



Application and Review Procedure for Site Plans
 Powhatan County, Virginia
 Department of Community Development

Site plans are reviewed to ensure that the layout and general design of proposed development is compatible with surrounding uses and complies with local development standards.

Unless listed below, all development within Powhatan County must receive site plan approval prior to issuance of a zoning compliance permit [Sec. 83-123(g)]:

- Agricultural development and activities, except for agricultural/animal confinement development and activities;
- Single-family detached development;
- Change in use when the new use generates less than 50 cumulative external trip ends per day; and
- Expansion of an existing conforming development by less than 20% or 3,000 square feet of floor area over three (3) years, whichever is less, when the expansion will generate less than 30 external trip ends per day.

REVIEW PROCESS

1. Pre-Application Conference

The applicant must meet with representatives from the Department of Community Development to discuss the proposal and the review process.

3. Application Submittal and Acceptance

After the pre-application meeting is held, a site plan application may be submitted to the Department of Community Development. A complete site plan application will include the following attachments:

Application	Statement of Validity of Information
List of Adjacent Property Owners	Permission for Inspection of Property
Ownership Disclosure	Site Plan (2 Physical Copies + Electronic Copy)
Consent of Owner(s) to Application	Building Plans
Site Plan Review Checklist	
Required Fees	
<ul style="list-style-type: none"> • First Submittal + Second Submittal w/ Requested Revisions • Additional Submittals 	\$500.00 + \$50.00/acre and portion of \$250.00 per resubmittal

Incomplete applications will not be processed.

4. Staff Review

The application will be reviewed by the Department of Community Development and other local and state agencies to ensure that the proposal adheres to local development standards.

4. Approval

If the site plan complies with all local development standards, it will be approved by the Director of Community Development or his/her designee.



**County of Powhatan,
Virginia**
Site Plan Application

For Office Use Only

Case Number

Powhatan County, Virginia
Department of Community Development
3834 Old Buckingham Road: Suite F
Powhatan, VA 23139

Applicant Information	
Name of Applicant	
Mailing Address	
Phone Number	
Email Address	

Owner Information (Complete this section if the applicant is not the current property owner)	
Name of Owner	
Mailing Address	
Phone Number	
Email Address	

If the applicant is not the owner, the applicant must provide written documentation that the current property owner consents to the application (see form entitled *Consent of Owner(s) to Site Plan Application*).

If there are multiple owners, all owners must sign the application or provide other documentation consenting to the application (see form entitled *Ownership Disclosure*).

Applicant Representative (Complete this section if correspondence should be directed to someone other than the applicant)	
Name of Representative	
Mailing Address	
Phone Number	
Email Address	

Parcel Information	
Tax Map Number	
Physical Address	
General Description of Property Location	
Election District	
Magisterial District	
Total Acreage	
Current Zoning	
Proffered Conditions (If Applicable, Attach Approved Proffered Conditions)	
Countywide Future Land Use: Land Use Designation	

Proposed Use	
Describe Proposed Use/Structures	
Current/Previous Uses on Property	
Are there existing structures on the subject property?	
Will the proposed use connect to public water and/or sewer?	

Statement of Validity of Information	
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Every applicant shall sign the following document to substantiate the validity of submitted information.
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<p>I, being duly sworn, depose and say that I am the Lessee/Owner of the property involved in the application. If I am not the Lessee/Owner, I will provide written certification from the owner granting me the right to submit this application.</p> <p>I declare that I have familiarized myself with the rules and regulations pertaining to preparing and filing this application. I further declare that the foregoing statements and answers provided throughout the various sections of this application are in all respects true and correct to the best of my knowledge and belief.</p>

Signature of Applicant	
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Name of Applicant (Printed)	
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<p>Commonwealth of Virginia County of _____, to wit:</p> <p>Sworn and subscribed to before me a Notary Public in and for the jurisdiction aforesaid by _____, whose name is signed to the above, on this _____ day of _____ 20_____.</p>

Notary Public		Seal
Commission Expires		
Notary Number		

Ownership Disclosure

List below the names and addresses of all owners or parties in interest of the land subject to this request.
 If this request is in the name of a corporation, artificial person, joint venture, trust, or other form of ownership, all officers, directors, and any stock holders owning ten percent or more of such stock must be listed.

Name	Address

I, _____, do hereby swear and affirm to the best of my knowledge and belief, the above information is true and that I am the applicant requesting site plan approval.
 If the information listed above changes at any time while this request is being considered, I will provide Powhatan County with an updated list of owners.

