

COUNTY OF POWHATAN

SITE PLAN APPLICATION

MATERIALS ENCLOSED:

1. **General Information**
2. **Application and Authorization Form**
3. **Ownership Disclosure**
4. **Site Plan Checklist**
5. **Department of Utilities Checklist**
6. **Landscape Plan Preparer Contacts**
7. **VDOT General Notes and Checklist**
8. **Sign Applications: Freestanding, Building Mounted**

SITE PLAN APPLICATION

PURPOSE OF THE APPLICATION:

1. The purpose of this Site Plan Application Guide is to set forth the information required by the County to allow it to properly evaluate your application. The intent is to review site plans and other information to ascertain:
 - a. sound planning principles are adhered to;
 - b. the health, safety and welfare of the County is protected; and
 - c. land development conforms to the best interest of the community.
2. Site plan approval is required for **any commercial, industrial, office or multi-family structure or facility**.
3. This application guide reflects provisions of the County's Zoning Ordinance.

APPLICATION FEES:

4. The schedule of fees for Site Plan Application for review:

First submittal and Second Submittal with Requested Revisions	\$500.00 plus \$25.00 per acre
Additional Resubmittals due to incomplete Information	\$ 250.00 per Resubmittal
Low Impact (Minor) Site Plan Review, Reuse of Existing Structure, Additions	\$250.00

All fees are payable to the Treasurer of Powhatan County.

APPLICATION FORM:

5. The pre-application conference shall be held between the applicant and Planning Department staff to discuss submittal contents and procedures. A copy of the Zoning Ordinance will be provided upon request.
6. The application should be completed by the property owner or authorized agent. If an agent or contract land purchaser is filing the application, the property owner's signature must be on the application form.
7. Please answer all questions exactly as shown. This form will not be accepted as an application until all questions have been answered and all requirements (number of copies, etc.) have been met.
8. The site plan shall address the items on the Site Plan Checklist (attached).

REVIEW BY AGENCIES:

9. After the application and site plan are determined to be complete, Planning Department staff shall forward the site plan to any State, County, or other government agency as appropriate for review and written comments.
10. The Director of Planning shall approve or disapprove the site plan in accordance with the requirements of the reviewing agencies and the provisions of the Zoning Ordinance. Specific reasons for disapproval shall be set forth in writing and shall identify deficiencies that caused disapproval.
11. The applicant may correct such noted deficiencies and resubmit the site plan for review.

APPROVED SITE PLAN:

12. Approval of a site plan, unless appeal is filed within 15 days of such approval, shall authorize the applicant to proceed with any application for land disturbance permits, building permits, and other permits and approvals required in order to develop the property in conformance with the approved site.
13. Approval of a site plan submitted under the Zoning Ordinance shall expire five (5) years after the date of such approval, unless building permits have been obtained for construction.
14. After a site plan has been approved, minor adjustments to the site plan may be approved by the Director of Planning with concurrence of the reviewing authorities concerned. Site development shall be in strict accordance with the approved site plan and any deviation from such that has not been approved shall be deemed a violation of the Zoning Ordinance and shall be punishable in accordance with the prescribed penalties.



FOR OFFICE USE ONLY

Date: _____ Case Number: _____

1. Property Information

Location: _____

Acreage: _____

Tax Map Reference: _____

2. Applicant Information

(A) Landowner of record _____

Address _____

Phone & E-mail _____

(B) Agent _____

Address _____

Phone & E-mail _____

3. Proposed Use/Structures to be erected

4. Planning Information

What is the zoning of the subject lands, and any proffered conditions? (Attach copy of approved proffers)

5. Current Status of Site

List any present or past use of this property and any existing structures thereon.

6. Declaration of Applicant:

I, _____ of _____
(Name) (Name of business, if applicable)

declare that I am (indicate one)

Landowner ___ Agent of the landowner ___ Lessee of the property ___ Other ___

and that all the statements contained within this application are true, and I make this solemn declaration conscientiously believing it to be true.

Signature

7. Owners Authorization

If the applicant is not the landowner, the owner must also complete the following. If there is more than one owner please also complete a disclosure form.

I, _____ being the owner of record of the subject
lands, hereby authorize, _____ to prepare a site plan
and make application to the County of Powhatan for approval thereof.

Signature of Landowner of Record

Subscribed and sworn to before me this ____ day of _____, 20__.

