalk, handicap ramps, and streetlights.				
11.8	Streetlights				
11.8.a	All existing streetlights fronting the site must be shown and labeled with their pole number, wattage, and fixture type (MV, HPSV, or LED).				
11.8.b	Install and/or upgrade streetlights per Section 3.7.F and 11.5.B of the PWDSM. Indicate proposed wattage, fixture type (LED), color temperature, pole type, and arm length.				

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			Y	N	N/A
11.8.c	Any conflicts between existing streetlights and proposed improvements must be identified with proposed location shown.				
11.9	Signs				
11.9.a	All existing signs must be shown and labeled.				
11.9.b	Any conflicts between existing signs and proposed improvements must be identified with proposed location shown.				
11.9.c	Stop signs, Street Name signs, Speed Limit signs, and any other necessary regulatory and warning signs must be installed.				
11.10	Pavement Markings				
11.10.a	All existing pavement markings must be shown and labeled with the existing line width, color, and type in accordance with the City's standard pavement marking detail (only if the pavement markings will be impacted by construction).				
11.10.b	All pavement markings within the limits of pavement disturbance must be replaced using VDOT standard Type B Class I pavement marking material.				
11.10.c	Blue raised pavement markers must be installed at proposed fire hydrant locations per Appendix D of the PWDSM.				
11.11	Traffic Signal Plan				
11.11.a	New traffic signal must be warranted by a TIS. The design for new or alterations must conform to Section 10.1 of the PWDSM and the city's Amendments to the VDOT Road and Bridge Specifications.				
11.12	Maintenance of Traffic				
11.12.a	Verify temporary traffic control for constructability.				
11.12.b	Ensure standard figures & associated notes are per the November 2020 edition of the Virginia Work Area Protection Manual.				
11.12.c	Verify Traffic Maintenance, Control & Lighting general notes are in plan set.				
11.12.d	Verify work hours.				

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			Y	N	N/A
11.13	Standard Details – Ensure all city standard details used in the design are shown in the plan set. VDOT standard details must be indicated by a note referencing the VDOT 2016 Road and Bridge Standards.				
12. Zoning					
12.1	Recorded plat/proof of legal parcel				
12.2	Photometric plan (for any new lighting associated with the development)				
12.3	Building elevations (if located in Old Beach Overlay, North End Overlay, CBC, OR, or Western Campus Overlay)				
12.4	Floor plans (if located in Old Beach Overlay, North End Overlay, and the Western Campus Overlay)				
12.5	Landscape Plan with planting specifications				
12.6	Cover page components				
12.6.a	Zoning district				
12.6.b	Parking calculation(s) including the number of spaces provided. Loading spaces and bicycle spaces should also be included.				
12.6.c	Dimensional requirements pertaining to the district from the zoning ordinance (including but not limited to setbacks, height, lot coverage %, floor area ratio, buffer requirements, and impervious cover)				
12.6.d	List of previous City Council actions				
12.6.e	AICUZ zone(s)				