Signature of Applicant

Name of Applicant (Printed)

Commonwealth of Virginia
 County of _____, to wit:
 Sworn and subscribed to before me a Notary Public in and for the jurisdiction aforesaid by _____, whose name is signed to the above, on this _____ day of _____ 20_____.

Notary Public		Seal
Commission Expires		
Notary Number		

Consent of Owner(s) to Site Plan Application

If the applicant is not the owner, the applicant must provide written documentation that the current property owner consents to the site plan application.

I, _____, am the owner of the property involved in the site plan application (Tax Map _____) and consent to the site plan application submitted by _____ for that property.

Signature of Owner	
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Name of Owner (Printed)	
--------------------------------	--

Commonwealth of Virginia
 County of _____, to wit:
 Sworn and subscribed to before me a Notary Public in and for the jurisdiction aforesaid by _____, whose name is signed to the above, on this _____ day of _____ 20____.

Notary Public		Seal
Commission Expires		
Notary Number		

Permission for Inspection of Property		
<p>I, _____, hereby grant access to the Director of Community Development, Zoning Administrator, or assigns thereof, to enter my property during reasonable hours without prior notice to make inspections as deemed necessary for the evaluation of my application.</p>		
Signature of Applicant		
Name of Applicant (Printed)		
<p>Commonwealth of Virginia County of _____, to wit:</p> <p>Sworn and subscribed to before me a Notary Public in and for the jurisdiction aforesaid by _____, whose name is signed to the above, on this _____ day of _____ 20_____.</p>		
Notary Public		Seal
Commission Expires		
Notary Number		



**County of Powhatan,
Virginia**
Site Plan Review Checklist

Powhatan County, Virginia
Department of Community Development
3834 Old Buckingham Road: Suite F
Powhatan, VA 23139

For Office Use Only	
Case Number	
Site Description	

Last Revision: April 3, 2019

Prior to submitting a site plan application, the applicant must complete the *Site Plan Review Checklist*. The completed checklist must be submitted with the application. The Department of Community Development will also use this checklist as the site plan is reviewed.

Applicant Information	
Name of Applicant	
Mailing Address	
Phone Number	
Email Address	

Parcel Information	
Tax Map Number	
Physical Address	
Total Acreage	
Current Zoning	
Comprehensive Plan: Countywide Future Land Use Map	

General Submittal Requirements

Checklist		Requirement	Code Reference
Applicant	Staff		
		A pre-application conference was held with the Department of Community Development (Date: _____).	83-123(g)(4)(a)
		Ten (10) copies of the site plan must be submitted with the site plan application, along with an electronic copy of the site plan. All plans submitted must be folded to letter or legal size (8" x 11" or 8" x 14") with the title facing out.	Dept. Policy
		Two (2) copies of the landscape plan must be submitted with the site plan application. All plans submitted must be folded to letter or legal size (8" x 11" or 8" x 14") with the title facing out.	Dept. Policy
		Two (2) copies of the building plans (containing foundation plan, floor plan, building materials, and elevation) must be submitted with the site plan application. All plans submitted must be folded to letter or legal size (8" x 11" or 8" x 14") with the title facing out.	Dept. Policy

General Submittal Requirements (Continued)

Checklist		Requirement	Code Reference
Applicant	Staff		
		Two (2) copies of the lighting plan must be submitted with the site plan application. All plans submitted must be folded to letter or legal size (8" x 11" or 8" x 14") with the title facing out.	Dept. Policy
		One reduction of the site plan (11" x 17") that is suitable for reproduction must be submitted with the site plan application.	Dept. Policy
		A site plan application, with all fields complete, must be submitted.	83-123(g)(4)(c)
		Required fees must be submitted with the application.	Dept. Policy

Plan Content

Checklist		Requirement	Code Reference
Applicant	Staff		
		Title of Project	Dept. Policy
		Site Location on Insert Map (Scale: 1" = 2,000')	Dept. Policy
		North Arrow and Datum	Dept. Policy
		Tax Map Number	Dept. Policy
		Boundary Survey of Subject Property	Dept. Policy
		Adjoining Property Information: Tax Map Number and Ownership Information (Owner Name + Mailing Address) for Abutting Properties or Properties within 300' of Subject Property	Dept. Policy
		Names of Adjacent Subdivisions, Streams, and Bodies of Water	Dept. Policy
		List of All Proffered Conditions (If Applicable)	Dept. Policy
		Location of All Required Yards	Dept. Policy
		Existing and Proposed Buildings and Structures	Dept. Policy
		Location of Existing and Proposed Streets (including Names, Route Numbers, and Right-of-Way/Easement Width)	Dept. Policy
		Location, Type, Size, and Spacing of All Entrances	Dept. Policy
		Existing and Proposed Easements (including Recording Information and Width)	Dept. Policy