Notary Public

My Commission Expires

OWNERSHIP DISCLOSURE

Please list below the names and addresses of all owners or parties in interest of the land:

NAME

ADDRESS (Include Zip Code)

NOTE: If the request is in the name of a corporation, artificial person, joint venture, trust, or other form of ownership, all persons must be listed.

I, _____, do hereby swear and affirm that to the best of my knowledge and belief, the above information is true and that I am the applicant for the request for parcel number(s) _____ of tax map number(s) _____ requesting _____.
If the above information changes at any time while this case is being considered, I will provide the County with an updated list.

Signature

STATE OF VIRGINIA
COUNTY OF _____, to wit:

This day, _____ personally appeared before me, _____, a Notary Public in and for the County and State aforesaid, and swore or affirmed that the matters stated in the foregoing Ownership Disclosure Affidavit are true to the best of his/her knowledge and belief. _____

Given under my hand this _____ day of _____, 20__.

Notary Public

My commission expires: _____.

SITE PLAN REVIEW CHECKLIST

Case Number: _____ Name: _____

Review Date: _____ Review By: _____

Associated Cases: _____
APPLICATION: _____

____ A pre-application conference was held with County Planning staff. (598-

5692) ____ A copy of the Zoning Ordinance was received (if requested)

____ Ten [10] copies of the site plan are enclosed. All plans submitted must be folded to letter or legal size [8" x 11" or 8" x 14"] with the title facing out.

____ Two [2] folded copies of the landscape plan folded to letter or legal size [8" x 11" or 8" x 14"] with the title facing out.

____ Two [2] folded copies of the building plans (containing foundation plan, floor plan, building materials and elevations) folded to letter or legal size [8" x 11" or 8" x 14"] with the title facing out.

____ Two [2] folded copies of the lighting plan folded to letter or legal size [8" x 11" or 8" x 14"] with the title facing out.

____ One [11" x 17"] reduction of the site plan, suitable for reproduction, is

enclosed. ____ Application fee, payable to the Treasurer of Powhatan County, is

enclosed. ____ Proof of ownership submitted [last page of application].

SPECIFICATIONS:

____ Title of project (30.4-1.)

____ Location of site by insert map at a scale no less than one inch equals 2,000 feet

- (30.4-2.) ___ North Arrow and datum (30.4-3.)
- ___ Zoning designation (30.4-3.)
- ___ Tax parcel number (30.4-3.)
- ___ Adjoining landowner information. Names and addresses of landowners abutting or within 300 feet of the property subject to this application (30.4-3.)
- ___ Names and numbers of adjacent roads, streams, bodies of water and subdivisions (30.4-3.)
- ___ List of all proffered conditions of rezoning, if any (30.1-1.a-c.)
- ___ Boundary survey of site (30.4-4.)
- ___ Location of all required yards (30.4-4.)
- ___ Existing and proposed buildings and structures (30.4-5.)
- ___ Existing and proposed streets including names, numbers and width (30.4-5.)
- ___ Existing and proposed easements including recording information and width (30.4-5.)
- ___ Existing and proposed utilities and watercourses (30.4-5.)
- ___ Location, type and size of all entrances to the site (30.4-6.)
- ___ Location of graves, objects or structures marking burial places (30.4-7.)
- ___ Existing topography (maximum 10 foot contour intervals) and proposed finished contours (30.4-8.)
- ___ Table of information including the following: (30.4-9)
- ___ Current zoning district classification
 - ___ Water (public or private) ___ Sewer (public or private)
 - ___ Area of parcel and applicants' adjoining holdings, if any (acreage)
 - ___ Area of site (square feet and/or acres).
 - ___ Area of proposed buildings (square feet).
 - ___ Area of existing buildings (square feet).
 - ___ Number of parking and loading spaces required and provided.
 - ___ Estimate of trip generation rate for the proposed development as specified in the latest edition of the manual entitled Trip Generation by the Institute of Transportation Engineers. (available for use in the Powhatan County Planning Department.
 - ___ For a multifamily residential development, the number, size and type of dwelling

units, location, type and percentage of total acreage of recreation facilities.
(30.4-9.a-f)

SITE LAYOUT: (30.4-5)

- ___ Proposed type of business labeled
- ___ Lot, parcel width
- ___ Building setbacks; front, side, rear yards
- ___ Parking lot, paving for travelways (24')
- ___ Developments intended to be constructed in phases shall graphically show the proposed phasing

ROAD ACCESS AND INTERNAL CIRCULATION: (30.4-6.)