Plan Content (Continued)

Checklist		Requirement	Code Reference
Applicant	Staff		
		Location of Graves, Objects, or Structures Marking Burial Places	Dept. Policy
		Existing Topography (Max. 10' Contours)	Dept. Policy
		Proposed Finished Contours/Topography	Dept. Policy
		Table of Information Including the Following: <ul style="list-style-type: none"> • Current Zoning • Water (Public or Private) • Sewer (Public or Private) • Area of Parcel (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 Proposed Development (Calculated as Specified in the Latest Edition of the Manual Entitled <i>Trip Generation</i> by the Institute of Transportation Engineers) • Multi-Family Residential Development (If Proposed): Number, Size, and Type of Units and Location, Type, and Percentage of Total Acreage of Recreation Facilities 	Dept. Policy

Site Layout

Checklist		Requirement	Code Reference
Applicant	Staff		
		Label Structures with Proposed Use	Dept. Policy
		Label Parcel Width	Dept. Policy
		Label Setbacks/Minimum Required Yards (Front, Side, and Rear)	Dept. Policy
		Identify Parking Areas and Width of Travelways/Drive Aisles	Dept. Policy
		Note/Delineate Different Project Phases (If Applicable)	Dept. Policy

Road Access and Internal Circulation

Checklist		Requirement	Code Reference
Applicant	Staff		
		Location, Type, Size, and Spacing of All Entrances*	68-175 83-451
		Provision of Acceleration/Deceleration Turn Lane and Taper at Site Entrance(s)	68-175 83-451
		Proposed Shoulder and Ditch Relocation along Public Road Frontage	Dept. Policy
		Proposed Internal Traffic Circulation	68-175(E) 83-451
		Proposed Locations for Vehicular Cross-Access with Adjacent Parcels	68-175(E)(6)(f)
		Proposed Pedestrian Access and Circulation	68-175(G)
		Proposed Bicycle Access and Circulation	68-175(F)
		Traffic Impact Statement (TIS) Submitted	68-175(E)(2)
		Adheres to Add. Access Standards for Multi-Family Residential/Townhouse Development within Village Growth Areas	83-476(c)
		Adheres to Add. Standards for Pedestrian Amenities for Institutional/Commercial/Mixed-Use Development within Village Growth Areas	83-477(m)
		Completed Transportation Review Worksheet	Dept. Policy
<p>* Note: Review <i>VDOT Site Plan Inventory Checklist</i> and Table 68-175(E)(5)(d)(ii): Driveway Intersection Standards. If proposed entrances do not meet local intersection spacing requirements set forth in Table 68-175(e)(5)d.2, a waiver will need to be approved by the Board of Supervisors, after review by the Planning Commission.</p>			

Parking and Loading Spaces

Checklist		Requirement	Code Reference
Applicant	Staff		
		Number of Parking and Loading Spaces Required and Provided	83-455(d)(1)
		Proposed Surface Treatment	83-455(c)(2)
		Proposed Surface Markings	83-455(c)(4)
		Proposed Curbs and Motor Vehicle Stops	83-455(c)(8)
		Proposed Dimensions of Parking Spaces and Drive Aisles	83-455(f)(1)
		Proposed Interior Landscaping within Parking Areas	83-461(d)(4)
		Written Request for Alternative Parking Plan (If Applicable)	83-455(g)
		Proposed Stacking Spaces (for Drive-Through Facilities and Other Auto-Oriented Uses)	83-455(h)
		Number of Loading Spaces Required and Provided	83-455(j)(1)
		Proposed Dimensions of Loading Areas	83-455(j)(2)
		Adheres to Add. Parking Standards for Multi-Family Residential/Townhouse Development within Village Growth Area Districts	83-476(d)
		Adheres to Add. Parking/Loading Standards for Institutional/Commercial/Mixed-Use Development	83-477(c)

Tree Preservation and Landscaping

Checklist		Requirement	Code Reference
Applicant	Staff		
		Two (2) copies of the landscape plan must be submitted with the site plan application. All plans submitted must be folded to letter or legal size (8" x 11" or 8" x 14") with the title facing out.	Dept. Policy
		Name of Qualified Professional Preparing Landscape Plan (Note: The landscape plan must be prepared by a Virginia certified landscape architect, a certified member of the Virginia Society of Landscape Designers, a certified Virginia Nurseryman with experience preparing planting plans and landscape construction drawings, a land surveyor, or a professional engineer.)	83-461(b)(5)
		Note Proposed Size of Vegetation at Time of Planting	83-461(c)(1)(a)
		List of Species of Plantings Proposed (Note: The use of native, drought-tolerant vegetation known to thrive in the Virginia region is strongly encouraged.)	Dept. Policy
		Proposed Perimeter Landscaping Strips Around Vehicular Use Areas	83-461(d)
		Proposed Perimeter Buffers	83-461(e)
		Proposed Corridor Buffers	83-461(f)
		Proposed Foundation Plantings (for New Development within Village Growth Area Districts)	83-461(g)
		Proposed Street Trees (for New Development within Village Growth Area Districts)	68-175(l)(2)
		Location of Existing Trees and Shrubs to Be Preserved	83-460
		Written Request for Alternative Landscape Plan (If Applicable)	83-462
		Proposed Fencing	83-466

Screening

Checklist		Requirement	Code Reference
Applicant	Staff		
		Proposed Screening of Mechanical Equipment	83-465(a)
		Proposed Screening of Loading and Service Areas (Including Dumpsters)	83-465(b)
		Proposed Screening of Outdoor Service Areas	83-465(d) 83-432(f)(4) 83-438(p)
		Adheres to Add. Screening Standards for Institutional/Commercial/Mixed-Use Development within Village Growth Districts	83-477(l)

Building Design

Checklist		Requirement	Code Reference
Applicant	Staff		
		Building Elevations (All Sides)	83-476* 83-477 83-480
		Proposed Building Materials and Colors	83-480
		Development Design Pattern Book**	83-477
		Proposed Building Height	Dept. Policy
		Proposed Floor Plans (with Square Footage)	Dept. Policy

*Different types of buildings must adhere to different design standards, depending upon the zoning district:

Sec. 83-476: Multi-Family and Townhouse Development Standards in Village Growth Area Districts

Sec. 83-477: Institutional, Commercial, and Mixed-Use Development Standards

Sec. 83-480: Large Retail Establishment Standards

Sec. 83-482: Industrial Development Standards

**For all commercial and mixed-use development, a Development Design Pattern Book must be submitted to the Planning Commission for review and approval prior to approval of any site plan.

Lighting

Checklist		Requirement	Code Reference
Applicant	Staff		
		Photometric Plan (Note: The photometric plan shall show locations of all pole-mounted and building-mounted fixtures and a 25 ft. x 25 ft. grid of lighting levels, in footcandles, that the fixtures will produce on the ground. The plan shall also indicate the minimum and maximum footcandle levels within the lighted area of the site.)	83-469(b)(2)
		Specifications for Proposed Lighting Devices (Height, Shielding, Design Features, etc.)	83-469(b)(2)

Signs

Checklist		Requirement	Code Reference
Applicant	Staff		
		Description and Location of All Freestanding and Building-Mounted Signage (Note: A separate sign permit application must be submitted and approved prior to installing any signage.)	83-488

Environmental

Checklist		Requirement	Code Reference
Applicant	Staff		
		Location of Intermittent and Perennial Streams and Required Buffers	83-471(a)
		Location of Floodplains	83-420
		Location of Wetlands and Required Buffers (Include Wetland Delineation Map Approved by the U.S. Army Corps of Engineers, If Applicable)	83-471(a)
		Copy of Wetland Permit Approved by the U.S. Army Corps of Engineers and/or Department of Environmental Quality (If Applicable)	83-471(a)
		Application for Land Disturbance Permit (If >10,000 Square Feet Disturbed)	42-60 through 42-72
		Provisions for Adequate Control of Stormwater Drainage, Erosion, and Sedimentation (Include Locations of All Temporary and Permanent Control Measures)	42-60 through 42-72 68-185

Fire Protection

Checklist		Requirement	Code Reference
Applicant	Staff		
		Location of Proposed Fire Hydrants	Dept. Policy
		Location of Marked Fire Lanes	Dept. Policy
		Provisions for Emergency Vehicle Access	68-175(E)(4)(i) 68-175(E)(9)(b)(i)

Utilities

Checklist		Requirement	Code Reference
Applicant	Staff		
		Provisions for Sewage Disposal and Water Supply	68-190
		Review Checklist for Water and Sewer Plans (Powhatan County: Department of Public Works)	68-190

**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.

P.E.