- ___ Location, type, size of all entrances to site.
 - ___ VDOT Site Plan Inventory Checklist attached (674-2800)
- ___ Acceleration/deceleration turn lane and taper at site entrance(s).
- ___ Shoulder and ditch relocation along public road frontage(s).
- ___ Traffic circulation within the site.
- ___ Designation of pedestrian walkways within site.
- ___ Connection of walkways, travel lanes, driveways
- with: ___ Future phases of development
- ___ Adjacent parcels
- ___ Compliance with Powhatan County Access Management.

PARKING: (30.4-14.)

- ___ Provisions for parking including parking lot design and interior parking lot landscaping in accordance with Article 26 of the Zoning Ordinance.
- ___ Surface treatment
- ___ Interior parking lot landscaping

TREE PRESERVATION AND LANDSCAPING: (30.4-10.)

- ___ A *separate* tree preservation and landscape plan in accordance with Article 27 of the Zoning Ordinance.
- ___ Landscape plan prepared by a Certified Landscape Architect, certified member of the Virginia Society of Landscape Designers, or a Certified Virginia Nurseryman for projects with buildings over 2,500 sq. ft. or where over 10,000 sq. ft. of land area will be disturbed.
- ___ Size and Location of Existing trees and shrubs to be retained (if claimed as existing credits)

BUFFERS: (30.4-10.) (30.4-20.)

- ___ Buffers provided in accordance with Article 27, Section 27.6(1) of the Zoning Ordinance.
- ___ Buffer or landscaped/architectural screen between business or multi-family and any adjoining Agricultural or Single Family Residential Zoning Districts.

SCREENING: (30.4-17.) (30.4-19) (30.4-20.)

- ___ Screening provided in accordance with Article 27, Section 27.6(2) of the Zoning Ordinance.
- ___ Location of dumpsters, recycle bins and details on screening.
- ___ Location of loading areas and details on screening.
- ___ Location of outside storage areas or heavy equipment storage and details on screening.
- ___ Location of HVAC equipment and details on screening

BUILDING SPECIFICATIONS: (30.4-13.) (30.4-19.)

- ___ Information on all proposed buildings to assure compliance with the Architectural Design Standards for Businesses as described in Article 31 of the Zoning Ordinance.
- ___ Building elevations depicting profiles of all sides
- ___ Building materials
- ___ Building colors
- ___ Building heights
- ___ Floor Plans
- ___ Perimeter fencing details
- ___ Roof heating, ventilation and air conditioning (HVAC) equipment screening

LIGHTING: (30.4-15.)

- ___ Provisions for lighting the site in accordance with Article 27A of the Zoning Ordinance.
 - ___ Building exteriors
 - ___ Walkways
 - ___ Parking and loading areas
 - ___ Details on light fixtures
 - ___ Measures to shield light sources from direct view from outside the boundaries of the parcel. ___ A photometrics plan for lighting the site is required.

LIGHTING PLAN REQUIREMENTS: (30.4-15.) (Article 27A.4)

- ___ Site plan drawn to scale showing building(s), landscaping, parking areas and proposed exterior lighting fixtures.
- ___ Location of all post, canopy, supports and light fixtures, including the height of each

- _____ fixture, for any building, structure, parking display and loading areas.
- _____ Specifications of the illuminating devices, lamps, supports, and other devices including designation as Illuminating Engineering Society of North America (IESNA) “cut-off” fixtures.
- _____ Plan shall show locations of all pole mounted and building mounted fixtures and a numerical 25 foot by 25 foot grid of lighting levels, in footcandles, that the fixtures will produce on the ground (photometric report)
- _____ The photometric report will indicate the minimum and maximum footcandle levels within the lighted area of the site.

SIGNS: (30.4-18.)

- _____ The location of freestanding sign and/or building mounted sign(Sign Permit application attached).

ENVIRONMENTAL: (30.4-11.)