Signature

Certificate Number

Name Typed or Printed

Date



County of Powhatan, Virginia

Transportation Review Worksheet

For all site plans and subdivision plats, complete the Transportation Review Worksheet and submit it with the appropriate applications. The responses will be reviewed by Powhatan County and the Virginia Department of Transportation (VDOT) to determine compliance with local and state standards.

Project Analysis	Yes	No
Has a Trip Generation Analysis been prepared and submitted for review?		
Has a Traffic Impact Statement or Traffic Impact Analysis been prepared and submitted for review?		
Has an Auxiliary Lane Analysis been prepared and submitted for review?		
<p>All site plans and preliminary subdivision plats must include a traffic impact statement (TIS) and an auxiliary lane warrant analysis with application submittal [Powhatan County Subdivision Ordinance: Sec. 68-175(e)(2) and Sec. 68-175(e)(5)].</p> <p>If the project requires a Chapter 527 submittal, VDOT may require the completion of additional forms and submittal of additional review fees.</p>		

Classification of Adjacent Roads				
Road Name	Route No.	VDOT Functional Classification	Road Classification: County Major Thoroughfare Plan	Legal Speed Limit

Entrances	
Number of Site Entrances to State-Maintained Roadways	
Entrance #1: Description (Example: Main Entrance from State Route 900)	
Entrance #2: Description	
Entrance #3: Description	

For each site entrance, complete the entrance checklist on the following pages.

Subdivision Entrances (Complete for Subdivision Review Only)	Yes	No
Are stub roads/connections provided to adjacent parcels? (Number Provided: _____)		
Will internal roads be constructed to VDOT standards?		

Last Updated: August 2018

Analysis: Entrance #1		
Question #1 Entrance Spacing: Powhatan County What is the distance (in feet) between Entrance #1 and the nearest driveway and/or roadway, as measured from the <u>edge</u> of each driveway/roadway? [Powhatan County Subdivision Ordinance: Table 68-175(e)(5)d.2]	Closest Driveway to the North or East [Entrance/Driveway Name: _____]	
	Closest Driveway to the South or West [Entrance/Driveway Name: _____]	
Question #2 Entrance Spacing: VDOT What is the distance [in feet] between Entrance #1 and the nearest driveway and/or roadway, as measured from the <u>centerline</u> of each driveway/roadway? [VDOT Road Design Manual: Appendix F—Table 2.2]	Closest Driveway to the North or East [Entrance/Driveway Name: _____]	
	Closest Driveway to the South or West [Entrance/Driveway Name: _____]	
Question #3 Auxiliary/Turn Lanes: Right Turn Lane Into Entrance Will a right turn lane be provided into the site from the adjacent state-maintained roadway?	Yes [Lane Dimensions: _____]	
	No	
Question #4 Auxiliary/Turn Lanes: Left Turn Lane Into Entrance Will a left turn lane be provided into the site from the adjacent state-maintained roadway?	Yes [Lane Dimensions: _____]	
	No	
Question #5 Acceleration Lane Is an acceleration lane being provided onto the state-maintained roadway?	Yes [Lane Dimensions: _____]	
	No	
Question #7 Exception (VDOT) Is the applicant requesting an Access Management Exception (VDOT Form AM-E)?	Yes	
	No	
Question #8 Document of VDOT-Approved Access Management Exception (AM-E) If answered <i>yes</i> to Question #7, VDOT Form AM-E must be completed and reviewed by VDOT. If the Access Management Exception has been approved, attach the approved form to this worksheet.		
Question #9 Waiver/Modification (Powhatan County) Is the applicant requesting a waiver/modification to Powhatan County standards?	Yes	
	No	
Question #10 Justification: Waiver/Modification If answered <i>yes</i> to Question #9, describe what waiver/modification is being requested, providing justification for the request and what features will be incorporated into the design to mitigate any potential negative impacts.		

Analysis: Entrance #2		
Question #1 Entrance Spacing: Powhatan County What is the distance (in feet) between Entrance #2 and the nearest driveway and/or roadway, as measured from the <u>edge</u> of each driveway/roadway? [Powhatan County Subdivision Ordinance: Table 68-175(e)(5)d.2]	Closest Driveway to the North or East [Entrance/Driveway Name: _____]	
	Closest Driveway to the South or West [Entrance/Driveway Name: _____]	
Question #2 Entrance Spacing: VDOT What is the distance [in feet] between Entrance #2 and the nearest driveway and/or roadway, as measured from the <u>centerline</u> of each driveway/roadway? [VDOT Road Design Manual: Appendix F—Table 2.2]	Closest Driveway to the North or East [Entrance/Driveway Name: _____]	
	Closest Driveway to the South or West [Entrance/Driveway Name: _____]	
Question #3 Auxiliary/Turn Lanes: Right Turn Lane Into Entrance Will a right turn lane be provided into the site from the adjacent state-maintained roadway?	Yes [Lane Dimensions: _____]	
	No	
Question #4 Auxiliary/Turn Lanes: Left Turn Lane Into Entrance Will a left turn lane be provided into the site from the adjacent state-maintained roadway?	Yes [Lane Dimensions: _____]	
	No	
Question #5 Acceleration Lane Is an acceleration lane being provided onto the state-maintained roadway?	Yes [Lane Dimensions: _____]	
	No	
Question #7 Exception (VDOT) Is the applicant requesting an Access Management Exception (VDOT Form AM-E)?	Yes	
	No	
Question #8 Document of VDOT-Approved Access Management Exception (AM-E) If answered <i>yes</i> to Question #7, VDOT Form AM-E must be completed and reviewed by VDOT. If the Access Management Exception has been approved, attach the approved form to this worksheet.		
Question #9 Waiver/Modification (Powhatan County) Is the applicant requesting a waiver/modification to Powhatan County standards?	Yes	
	No	
Question #10 Justification: Waiver/Modification If answered <i>yes</i> to Question #9, describe what waiver/modification is being requested, providing justification for the request and what features will be incorporated into the design to mitigate any potential negative impacts.		

Analysis: Entrance #3		
Question #1 Entrance Spacing: Powhatan County What is the distance (in feet) between Entrance #3 and the nearest driveway and/or roadway, as measured from the <u>edge</u> of each driveway/roadway? [Powhatan County Subdivision Ordinance: Table 68-175(e)(5)d.2]	Closest Driveway to the North or East [Entrance/Driveway Name: _____]	
	Closest Driveway to the South or West [Entrance/Driveway Name: _____]	
Question #2 Entrance Spacing: VDOT What is the distance [in feet] between Entrance #3 and the nearest driveway and/or roadway, as measured from the <u>centerline</u> of each driveway/roadway? [VDOT Road Design Manual: Appendix F—Table 2.2]	Closest Driveway to the North or East [Entrance/Driveway Name: _____]	
	Closest Driveway to the South or West [Entrance/Driveway Name: _____]	
Question #3 Auxiliary/Turn Lanes: Right Turn Lane Into Entrance Will a right turn lane be provided into the site from the adjacent state-maintained roadway?	Yes [Lane Dimensions: _____]	
	No	
Question #4 Auxiliary/Turn Lanes: Left Turn Lane Into Entrance Will a left turn lane be provided into the site from the adjacent state-maintained roadway?	Yes [Lane Dimensions: _____]	
	No	
Question #5 Acceleration Lane Is an acceleration lane being provided onto the state-maintained roadway?	Yes [Lane Dimensions: _____]	
	No	
Question #7 Exception (VDOT) Is the applicant requesting an Access Management Exception (VDOT Form AM-E)?	Yes	
	No	
Question #8 Document of VDOT-Approved Access Management Exception (AM-E) If answered <i>yes</i> to Question #7, VDOT Form AM-E must be completed and reviewed by VDOT. If the Access Management Exception has been approved, attach the approved form to this worksheet.		
Question #9 Waiver/Modification (Powhatan County) Is the applicant requesting a waiver/modification to Powhatan County standards?	Yes	
	No	
Question #10 Justification: Waiver/Modification If answered <i>yes</i> to Question #9, describe what waiver/modification is being requested, providing justification for the request and what features will be incorporated into the design to mitigate any potential negative impacts.		