- _____ Provisions for the adequate control of storm water drainage and erosion and sedimentation, indicating all proposed temporary and permanent control measures.
- _____ Apply to Planning Dept. (598-5623) for Land Disturbance Permit if more than 10,000 sq. ft. (0.23 acre) will be disturbed
- _____ Provisions for sewage disposal and water supply. Contact Health Dept. (598-5680)
- _____ Drainfield, well
- _____ Connection with public water supply and sanitary sewage systems.
- _____ Preliminary Utility Plan showing all new utilities underground.
- _____ Location of any streams on site and necessary buffers.
- _____ Location of any cemetery graves, objects or structures marking burial places.
- _____ Location of any wetlands as defined by the U.S. Army Corp of Engineers.
- _____ Copy of Wetland Delineation Map as Approved by the U.S. Army Corp of Engineers
- _____ Copy of Wetland Permit Approved by the U.S. Army Corp of Engineers and/or DEQ

EASEMENTS: (30.4-5.)

- _____ Description, location, and width of all existing and proposed easements, rights of way, or covenants.

FIRE PROTECTION: (30.4-16.)

- Fire protection measures, where applicable. Check with Fire Chief (598-5646)
- Location of proposed fire hydrants.
- Location of painted fire lanes.
- Provisions for emergency vehicle access.

UTILITIES: (30.4-12.)

- Provisions for sewage disposal and water supply
- Review checklist for Water and Sewer Plans

Within ten (10) working days after receiving a proposed site plan, application form, and administrative fee, the Director of Planning shall determine whether the proposed site plan is in compliance with the provisions of Section 30.4, A Submittal Contents and all applicable provisions of this Ordinance. If the Director of Planning determines that any of the submittal requirements are not applicable to the proposed project, the Director may waive these requirements. The submittal of a site plan with insufficient information shall result in the return of the plans to the applicant without review; such deficiencies shall be noted in writing.

**COUNTY OF POWHATAN
DEPARTMENT OF PUBLIC UTILITIES
REVIEW CHECKLIST FOR WATER AND SEWER PLANS**

Project Title

- ___ 1. Virginia registered engineer's stamp, signature, and date.
- ___ 2. Engineering Report including a System Layout Plan has been submitted.
- ___ 3. Water System is designed to provide adequate domestic service and fire protection to owner's property. _____” diameter line is required to adequately serve this project.
 - a. Average Domestic Design Flow _____
 - b. Peak Hour Domestic Flow _____
 - c. Design Fire Flow _____
 - d. Total Design Peak Flow _____
 - e. Residual Pressure at Total Design Peak Flow (last hydrant) _____
- ___ 4. Sanitary Sewer Service area map is submitted with plans. Sanitary Sewer Analysis is shown on sewer shed map. _____” diameter line is required to adequately serve this project.
 - a. Average Design Flow _____
 - b. Equivalent Residential Units _____
- ___ 5. Plan includes location and details for grease trap, monitoring manhole or other devices required by Utility Standards.
- ___ 6. This is a phased project. Overall water and sewer plans have been submitted for approval with fire hydrants and valve locations shown.
- ___ 7. Plan and profile sheets are on 24” x 36” paper. Drawing organization and format comply with standards.
- ___ 8. A Cover Sheet is provided which includes the Owner/Developer name and address, project vicinity map, and Standard Water and Sewer Notes.
- ___ 9. The sewer plans include stationing, pipe size, material, bearings, direction of flow, deflection angles, grade and distance between centerline of manholes.
- ___ 10. Domestic water meter calculations are shown on plans where applicable in accord with A.W.W.A. Manual M-22.
- ___ 11. I.S.O. Fire Flow computations are shown on plans (where applicable).
- ___ 12. All sanitary sewers are profiled. Crossings with other utilities are shown and conflicts resolved.
- ___ 13. All water mains are profiled.
- ___ 14. Any and all existing sewer and water connections to the property are shown on plans.
- ___ 15. All proposed water and sewer lines connect to existing water and sewer lines which have been previously accepted by the County for operations and maintenance.
- ___ 16. All off-site easements necessary for the completion of this project have been acquired, recorded, and their Deed Book and Page references are shown on the plans.
- ___ 17. A list of the Approximate Material Quantities to be used and the latest Material Notes are shown on the plans.
- ___ 18. A Backflow Prevention Device is provided on domestic and fire service connections.
- ___ 19. Plans comply with all applicable Local, State, and Federal regulations including County and State erosion control ordinances.
- ___ 20. Appurtenances are called out by manufacturer and part number.

I have reviewed this Checklist for accuracy and hereby certify that the water and/or sewer plans as submitted have been designed in accord with the latest County Standards, Waterworks Regulations and Sewerage Regulations (whichever is more restrictive). The plans have been reviewed for completeness and accuracy and are herewith submitted for approval.