SITE PLAN CHECKLIST

Richmond District 2021

Project Name: _____

Connects to road name: _____ **Connects to route #:** _____

County: _____ **County Project No.:** _____

Applicant: _____ **Phone No.:** _____

Street Address: _____

Sheet where shown If item is not provided, explain below

SUBMITTAL PACKAGE

Project Narrative	Two (2) copies including a detailed description of the project.		
Project Plan	Two (2) folded copies.		
Project Rezoning	Two (2) bound copies of the official rezoning approval, proffers, and conditions.		
Drainage Report	Two (2) bound copies including narrative, summary of results, Drainage Area Maps, and all applicable calculations for hydrology; including storm frequencies according to the VDOT Drainage Manual: Form LD-268 ditches, form LD-269 culverts, form LD-229 pipes, form LD-204 structures, form LD-347 HGL, storm water management, outfalls and MS-19.		
Geotechnical Report	If the site plan includes a proposed public road, include two (2) bound copies in accordance with the Pavement Design Guide for Subdivision and Secondary Roads in Virginia for the commercial entrance.		
Pavement Design Calculations	If the site plan includes a proposed public road, include two (2) bound copies in accordance with the Pavement Design Guide for Subdivision and Secondary Roads in Virginia. The commercial entrance pavement design shall match or exceed the existing road pavement.		
Traffic Information	Two (2) bound copies including functional classification of roadways, existing AADT, ITE Code, Trip Generation Report, Turn Lane and Taper Warrant Analysis, and Driveway Intersection Analysis, at a minimum, according to VTIS 24VAC30-155-60. Contact Land Use Engineer to determine if additional traffic analyses are required.		
Waivers/ Exceptions	Appropriate form(s) signed, sealed, and completed in its entirety. Include index listing the form and all attachments.		

COVER SHEET

1	Project name and date of preparation.		
2	Seal and signature on each sheet by a professional engineer or land surveyor B, licensed by the Commonwealth of Virginia.		
3	Title block information, index of sheets, consulting firm and contact information, including e-mail address.		
4	Owner and Developer name and contact information(street address, not P.O. Box)		
5	Vicinity Map with state route numbers and north arrow.		

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6	Latitude/Longitude of the connection to the state maintained road.		
7	Reference all previously approved master plans, waivers, variances or proffers approved for this site by case number and date.		
8	Legend detailing graphic descriptions for all road items, drainage & utility items.		
9	Parcel identification, legal reference, tax map reference, numbers, present zoning, proposed rezoning, and total acreage.		
10	Regulatory Floodplain and 100 Year Flood Elevation.		
11	VDOT Richmond District Standard Notes (current version).		
12	Signature block that plan is "Acceptable to VDOT"		
GENERAL INFORMATION			
13	Survey and mapping control information including north arrow, benchmark, datum, elevations, and tie distance to nearest intersection of a state route.		
14	Graphic Scale (1"=50' or larger) Horizontal. Graphic Scale (1"=5' or larger) Vertical		
15	Provide parcel identification, tax map reference numbers, owners' names, present zoning, and use of all abutting parcels		
16	Clearly identify the site layout, including lot numbers, acreage in lots, right of way, and total acres.		
17	Label existing State maintained roadways with street name, route numbers, and right of way width.		
18	Show the latest version of all VDOT Standards Details applicable to the development, including PB-1, IS-1, ES-1, WP-2, CG-6, CG-12, etc.		
19	Identify areas of right of way dedication.		
20	Identify building locations, use, square footage, and distance from right of way.		
21	Identify all existing and proposed easements within or immediately adjacent to State maintained right of way, include use, legal reference, and bearings and distances.		
DRAINAGE			
22	Provide detailed drainage area maps defining the contributing areas and sub-areas, in acres, used for computations.		
23	Provide an offsite drainage area map at a maximum scale 1"= 200'.		
24	Show all storm sewer structures by type and number. Stations on plan must match stations on profile. Show top and invert elevation of each structure.		
25	Show field located limits of existing and proposed 100yr flood zones and backwater inundation.		
26	Identify the size, length, and slope of all culverts and storm sewer in plan and profile. Identify type and class of pipe to be installed.		
27	Identify all storm water management facilities, structures, access roads, stabilization and fencing as applicable		
28	Grading plan: existing contours and proposed contours, both at 1ft or 2ft intervals, and finished floor elevations.		
29	Identify the 10 year & 100 year storm water elevations in management facilities on the plan		

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30	Identify the direction of drainage flow for roadways, storm sewers, gutters, and ditches.		
31	Identify the receiving storm water conveyance and provide MS-19.		
32	Identify the type, length, slope, cross section, and stabilization measures of all proposed ditches in accordance with the drainage report outlined above.		
EROSION CONTROL			
33	Identify the limits of construction within and immediately adjacent to the right of way.		
34	Show temporary construction access to state maintained right of way in accordance with MS-17.		
35	Provide adequate erosion control measures for all areas within and immediately adjacent to State maintained right of way receiving runoff from construction activities in accordance with the current Virginia Erosion & Sediment Control Handbook.		
36	Identify the location of the staging and stockpile areas and applicable erosion control measures.		
37	Address restoration within and immediately adjacent to State maintained right of way		
RIGHT OF WAY & GEOMETRICS			
38	Identify entrance type and label geometrics including radii, width, landing slope, throat length, and spot elevations.		
39	Show design vehicle turning templates on entrance plan.		
40	Identify lengths and widths of existing and proposed tapers and turn storage lanes.		
41	Show all existing entrances, street connections, crossovers, etc. that are located along both sides of the existing roadway that may be affected by the development.		
42	Provide connectivity to adjacent parcels for vehicular and pedestrian access.		
43	Identify the distance measured from the centerline of the proposed entrances and intersections to the centerline of the nearest entrances, street connections, crossovers, etc. per access management spacing requirements.		
44	Identify geometrics of proposed and/or modified roadway centerlines, including delta, radius, arc length, chord, tangent and stationing at PC, PT, and intersections.		
45	Show all proposed street frontage and intersection improvements including proposed landscaping and signs.		
46	Show sight distance triangles for required minimum distance and applicable sight easements at all entrances and intersections, including left turn (AASHTO).		
47	Identify the radius of all returns to the face of curb or edge of pavement.		
48	Provide profiles of intersection and stopping sight distances at each relevant location, including existing roads.		
49	Provide site specific cross sections at key locations including, but not limited to, entrances, pavement widening, ditch relocations, culvert crossings, etc.		
50	Provide roadway Landscape Plan, if any.		
51	Provide roadway Lighting Plan, if any.		
TRAFFIC			
52	Label existing and proposed speed limits of all roadways.		

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53	Identify all existing and proposed pavement markings and signage in accordance with the 2009 MUTCD, revised 2012. This shall include enough of the surrounding roadway to identify traffic interactions and conflicts with the proposed driveway(s).		
54	Identify proposed right of way lines, pavement widths, and entrance geometrics.		
55	Provide an overall view of how traffic will flow in and out of the site and how it will affect adjacent driveways, public roads, and nearest intersections, including the nearest signalized intersections, to demonstrate a full picture of the road network. This shall include enough of the surrounding roadway to identify traffic interactions and conflicts with the proposed driveway(s). At a minimum, this will include the adjacent side of the street, medians and median openings and any driveways or public roads along the frontage of the property (or within 500 feet of the commercial entrance.		
56	Provide a Traffic Control Plan in accordance with the 2015 Virginia Work Area Protection Manual.		
57	Provide a note on the plans informing the contractor of a responsibility to contact the VDOT Transportation Operations Center regarding shoulder or lane closures.		
UTILITIES			
58	Provide utility profiles for any proposed work in State maintained right of way		
59	Identify and label all existing and proposed underground and overhead utilities within and immediately adjacent to State maintained right of way including deed reference.		
60	Identify the owner(s) of all proposed utilities.		
61	Identify the minimum depth of all underground utilities in plan and profile views.		
62	Verify clear zone requirements are met when locating utilities within State maintained right of way.		
OTHER			
63	VDOT Waiver.		
64	VDOT Exception.		
65	Official written request.		
66	MS-4		
67	Bicycle path		
Please provide any additional information that will assist VDOT in this review.			

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NOTE:

- a) Any previously approved plan that is to be considered with this plan submittal shall be included. All modifications shall be clearly noted and adequately addressed.
- b) Any calculations or reports previously approved by the Department that are to be considered with this plan submittal shall be included and re-certified by the applicant's engineer. All modifications shall be clearly noted and adequately addressed.
- c) The developer is responsible for supplying sufficient information for the Department to verify existing and proposed entrance and road design features adequately serve the existing roadway and the proposed development.
- d) All construction methods and materials within State maintained right of way shall comply with the current standards and specifications of the Virginia Department of Transportation.
- e) All commercial entrances must meet VDOT standards and specifications in accordance with current Access Management 24VAC30-73 and Appendix 'F'.

CERTIFICATION

I certify that the above stated information is included in the attached plans and reports.

Engineer or Land Surveyor 'B' signature VA LIC # date

Engineer or Land Surveyor 'B' printed name