Signature P.E. Certificate Number

Name Typed or Printed Date

Resources in the Richmond Region For Preparing Landscape Plans

Since information is ever changing, we advise you to visit the websites listed below to learn more about appropriate landscape-related resources:

Landscape Architects

The American Society of Landscape Architects – www.asla.org

- Scroll over the “Products and Services” tab.
- Click on “Firm Finder”.
- Go to the “Metropolitan Area” box and select “Richmond-Petersburg, VA”.
- Click “Search”.

Virginia Certified Landscape Designers

The Virginia Society of Landscape Designers – www.vslld.org

- Click on their “Members” link which provided a listing of the organizations current Certified Members.
- Once on the “Members” page, you can click on the link for the “Central” Region to locate Certified Landscape Designers in our area.

Virginia Certified Horticulturists Green

Industry Specialist of Virginia – www.viriniagardening.com

- Click on the region colored in yellow.



SUBDIVISION AND SITE CONSTRUCTION PLAN GENERAL NOTES

CHESTERFIELD RESIDENCY

1. All materials and construction within the public right of way shall be in accordance with current Virginia Department of Transportation's specifications and standards.
2. Land Use Permits (CE-7P) must be obtained from the Virginia Department of Transportation prior to beginning any construction within the existing state maintained right of way (including access).
3. VDOT is to receive written notification 48 hours prior to commencing with initial construction activities.
4. Prior to any construction, the contractor shall consult the engineer and verify the approval of the plans by all applicable federal, state and local agencies.
5. Preliminary design of the pavement structure for all subdivision streets shall be in accordance with the current edition of The Pavement Design Guide for Subdivision and Secondary Roads in Virginia. The completed design worksheet appendix IV shall be included with the initial plan submittal for each proposed pavement section utilizing the predicted soil support value shown in appendix I of The Pavement Design Guide.
6. The contractor shall verify the elevations of all points of connection or proposed work to existing curbs, sanitary lines, water lines, etc., prior to construction.
7. Upon discovery of soils that are unsuitable for foundations, subgrades, or other roadway construction purposes, the contractor shall immediately contact a geotechnical engineer and VDOT. These areas shall be excavated below plan grade *as* directed by the geotechnical engineer, backfilled with suitable material and compacted in accordance with current VDOT specifications.
8. All storm sewer design and construction to be in accordance with VDOT I & I LD-94 (D) 121.13.
9. All storm sewer pipe shall be reinforced tongue and groove concrete pipe in accordance with ASTM-C-76. Pipe within the right of way shall be a minimum CL-III or greater in accordance with current VDOT standards and specifications.
10. All pre-cast units shall be VDOT approved. Certification and VDOT stamp will be required on all units.
11. All concrete shall be class A3-AE (air entrained 3,000 PSI).
12. All entrances are to be designed and constructed in accordance with current VDOT standards. Residential lot access shall be provided per the following criteria:
 - All driveway entrance culverts are to be 15" diameter x 20' long pipe and shall conform to PE-1 private entrance standards unless otherwise directed by the Resident Engineer. No entrance culverts are to be installed within five (5) feet of a property corner.
 - VDOT standard CG-9D entrances shall be installed in curb and gutter neighborhoods.Contact VDOT for inspection 48 hours prior to entrance installation.
13. The developer is responsible for furnishing and installing stop signs at street intersections.
14. Design changes, specified materials changes and/or field changes from the approved plans need to be re-submitted to VDOT prior to proceeding with the work. A letter of explanation shall accompany the revised plans and/or drainage calculations, which must be submitted, to VDOT for review and approval by the Resident Engineer.
15. Contractor shall verify location and elevation of all underground utilities shown on plans in areas of construction prior to starting work. Contact engineer immediately if location or elevation is different from that shown on plan. If there appears to be a conflict, and/or upon discovery of any utility not shown on this plan, call Miss Utility of Central Virginia at 1-800-552-7001. The developer shall be responsible for the relocation of any utility within existing and/or proposed right of way required by the development.
16. All streetlights shall be located a minimum of 9.5' from the edge of pavement on curb and gutter streets and/or located a minimum of 5.5' behind the ditch line on open ditch streets.

17. Generally, paved roadside ditches are to be specified when velocities exceed current VDOT design criteria or when ditch slopes are less than 0.75%. Where ditch slopes exceed 5.0%, the developer may choose to implement erosion and sediment control measures in an attempt to achieve channel stabilization while acknowledging that additional paved ditch linings may be required prior to acceptance of the roads into the secondary system of state highways. Paved roadside ditches shall conform to VDOT-PG-2A standards and specifications.
18. VDOT approval of construction plans does not preclude the right to require additional facilities as deemed necessary for acceptance of the roads into the VDOT Secondary Road System.
19. VDOT approval of these plans will expire five (5) years from the date of approval.
20. VDOT shall have performed the required field inspection (proof roll) prior to placement of the aggregate base course(s). Contact VDOT for subgrade inspection 48 hours prior to scheduling placement of aggregate base course(s).
21. A prime coat seal between the aggregate base and bituminous concrete will be required at a rate of 0.30 gallons per square yard (REC-250 Prime Coat) per VDOT standards and specifications.
22. The scheduling of aggregate base installation and subsequent paving activities shall accommodate forecast weather conditions per Section 315 of The Road and Bridge Specifications.
23. VDOT shall have approved the aggregate base course(s) for depth, template and performed the required field inspection (proof roll) prior to placement of any surface course(s). Contact VDOT for inspection of the aggregate base course(s) 48 hours prior to application of the surface course(s).
24. An actual copy of the complete CBR report is to be submitted to VDOT in conjunction with final pavement designs. All pavement design recommendations shall be performed in accordance with the current edition of The Pavement Design Guide for Subdivision and Secondary Roads in Virginia.
25. A geotechnical engineer is to ascertain cause and certify recommended method of repair for all pavement structural failures prior to state acceptance.
26. All vegetation and organic material is to be removed from the right of way limits prior to conditioning of the subgrade.
27. All materials shall be in accordance with the VDOT Road and Bridge Specifications and Road and Bridge Standards.
28. Dry gutter is not allowed in VDOT right of way.
29. The developer will be responsible for the design costs of any traffic signal installation and/or modification under an account receivable with VDOT.
30. The necessity and locations for additional VDOT standard underdrains to be determined at time of subgrade inspection.
31. Approval of a detailed construction sequencing/maintenance of traffic narrative for the work zone is a prerequisite for issuance of a Land Use Permit allowing access to and construction within VDOT maintained right-of-way.
32. VDOT shall be provided documentation by a geotechnical engineer, certifying that all in-place pavements meet or exceed the approved pavement design thickness prior to state acceptance.
33. The establishment of a temporary vegetative cover is required on all denuded areas that are not to be fine graded for periods longer than 30 days.
34. No structure shall be constructed on state maintained rights of way unless said structures are shown on road construction plans approved by VDOT or such structures are covered by a VDOT Land Use Permit (or by a letter of intent from the Resident Engineer to issue said permit at the time of state acceptance).

SUBDIVISION AND SITE CONSTRUCTION PLAN
SUBMITTAL CHECKLIST
POWHATAN COUNTY

VDOT, Chesterfield Residency

Residential Projects: 674-2557

Commercial Projects: 674-2556

<u>PROJECT</u>				
<u>DEVELOPER/OWNER</u>				
<u>ENGINEER</u>				
GENERAL INFORMATION				
	PLAN SHEET TO INCLUDE:	YES	NO	COMMENTS
1	Project Name. Owner/Developer name, address, telephone and fax number.			
2	Date of plan.			
3	Standard cover sheet with surveying & mapping control information. Vicinity map (1" = 2000') & title block information section completed.			
4	North arrow, designation of north orientation, match lines, scale & sheet numbers for each sheet.			
5	Seal & signature of registered professional engineer or land surveyor on each sheet.			
6	Total acreage, current zoning, & proposed zoning by acres.			
7	Adjacent parcel identification: tax map reference numbers, owners names, & present zoning/use of all abutting parcels.			
8	Date of tentative approval with case number.			
9	Master plan (all phases or proposed sections).			
10.	Complete site layout: sequential numbering & size (in sq. ft.) of each proposed lot and/or unit.			
11.	State route numbers & names on all existing streets to which connections are to be made.			
12.	All proposed street names.			
13.	Right-of-way lines, width, centerline (stationed at 100' intervals), limits of construction & pavement width or back of curb width.			
14.	General notes explaining details of plan.			
15.	Existing and/or proposed dams, detention basins & any extrinsic structures.			
16.	Grading plan: existing contours, proposed contours, finished floor elevations, design layout for drainage system.			
17.	Legend detailing graphic descriptions for all road items, drainage & utility items shown.			

GENERAL INFORMATION (CONTINUED)

PLAN SHEET TO INCLUDE:		YES	NO	COMMENTS
18.	Any zoning waivers, variances, proffers and/or imposed conditions for the project submitted with the plans.			
19.	Written description of all plan revisions shall accompany all revised plans submitted for re-evaluation & approval.			

GEOMETRICS

PLAN SHEET TO INCLUDE:		YES	NO	COMMENTS
1.	Location of project entrance & distance measured to nearest intersection of state route or crossovers for field verification of sight distance.			
2.	Existing entrance, street connections, crossovers, etc., located along state route that may be affected by the development.			
3.	Existing & proposed rights-of-way, width, & route number.			
4.	Centerline curve data: delta, radius, arc length, chord & tangent, stationing at intersections, PC's, PT's, etc.			
5.	Actual line & length of horizontal sight distance at street intersections & any sight distance easements which may be required.			
6.	Depending on method of stormwater conveyance, either radius of all curb returns to back of curb or fillet radius to edge of pavement. Label entrance standard CG-11 and any curb and gutter standards.			
7.	Proposed building location, use sq. footages & offset distance to property lines (sites only).			
8.	All temporary turnaround construction & easements as indicated on the preliminary plans (including radii).			
9.	All proposed property frontage & intersection improvements within the right-of-way.			
10.	Complete dimensions of existing & proposed deceleration, left & right turn storage lanes.			
11.	Road classification schedule with pavement designs.			
12.	Complete typical sections based on road classifications.			
13.	Guardrail where required.			
14.	CG-12 where required.		-	

PROFILE AND GRADE				
PLAN SHEET TO INCLUDE:		YES	NO	COMMENTS
1.	Existing ground line at centerline, left & right (along edge of Right-of-way).			
2.	Finished grade line for mainline & connections. a. Percent of grade, change of grade elevations (PVI) & length of curves. b. Finished grade elevations (50' tangent, 25' curve) & at intersections, PC's, PT's, etc. c. Complete stationing at intersections, PC's, PT's, etc. d. Street names. e. "K" values used for determining minimum sag lengths. f. Vertical sight distance for crests. g. Actual line & length of vertical sight distance at street intersections.			

HYDRAULICS -				
PLAN SHEET TO INCLUDE		YES	NO	COMMENTS
1	Detailed drainage area map defining corresponding sub-areas used for computations showing centerline stationing at 100' intervals, intersections, PC's, PT's, etc., & the proposed storm sewer layout.			
2	Reference to the hydrologic methodology used including supporting data used in computation of "Q". a) The listed coefficients or "C" values. b) Computations of weighted coefficients "Cu,".			
3	Complete design computations per the following criteria: a) Culverts & closed storm sewer system design capacity for 10-year or 25-year & also capacity computation for 100-year. b) Cross-culverts computations showing sizes, end treatments, length, skewed angles, type of pipe, design cover, invert in & out elevations, outlet velocity. The pertinent calculated information incidental to the design of the culvert shall be tabulated on VDOT standard form LD-269, "Culvert Design Computation." c) Closed storm sewer system include size, velocity, capacity, actual design Q's, length & slope of the pipes, the invert in & out elevations. Pertinent calculated information incidental to the design of the pipeline shall be tabulated on VDOT standard form LD-229, "Storm Sewer Design Computations." d) Curb drop inlet spread shall determine the spacing of inlets for a rainfall intensity of 4.0 inches per hour. Include approach spread at sag inlets; spread lengths, depth of water, length on the inlet & height of the inlet slots. 100-year check storm for all sag inlets. e) Hydraulic grade lines or water surface profile include water surface elevations vs. rim elevations. The H.G.L. for storm sewer systems shall be tabulated on VDOT standard form LD-347 for 10-year & 100-year storms, when involved with a designated 100-year flood plain.			

HYDRAULICS (CONTINUED)				
PLAN SHEET TO INCLUDE		YES	NO	COMMENTS
	<p>0 Open channel computation for 2-year frequency is to be used for determining the need, type & dimensions of special ditch lining for erosion. 10-year frequency shall provide sufficient hydraulic capacity of the channel. Include MS-19 calculations for adequacy of existing channel, as stated in the VA. Erosion & Sediment Control Handbook.</p> <p>g) Include supporting computations for all special design structures such as special design endwalls, inlet, flumes, energy dissipaters, channels, etc.</p>			
4.	Detailed description of all proposed storm sewer structures.			
5.	Graphic details for all non-standard drainage facilities.			
6.	Directions of drainage flow for streets, storm sewer, valley gutters, subdrains, etc.			
7.	Field location for all natural watercourses or drainageways affected by construction, including direction of flow.			
8.	All existing & proposed storm drainage systems in plan & profile views.			
9.	Field located limits of 100-year flood zones & backwater inundation.			
10.	Existing and/or proposed VDOT drainage easements dimensioned & labeled.			
11.	Driveway entrance culvert sizing computations for each lot.			
12.	<p>Show all types of required underdrains with outlet locations clearly identified and defined.</p> <p>A. CD-1 required for fill to cut transition.</p> <p>B. CD-2 required for sag situations</p> <p>C. All CD's shall be connected to nearest outfalls.</p> <p>D. UD-4 or UD-5 required for all medians.</p> <p>E. UD-4 edge drains on roadways with design ADT of 1,000 vehicles per day or greater.</p> <p>F. EW-12 required for all outfalls to ditchlines.</p>			

EROSION CONTROL				
PLAN SHEET TO INCLUDE:		YES	NO	COMMENTS
1.	Erosion control plan when disturbing over 10,000 sq. ft. within existing VDOT right-of-way.			
2.	Location of temporary construction entrance(s) accessing state maintained right-of-way.			
3.	Reference to the required establishment of a temporary vegetative cover on all denuded areas within right-of-way that are not to be fine graded for periods longer than 30 days.			

UTILITIES				
PLAN SHEET TO INCLUDE:		YES	NO	COMMENTS
1.	Alignment & dimensioned location of all existing utilities within limits of existing & proposed right-of-way.			
2.	Alignment & dimensioned location of all proposed utilities to be constructed within the limits of existing & proposed right-			
3.	Existing & proposed easements, width & use.			
4.	Details showing method of tie-ins within existing right-of-way.			f
5.	Details showing required relocations within existing right-of-way.			

PERMIT WORKZONE				
PLAN SHEET TO INCLUDE:		YES	NO	COMMENTS
1.	Detailed work area protection layout, to include a construction sequencing/maintenance of traffic narrative for all construction activities within state maintained right-of-way.			

Notes:

The developer is responsible for supplying sufficient information for the Department to determine entrance & road design features to adequately serve the existing roadway & the proposed development.

Subdivision plans shall be designed in accordance with VDOT's Subdivision Street Requirements and Road Design Manual.

All commercial entrances must meet VDOT standards & specifications as designated in Minimum Standards of Entrance To State Highway.

The submission is to include 2 copies of the plans for review. An additional copy of the plans is required once final approval is received.

A detailed explanation for all "no" answers if required information is not included in the site plan.



COUNTY OF POWHATAN
APPLICATION FOR
SIGNAGE

FEE: \$50.00 base
plus \$1.00 per square
foot over 50 sq. ft.
Maximum fee:
\$150.00

[] Building Mounted [] Freestanding

The Applicant(s) _____

Address _____

Phone # _____

Zoning of Parcel _____ Tax Map Number of Parcel _____

Linear Feet - Building Frontage _____
(How wide is the front of the building facing the street?)

Height of Sign _____ Sign Area Size: _____ sq. ft.
(Square Feet of Sign Allowed (1.5 sq. ft. X linear ft.))

Wording on the Sign(s) _____

Complete for building mounted signage

Where will sign(s) be mounted on the building or canopy? _____
Attach drawing showing sign location on building and /or canopy

How will the Sign be illuminated? Flood Light _____ Internal _____ None _____

Complete for freestanding signage

How will the base be landscaped? _____

Location of Sign _____
(Please indicate location and setback from roadways (minimum 5' from right of way) on a plat of the parcel)

Building Inspections Office approval may be required (see Building Inspections Department)

Building Department/Official Approval _____ Building Permit Number _____

PLEASE ATTACH SCALED DRAWING OF SIGN SHOWING: SIZE, COLORS, ILLUMINATION, GRAPHIC, HEIGHT, LANDSCAPING, MATERIALS, AND WORDING.

Applicant(s) Signature(s) _____ Date _____

Zoning Administrator _____

DATE APPROVED _____ DATE DISAPPROVED _____

Case # _____